



2023 Annual Report

Building and Zoning Department

The City of Eaton Building and Zoning Department understands that, when we uphold life, health, safety and morals, our community will prosper. These are the key ingredients for a community to grow and prosper.

Employees

- Jacqueline Stahl, Residential Plans Examiner, Permit Technician, 1993-current.
- Terry Shaffer, Residential Building Official, Commercial Building Inspector
- Dana Booghier, Commercial Building Official, Technical Advisor, 2008-current
- James Alt, Commercial Plans Examiner, Technical Advisor, contract 2013-current
- Ralph Clevenger, Electrical Safety Inspector, backup-contract
- Dennis Armstrong, Electrical Safety Inspector, backup-contract
- Zac Wilson, Property Maintenance
- Joe Ferriell, Property Maintenance, Zoning Official

Operations

- **Operation Overview:** The City of Eaton Building Department is licensed by the State of Ohio Board of Building Standards to implement building codes locally. In recent years, the State has diligently been working with all departments throughout the state to ensure that codes are applied uniformly from department to department. To maintain our license, we must follow the rules of the Board as outlined in the Ohio Revised Code.
- **Point of Contact:** Typically, we are the first point of contact for a citizen, builder or investor. We meet with them to discuss their plans, directing them to our local zoning regulations first; also working with them to move forward in the building process. This typically happens in the office, onsite or both.

- **Plan Submittal:** Once our local zoning regulations are met, the applicant will submit an application including plans that show compliance with the Ohio Building Code regulations (building, electric, mechanical, fire protection- sprinkler, fire alarm systems, fuel gas and energy).
- **Plan Review Commercial Projects:** Our plan review process is streamlined and very efficient. Our Building Official, Dana Booghier, is in our office once a week to meet with applicants, discuss projects, pick up new submittals and return submittals from the previous week. Dana also meets with our Commercial Plans Examiner, Jim Alt, to go over submittals and make sure they are compliant. This helps expedite the process and keeps projects moving forward. Dana is available for special meetings and phone calls outside of normal scheduled office visits. In the State of Ohio, it is required to have a Building Official (Dana Booghier) and a licensed Architect (Jim Alt) review and or approve all commercial submittals.
- **Plan Review Residential Projects:** Our plan review process for residential construction is performed in the office. Once our local zoning requirements are met, the applicant will submit a set of building drawings showing compliance with the Residential Code of Ohio. With a clean submittal, a license to build can be issued typically within five to seven business days.
- **Plan Approval:** When plans are approved, the applicant is issued a Certificate of Plan Approval. This approval is a document that is generated by the Department and the applicant receives a copy of it. This document is a license to construct that is often referred to as a permit.
- **Construction:** Once construction begins, the Department will be onsite at different phases of the project to ensure that construction meets the intent of the approved construction drawings. These site visits, often referred to as inspections, are the responsibility of the applicant to call and schedule. Once the construction is complete, the applicant/owner will receive a Certificate of Occupancy. This certificate has information on it such as construction type, use group, occupant load, etc. The certificate remains with the structure and the structure must be maintained in accordance with the Occupancy Certificate by the owner. Insurance providers and lending institutions require certificate of occupancy documentation.

2023 Highlights

Commercial Activity:

Gard Funeral Home, 224 West Main Street

- New Parking lot
- Crematorium
- New Service Viewing Area



Henny Penny Owners Hall & Wellspring

- November Completion
- Estimated cost of upgrades \$2,351,000.00



Bullen

- Mainly inside construction
- New office
- New work areas



Preble County Council on Aging

- Spring of 2023
- \$4,000,000.00



Eaton Center up-grade

- Goodwill \$311,000.
- Regency Properties improved façade and parking lot



Rumpke

- 1005 South Barron
- \$100,000.00



Downtown

The downtown area has consistently remained strong with very minimal turnover. Many of the businesses located in our downtown area have been in operation for generations. Eaton has also witnessed several investments made within the area in recent years. A healthy city is often detected by the condition and success of the downtown area. The support and protection of downtown merchants is vital to the success of the entire city.

Residential Activity

The residential single-family activity remained very consistent from 2022-2023. Eaton's employment market, outstanding services, exceptional schools, and low taxes are just some of the main reasons new homes, additions and accessory structures continue to be built within the community.

Other Duties

In addition to new construction the Department also approves zoning and issues zoning certificates. Examples include sheds, pools, decks, fencing, garages etc. The Department also issues stand-alone permits. These permits would include replacement items to building systems, such as heating and cooling equipment, gas piping, electrical, emergency generators, emergency lighting, fire alarm, fire suppression, commercial kitchen hoods, refrigeration, hydronics and roofing.

Goals & Objectives

Goals: Our Departmental goal is to be service oriented and user friendly, helping citizens and developers meet their goals. In turn building a safer and stronger community.

Objectives: The Department staff is licensed by the State of Ohio Board of Building Standards. We receive training for new codes, products and methods of construction. We work with and share information with owners, contractors and developers. The construction industry is certainly not exempt from change, and we understand change is required to grow and prosper as a community.

Summary: Moving forward, we must operate with the understanding that every time the phone rings, we are called to the counter, or on-site our duty is to serve the community with excellence. Regardless of size, we must always understand that every project is important because every project is an investment within our community.