

City of Trenton Operating Procedures for Submission of Building and Zoning Permit Applications

Contractors and residents are encouraged to submit building and zoning permit applications via the City website by filling out the online form on City website:

<https://trentonoh.gov/>

On the right side of the page, select the blue permit button. Select your type of application and fill out the form.

If it's not possible to submit your application via the online form, please forward your submissions electronically, preferably in PDF format, to the following email address: building-zoning@cityoftrenton.com.

If you cannot submit permit applications electronically: We can accept paper submissions in one of the following ways; Drop them off in the Admin Department (if our building is open to the public), via US Mail, or you can drop them off in the Water Payment Box located in the City Building Parking lot. (Please mark the envelope "Building & Zoning Dept.")

Once the zoning certificate and building permit process has been completed, we will notify you regarding the fees. **In order to pay your fees, please contact the Finance Department at 513-988-6305, option 2.** Once we are notified that payment has been received, we will forward a copy of your receipt along with your permit packet. **If you choose to mail in the payment,** make the check out to CITY OF TRENTON and mail the check and a copy of the supplied invoice to:

CITY OF TRENTON
FINANCE DEPARTMENT
11 E STATE ST
TRENTON OH 45067

You may want to print off any forms that you deem necessary to have on the job site. NIC requires either electronic or printed plans on site for inspections, but plans must be legible and large enough to read.

**** If you are unable to receive your permit via email, or if our building is still closed to the public, we can mail your approved permit back to you for an additional fee. ****

Please use the following numbers for inspection requests:

- Water & Sewer: 513-988-6305
- Zoning: 513-988-6307
- Building inspection requests, permit requirements or building code inquiries should be directed to National Inspection Company (NIC) at 888-433-4642.
- Plumbing permits or requirements, please contact the Butler County General Health District at 513-863-1770 or go their website at http://health.bcohoio.us/our_services/plumbing.php

For general building and zoning inquiries, please email building-zoning@cityoftrenton.com or contact Bill Jones at 513-988-6307.

****Please do not leave inspection requests on voicemail****