



## DIRECTIONS FOR COMPLETING OHIO APPLICATION FOR BUILDING PLAN APPROVAL

In accordance with Ohio Administrative Code (OAC) Chapter 4101:1-1-06, pursuant to Ohio Revised Code (ORC) Section 3791.04, before beginning the construction, erection or manufacture of any building for which construction documents are required, including all industrialized units, the owner shall submit three (3) copies of construction drawings to this division for approval. Two (2) additional sets of plans are required when we have jurisdiction for the Plumbing and/or medical gas. The construction documents shall be accompanied with the application form and attached worksheets. The construction documents shall be prepared by a registered design professional pursuant to OAC 4101:1-1-06.3.4. An examination and inspection fee will be assessed at the time of submittal as outlined in OAC 4101:1-1-08.2.

***Application Directions: Complete page one of the application and attached worksheets as outlined below. All boxes, 1 through 23, must be completed in full or the application will be returned. Send this completed form along with all required documents to "Ohio Department of Commerce, Division of Industrial Compliance, Bureau of Building Code Compliance, 6606 Tussing Road, Reynoldsburg, Ohio 43068-9009"***

1. Check all boxes that apply to the proposed project. If you wish to apply for phased approval for the project, check the proper box for the phased approval and submit the phased plan approval work sheet with this application.
2. List the County where the proposed project is located. ***Also, indicate if special inspections are required for this project in accordance with the provisions in section 1704 OBC. The project design professional shall evaluate the project regarding the required special inspection work items in accordance with section 1704 OBC. If special inspections are required per section 1704 OBC, obtain the special inspection statement form from the State Bureau of Building Code Compliance and submit the completed form for review immediately.***
3. In order to establish the proper building department jurisdiction, please check yes or no.
4. Please respond in order to comply with federal law regarding proposed construction within a flood plain.
5. Enter the number of sheets included in one set of your drawings.
6. Refer to Ohio Building Code (OBC) Chapter 2 for definitions.
7. ***If this project is submitted as a continuation of a preliminary plan review before, please provide the CPA number for the preliminary plan review.***
8. List any previous or related Certificate of Plan Approval (CPA) number(s) associated with this submission.
9. List exact title of project or name of business. For inspection purposes provide specific address and location including tenant space, building floor number, suite numbers, crossroads, landmarks or any other directional guidelines.
10. Provide owner name, their address, telephone, and a contact person.
11. Provide submitter name, their address, and telephone. All correspondence will be sent to the submitter.
12. According to the OBC Section 106.2 the design professionals must be identified by completing all information including their Ohio registration number.
13. Refer to OBC Chapter 6 for Types of Construction.
14. Provide current use group and occupancy type if submission is for an existing building. Otherwise, show N/A and move on to 14.
15. Transcribe from plans or refer to OBC 302.1 for the new use group and occupancy type.
16. Provide total cost of construction work covered in scope of project shown in box 1.
17. Provide the structural, electrical, mechanical, or Industrialized Units square footages.
18. Provide the lineal footage of fence, underground service, or other non-square footage submissions.
19. If sprinkler is checked in box No. 1, list the area that covers the installation of the sprinkler system only.
20. If project includes alarm devices, show the total number of devices included in the project.
21. Total fees due calculated from corresponding fee worksheets.
22. Please check the method of payment.
23. In order to rescind a standing adjudication order and to stop further legal proceedings, list the number found on the order.
24. Application cannot be processed without the name of the owner or agent for the owner.
25. For DIC office use only.

*Once the plans have been examined and approved, a Certificate of Plan Approval will be issued to the owner along with two sets of construction documents. One of the sets of construction documents must remain at the job site at all times during construction pursuant to OAC 4101:1-1-06.3.1. Inspections can be obtained from the Division of Construction Compliance by calling the dispatch center at least one day prior to the inspection. The dispatch phone number is (800) 822-3208. Once all inspections have been obtained a final Certificate of Occupancy will be issued pursuant to OAC 4101:1-1-10.1.*

## WORKSHEET FOR FEES TO BE PAID

**Special Note: See attached instruction sheet regarding the allowed number of inspections covered under the fees listed below. Additional inspection fees will be required when the actual number of inspections exceeds the allowed number for each scope of work.**

\*\* Round up all lineal and square footage figures to the next 100 feet

BUILDING GENERAL FEES	
A. \$250.00 Processing Fee	\$
B. \$9.50 per 100 Square Feet** (Ex. if 103 sq ft, round to 200 sq ft)	\$
C. \$9.50 per 100 Lineal Feet** (Ex. fences, if 103 lineal ft, round to 200 lineal ft)	\$
MECHANICAL FEES	
A. \$250.00 Processing Fee	\$
B. \$5.75 per 100 Square Feet** (Ex. if 103 sq ft, round to 200 sq ft)	\$
ELECTRICAL FEES	
A. \$250.00 Processing Fee	\$
B. \$5.75 per 100 Square Feet** (Ex. if 103 sq ft, round to 200 sq ft)	\$
C. \$5.75 per 100 Lineal Feet** (Ex. Site light wires or conduits, if 103 lineal ft, round to 200 lineal ft)	\$
FIRE ALARM FEES	
A. \$250.00 Processing Fee	\$
B. \$5.75 per Alarm Device	\$
SPRINKLER FEES	
A. \$250.00 Processing Fee	\$
B. \$5.75 per 100 Square Feet** (Ex. if 103 sq ft, round to 200 sq ft)	\$
INDUSTRIALIZED UNIT FEES	
A. \$200.00 Processing Fee	\$
B. \$1.75 per 100 Square Feet** (Ex. if 103 sq ft, round to 200 sq ft. These Industrialized Unit fees are only required if you are placing an approved Board of Building Standards Industrialized Unit at a commercial or industrial site for the first time. Otherwise, ignore this fee box.)	\$
<b>CERTIFICATE OF USE AND OCCUPANCY FEE (108.8 OBC)</b>	<b>\$ 65.00</b>
<b>SUB TOTAL</b>	<b>\$</b>
<b>BOARD OF BUILDING STANDARDS (BBS) FEE</b>	<b>\$ 3.25</b>
TOTAL (transfer this amount to Total Fees to be Paid on the front side of this application)	\$
<b>Make fee check payable to: <i>Treasurer, State of Ohio</i></b>	

Fees are due when plans are submitted. If you have fee related questions when completing this worksheet, call 1-800-523-3581.

\*\* Lineal and square footage figures rounded up to the next 100-square/lineal feet.

OFFICIAL USE ONLY	
Additional Fees Due	\$
Refund Due	\$

## State of Ohio, Bureau of Building Code Compliance

### Inspections: (Excluding plumbing and medical gas permits)

The fees provided for in Section 115.2 of the Ohio Building Code (OBC) will include only the following number of inspections per scope of work in accordance with OBC section 115.2.1:

Total Square Footage/Linear Footage/Number of Devices	Maximum Number of Inspections included in permit fees
0-2,500	5 per each scope of work
2,501-10,000	6 per each scope of work
10,001-20,000	9 per each scope of work
20,001-30,000	10 per each scope of work
> 30,000	Add 1 inspection per each additional 10,000 s.f.

If a project requires more inspections than the maximum set forth above for the square/linear footage, then each additional inspection will be considered a re-inspection and subject to the charge of \$150 per re-inspection fee as set forth in OBC § 115.6

Example:

- The permit fees for a 5,200 square foot new building with sprinkler and fire alarm systems will include a total of 6 inspections for each scope of work.
  - The scope of work is defined in the fee worksheet as “Building General (Structural)”, “Mechanical”, “Electrical”, “Fire Alarm”, “Sprinkler” and “Industrialized Units”.
  - The 6 inspections included for building general (structural) shall consist of inspections at each required phase such as footing/foundation, slab, interior rough, interior finish, structural above ceiling, final inspection, etc. The same applies to other scopes of work as well.
  - **Any unused Mechanical or Sprinkler inspections may be used towards the General (Structural) inspections. Any unused Fire Alarm inspections can be used towards the Electrical inspections.**
  - It is the contractor and the owner’s responsibility to make the necessary arrangements to obtain the inspections required by the OBC.
  - If the number of actual inspections exceeds the allowed number for each scope of work, additional inspection fees will be charged accordingly. It is the contractor and the owner’s responsibility to monitor the number of inspections on a project.
  - No certificate of use and occupancy will be issued at the completion of the project if there are any outstanding re-inspection fees.

### Changes After Final Approval

According to OBC section 115.2.4, if changes are made to construction documents after final plan approval has been issued and it requires resubmission, the review and approval of the changes will be subject to a \$250 Processing Fee and a \$100/hour fee for construction document examination by a Plans Examiner. If an inspection cannot be completed due to changes that have not been approved by a plans examiner, the inspection will be counted towards the total number of inspections allocated for the project in accordance with OBC section 115.2.1.

# Work Sheet for Phased Plan Approval

1. Project location and applicant information:

Building address: \_\_\_\_\_ County: \_\_\_\_\_  
Designer: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax No: \_\_\_\_\_  
\_\_\_\_\_ E-mail: \_\_\_\_\_

2. Check the type of work:

New Construction    Alterations    Change of Occupancy    Building Additions

Use group(s): \_\_\_\_\_ Construction type: \_\_\_\_\_

3. Phase of plan approval requested: (Please indicate all applicable phases you are requesting)

Building footing and foundation:

- Site plan showing the location of the building in relation to the property lines, public streets, and/or adjacent buildings,
- Building footing and foundation plan showing the depth, section, and all structural design data,
- Building floor plan showing the use occupancy and construction type classification, building area, building height, number of story, means of egress, required fire rated wall locations, etc.,
- Soil investigation report if required by section 1802 OBC.
- Special inspections statement for footing and foundation if required by section 1704 OBC.

Building slab and perimeter insulation:

- All documents required for building footing and foundation phase,
- Building slab and perimeter insulation details,
- Underground utilities including electrical, water, gas, sewer, and fire protection lines and construction details,
- Building energy conservation reports per 1301 OBC for new building constructions,

Building shell:

- All documents required for building footing, foundation, and slab and perimeter insulation,
- Construction details for exterior wall, load bearing and non-load bearing walls, including the required fire resistance rating wall construction details,
- Roof truss and/or floor truss shop drawings,
- Roof construction details,
- Electrical service and wiring for exterior walls and required means of egress lightings,

Building interior partitions:

- All documents required for building footing, foundation, and slab and perimeter insulation, and building shell,
- Construction details for all interior partitions including the required fire resistance rating wall construction details,
- Electrical, plumbing, and/or mechanical drawings if the finishes of interior partitions are a part of the request.

Building systems:

- All documents required for building footing, foundation, and slab and perimeter insulation, and building shell, and interior partitions,
- Construction drawings and details for building system such as electrical, plumbing, mechanical, fire protection systems separately if desired.

Other type of phased approvals: Please attach additional sheet(s) to explain.