

Please find the New Operating Procedures for Submission of Building and Zoning Permit Applications to the City of Trenton. Some contact information has been revised.

Please forward all building and zoning submissions electronically, preferably in PDF format, to the email address of [building-zoning@cityoftrenton.com](mailto:building-zoning@cityoftrenton.com).

**If you cannot submit permit applications electronically:**

We accept paper submissions either by dropping them off in the Admin Dept or via US Mail. (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 have been notified that payment has been received, we will forward a copy of your receipt along with your permit packet.

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 unable to obtain a permit application via email or our website, they are available for pick-up in the Admin Dept in Civic Hall. If you are unable to receive your permit via email, you can pick it up in Finance Dept at Civic Hall or we can mail your approved permit back to you for an additional fee. \*\***

All of your building inspection requests will continue to be handled by NIC (National Inspection Corp) and as requested by the zoning inspector, all zoning inspection scheduling requests are still to be directed to 513-988-6304 ext. 150.

**Building/Zoning** – Contractor's and residents are encouraged to submit building and zoning permit applications via email at [building-zoning@cityoftrenton.com](mailto:building-zoning@cityoftrenton.com). All submissions need to have a contact name and number, an email address and a completed application form which is located on the City website: <https://www.ci.trenton.oh.us/mt-content/uploads/2020/05/building-zoning-permit-application.pdf>.

City staff will follow up with the applicant regarding fees. Approved permits can be emailed to applicants and this digital set of approved plans can be utilized as the required onsite copy for inspection purposes.

Questions regarding building permit requirements, building code or inspections, should be directed to National Inspection Company (NIC) at 888-433-4642.

[building-zoning@cityoftrenton.com](mailto:building-zoning@cityoftrenton.com)

For building and zoning inquiries, please email or contact Bill Jones at 513-988-6307 or Sharon Leichman at 513-988-6304 ext. 150.

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

Revised on 06-08-20