



LCExpress

Office of the Lucas County Engineer
Mike Pniewski, P.E., P.S.

1049 S. McCord Road
Holland, Ohio 43528
Phone: 419-213-2860

PERMIT PROCESS

RESIDENTIAL DEVELOPMENT

(SEE BELOW FOR COMMERCIAL/SUBDIVISION DEVELOPMENT)

Intake, Acceptance & Fees

Once you have successfully submitted your permit application information through LCExpress:

- LCExpress will issue an 8-digit number starting with the current year (ex: 2023-1234)
 - If you did not receive this number you did not complete the application.
- Jurisdiction Check (1-2 business days): the LCEO will perform a Jurisdiction Check
 - If you are within an LCEO jurisdiction you will receive an LCExpress email accepting your application.
 - If you are not within an LCEO Jurisdiction, the system will provide you with an email to let you know that you are outside of LCEO Jurisdiction.
- Submittal validation (1-2 business days): The LCEO will review the submitted information to determine what permits are applicable to the development plans.
 - To make sure your permit can be processed and approved as quickly as possible, applicants should complete the appropriate checklist available on the right side of the Permit instructions
 - If the submittal validation cannot clearly identify what permits are applicable, the LCEO will respond and require the applicant to submit any information needed to clarify the application.
 - *The Submittal Validation process is then repeated.*
- Fees: once the submittal can be validated the LCEO will apply the appropriate fees in LCExpress
 - LCExpress will email a link to the invoice and an online payment.
 - The LCEO will be immediately notified once you have paid the fees.
 - Please pay the fees promptly.
 - *The Compliance Review process will not continue until the fees are paid.*

Review and Approval

COMPLIANCE REVIEW (10 business days)

During Compliance Review the LCEO Reviews your plan for compliance with all LCEO Regulatory Requirements based on the details you provided in your plan.

- Related Applications created: The LCEO will create additional LCExpress cases for each type of permit that is required.
 - NOTE: Your LCExpress Account will now show multiple cases and case numbers.
- *Review: The LCEO will review for compliance for each Related Application required.
 - The review process will take 10 business days from the date of payment or date of resubmittal.
- Response: The LCEO will respond with an approval or a request for additional information, clarification, and correction.
- Corrections Required: The LCEO will provide a document called "Review Comments" and a document called "Disposition of Comments" posted in the Permit/Plan Approval Request in the Related Documents section.
 - Review Comments: comments made directly on the plans.
 - Disposition of Comments: A checklist of comments that are made on the plans.
- The applicant must have all comments addressed and the disposition of comments filled out.
- The applicant resubmits the updated information and completed disposition of comments.
- The *Review process begins again as indicated above.



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- In most cases, all the additional cases created for each permit type will need to be approved prior to issuing any permits. The review/approval status of each permit can be reviewed by clicking on each Related Application case and reviewing the “Workflow” section. The “Target End Date” indicates the date the LCEO expects to have the Workflow item complete.

APPROVAL

Once the LCEO can determine all requirements are met through the review process above.

- LCEExpress will email the applicant to inform them that the permits have been approved.
- The email will include instructions for obtaining the permits from the Applicant’s LCEExpress account.
- The applicant should *review the permit for inspection requirements*.
- The LCEO will provide copies of the permit documentation to all Jurisdictions having authority.
 - For example: if the plan involves an ODOT road, the LCEO will send a copy to ODOT Dist. 2.
- The LCEO will provide a “Blue Slip” to the Building Regulation office if applicable.
- All approved permit documents shall be available on site for the duration of the project.

Closeout

Inspection

- Follow the inspection requirements provided in your permit approval documentation.
 - Any site specific inspection requirements will be noted on the permit documents.
- Correct any deficiencies noted during the inspection. Reschedule the inspection as needed.
- Once the LCEO inspector can confirm that the site meets the requirements a Final Permit can be issued

Final Permit

- The applicant will receive a copy of the final permit via LCEExpress.
- All cases related to the development will be closed once the Final Permit(s) are issued.

This document describes a typical Review and Approval process. Your site-specific situations may require the LCEO to deviate from this process. The LCEO will always try to determine the quickest way for the applicant to meet the requirements and obtain a permit.

Durations are noted in BUSINESS DAYS.



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COMMERCIAL DEVELOPMENT APPROVAL PROCESS

(Including Subdivisions)

Intake, Acceptance & Fees

Once you have successfully applied for your permit application through LCExpress:

- LCExpress will issue an 8-digit number starting with the current year (ex: 2023-1234)
 - If you did not receive this number you did not complete the application.
- Jurisdiction Check (1-2 business days): the LCEO will perform a Jurisdiction Check
 - If your development is within an LCEO jurisdiction you will receive an LCExpress email accepting your application and instructions for uploading your plans to the EPlan Reviewer.
 - If your development is not within an LCEO Jurisdiction, the system will provide you with an email to let you know that you are outside of LCEO Jurisdiction.
- Upload Your Plans: Follow the instructions you received in the email to upload your development plans to the EPlan Reviewer. You may need to set up an account with the EPlan reviewer if you are not the Main Point of Contact in the application.
- Submittal Validation (1-2 business days): The LCEO will review the submitted information to determine what permits are applicable to the development plans.
 - To make sure your permit can be processed and approved as quickly as possible, applicants should complete the checklists available on the right of the Commercial Permits webpage.
 - If the submittal validation cannot clearly identify what permits are applicable, the LCEO will respond and require the applicant to submit any information needed to clarify the application.
 - *The Submittal Validation process is then repeated.*
- Fees: once the submittal can be validated the LCEO will apply the appropriate fees in LCExpress
 - LCExpress will email a link to the invoice and an online payment.
 - The LCEO will be immediately notified once you have paid the fees.
 - Please pay the fees promptly.
 - *The Compliance Review process will not begin until the fees are paid.*

Review and Approval

COMPLIANCE REVIEW (20 business days)

During Compliance Review the LCEO Reviews your plan for compliance with all LCEO Regulatory Requirements based on the details you provided in your plan.

- *Review: The LCEO will review for compliance for each applicable regulatory requirement.
 - The review process will take 20 business days from the date of payment or date of resubmittal.
- Response: The LCEO will respond with an approval or a request for additional information, clarification, and correction.
- Plan Corrections: When corrections are required, you will receive an email with instructions on how to access the comments in the EPlan reviewer and complete the task to submit corrections.
- The *Review process begins again as indicated above.

APPROVAL

Once the LCEO can determine all requirements are met through the review process above:

- LCEO will provide notice that the plans are approved with directions for finalizing documentation.
 - THIS IS NOT A RELEASE TO BEGIN CONSTRUCTION



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- The applicant will then need to provide all required signed documents.
 - Ex: title sheet, Petition, BMP, SWP3, etc.
- The applicant should review the permit for **inspection requirements**.
- A COMPLETED SIGNATURE SHEET IS REQUIRED PRIOR TO BEGINNING CONSTRUCTION
 - **Commercial Developments:** Once the signature sheet is completed the applicant can contact the Lucas County Building Regulations Office to obtain a building permit.
 - **Subdivisions:** Once the signature sheet is completed, contact the LCEO Construction Department and Stormwater Department to schedule a preconstruction meeting.

Closeout

Commercial Site Developments:

- Follow the inspection requirements provided in your permit approval documentation.
 - Any site specific inspection requirements will be noted on the permit documents.
- Correct any deficiencies noted during the inspection or provided on a Punch List from our Construction Department. Reschedule the inspection as needed.
- Once the LCEO inspector can confirm that the site meets the requirements a Final Permit can be issued.

Subdivisions:

- All punch list items must be completed according to the requirements of the LCEO Construction Inspection Department.
- The LCEO Construction Department must provide you with a letter of completion.
- The Plat must be finalized and recorded.
- Lot development can commence.
 - Sidewalk and Grading Permits are required for the development of each lot in the subdivision. (See Residential Development above).

This document describes a typical Review and Approval process. Your site-specific situations may require the LCEO to deviate from this process. The LCEO will always try to determine the quickest way for the applicant to meet the requirements and obtain a permit.

Durations are noted in BUSINESS DAYS.