



Application for Inspections without Requiring Sealed Plans

❖ Introduction:

The procedures for inspections without sealed plans are established by the bureau of code compliance to assist customers in expediting the approval process for construction projects of minor work in nature.

❖ Project qualifications:

Typically, the following types of projects are qualified for application for inspections without requiring sealed plan process.

- **Minor Construction:** Work of minor alterations to existing building for the purpose of replacement or maintenance repairs that has limited impact on access, safety, or health at the discretion of the building official **AND** does not require technical analysis or design by a registered design professional in accordance with sections 102.10.2 and 106.2.1(5) OBC. This shall also include **temporary membrane tent structures**.
- **Type A Day-Care Home:** Day care for children is provided in the permanent residence of the Administrator for seven to twelve children or four to twelve children if four or more are under two years of age. Fees to include 1 structural; 1 electrical (and 1 plumbing, if state jurisdiction)
- **Electrical Upgrades:** (1 electrical inspection)
 - Permanent 60-amp services for lighting on existing billboard signs only
 - **Exact replacement** of Mechanical equipment only
 - Upgrading existing electrical services not to exceed **400 amps**
- **Temporary Electrical:** (1 electrical inspection)
 - Temporary electrical service **not to exceed 400 amps**
 - Electrical wiring and installation for a temporary use purpose.
- **Temporary door locking device in school buildings** (2 inspections)
 - For temporary door locking devices in existing school buildings as permitted in Section 1010.4 OBC.

Please Note:

- After inspection, if your project **is found to be more than what is shown on the approved plans for minor construction, you may be required to submit the sealed drawings for review and you will forfeit the fees paid to date.** If you have any questions, please call Building Code Compliance at 1-800-523-3581.
- Under special circumstances, other projects may be qualified for the inspections without sealed plans process at the discretion of the building official on a case by case basis.

❖ Projects Excluded:

In accordance with the Ohio Revised Code (ORC) Section 3783.02 and section 102.10 OBC, the Division of Industrial Compliance **DOES NOT** provide inspection services for the following types of project:

- Pole/Pedestal mounted telephone cabinets
- Oil wells
- Pole/Pedestal mounted cable television boosters
- Lift stations not associated with a construction project within the jurisdiction of the Division of Industrial Compliance
- Transportation signals
- Highway lighting
- Railroad crossing flashers
- School crossing flashers
- Parking lot lighting that is fed direct from a pedestal or pole-mounted service, not from a building of which DIC would have jurisdiction over
- Concession trailers, equipment trailers and H.U.D. trailers (mobile homes)
- Replacement of services by the public utility up to and including the meter (supply side)
- Exact repair & replacement of electrical systems within our jurisdiction on a case by case basis
- Campground, Marina or RV park electrical hook-ups that are fed direct from a pedestal or pole-mounted service, not from a building of which DIC would have jurisdiction over

Although DIC may have previously inspected these systems, it is important to note that both the ORC and the Ohio Administrative Code (OAC) Section 4101:2-27-01 explicitly exempts these installations and their associated metering devices from the authority of DIC review. In other words, DIC has no legal authority to inspect these systems.

The Public Utilities Commission of Ohio (PUCO) rule 4901:1-10-05 does allow “in any areas where there is no local inspection authority” that the installation and associated metering may be inspected by an electrician. The electrician’s inspection shall maintain the same authority as the inspections made by DIC, in times past.

❖ **Required documents:**

The following documents are required to be submitted for this process:

- Completed application form (See below **DIC 3018**)
- Process fees (check proper inspections required based on the scope of work).
- Three (3) sets of construction plans; at a minimum, a floor plan indicating the location of work and description of the work should be submitted for minor construction work. Also, submit an electrical one-line diagram for electrical work. Plans are not required to be sealed by a registered design professional.

❖ **Application fees:**

The application fees are based on \$150.00 per each required inspection, \$5.00 per scope of work for the Board of Building Standards and \$65.00 fee for Certificate of Use and Occupancy per 111 OBC. **(\$5.00 and \$65.00 are not required for application for plumbing inspection only).**

❖ **How to apply for Inspection without sealed plans:**

1. Apply online through web portal: <https://icportal.com.ohio.gov/web/ohio/login>
If you have not registered as a member in the web portal, you must complete the registration process first. Once you are registered, you can follow the screen instructions to apply for “**Building inspection without plan**” as application type and upload all required supporting documents (in .PDF format) in the attachment tab.

2. Apply in paper format:
Complete the application form (DIC 3018) and mail it to Department of Commerce, Division of Industrial Compliance, 6606 Tussing Road, Reynoldsburg, Ohio 43068.
3. Apply by fax: fax to (614) 644-3145,
4. Apply by e-mail: e-mail in (BDCCPlans@com.state.oh.us) along with all required supporting documents.

❖ **Inspection and certificate issuance procedures:**

- Once the application and documents are reviewed and processed, you will receive a written acceptance letter **in the mail or by e-mail** regarding the procedures to schedule the appropriate structural and electrical safety inspections. This acceptance letter can also be viewed and downloaded through our web portal. Please allow up to 5 business days for the processing of the application. Additional questions may be directed to Building Code Compliance at 800/523-3581 or 614/644-2622.
- Once ALL required inspections are completed, a certificate of use and occupancy will be issued and mailed to the owner. The certificate of occupancy can also be downloaded through web portal.

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APPLICATION FOR INSPECTION WITHOUT REQUIRING SEALED PLANS

1 Scope of project: Structural Electrical Mechanical Plumbing Medical Gas
2 Is this building located in an incorporated city, township, or village? Yes No
3 Type of application: Electrical upgrade Temporary electrical Minor construction Type A daycare
4 Brief description of the scope of work & submit 3 sets of floor plan and/or electrical one-line diagram:
5 Name of building: County: Building address: City Zip Direction to building:
6 Building owner Attention Address City State Zip Phone Fax E-mail:
7 Applicant Attention Address City State Zip Phone Fax E-Mail:
8 Building Information: (Required to be shown on the certificate of occupancy) Use group(s) Construction type: Building area (sf) Mixed use groups? Yes No Separated Non-Separated Building height (ft) No. of Stories? Storage height (ft)? Occupant Load? Type of fire protection system: (Provide names of system; i.e., NFPA 13, NFPA72, etc.) Building sprinkler: Sprinkler demand @ base of riser (PSI): Limited area sprinkler Type 1 hood sprinkler? In-rack sprinkler: Building fire alarm: Fire detection system? Smoke detection?
9 Fees to be paid based on scope of work: Structural inspection: \$150.00 Electrical inspection: \$150.00 Mechanical inspection: \$150.00 Plumbing inspection: \$150.00 Medical gas inspection: \$150.00 ** Certificate of occupancy: \$65.00 ** Board of Building Standards \$5/Scope Total fee due:
10 I hereby certify that I am the (check one) Owner Agent for the owner and all information contained in this application is true, accurate, and complete to the best of my Knowledge. Signature: Print name Date
11 Fee paid by: (Select one applicable) Cash Check Credit card ISTV
12 THIS AREA IS FOR OFFICIAL USE ONLY Date Received: CPA No. Mail-In Walk-In Check Number: Verification No.: Processed by:

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INSTRUCTIONS FOR COMPLETING APPLICATION FOR CERTIFICATE OF USE AND OCCUPANCY (DIC #3018)

Application instructions: All boxes, 1 through 11, must be completed in full or the application will be returned. Please type or print legibly. Application forms are also available on our website: www.com.ohio.gov/

1. Select proper scopes of work that are applicable to this application.
2. Is the building located within a city, township, or village?
3. Select the proper type of application as listed.
4. Provide a brief description of the proposed scope of work and 3 sets of building floor plan showing where the proposed work occurs. If the application is for electrical services, please also provide 3 sets of one-line diagram showing all electrical service equipment, panels, disconnects, overcurrent protections, grounding, conductor and conduit types and sizes.
5. List exact title of project or name of business. Provide specific address and location including tenant space, suite numbers, floor number, crossroads, landmarks or any other directional guides.
6. List the owner of project, their address, telephone, and a contact person.
7. List the name of submitter, their address, and telephone. Correspondence will be sent to submitter.
8. Provide all required building information; these are necessary for the new certificate of use and occupancy
9. Fees to be paid at the time of application submission. The required inspection is based on the scope of project selected in block #1 of the application form. If the application is for plumbing scope only, no other scope of work is included in the application, the certificate of occupancy fee and Board of Building Standards fee do not have to be included in the total fee calculation.
10. Application cannot be processed without the signature of the owner or agent for the owner.
11. Please select a desirable method of payment. Make check payable to: Treasurer, State of Ohio if paid by a check. If you select to pay by a credit card, DO NOT WRITE CREDIT CARD NUMBER ON THE APPLICATION. Include a phone number where you can be reached for the credit card information.
12. This space is reserved for official use only.

Special notes:

- Completed form and supporting documents can be submitted in four (4) different ways:
 1. Mail to "State of Ohio, Department of Commerce, Division of Industrial Compliance, Bureau of Building Code Compliance, 6606 Tussing Road, Reynoldsburg, Ohio 43068-9009." or,
 2. Fax to 614-644-3145, or
 3. E-mail to (BDCCPlans@com.state.oh.us), or
 4. Go to online web portal: <https://icportal.com.ohio.gov/web/ohio/login> to complete the application form and upload all required supporting documents. You must go through the online registration process to register yourself as a member, if you have not done that, before you can submit the application.
- Once application and documents are reviewed and approved, you will receive a written notification in the mail or through e-mail regarding the procedures to request for all applicable safety inspections whenever you are ready.
- Once all required safety inspections are conducted and passed, a certificate of use and occupancy will be issued and mailed to the applicant. The certificate of use and occupancy will also be available on the web portal for downloading.