

Commercial Application for Plan Approval

BUILDING DIVISION



GENERAL INFORMATION

Construction site address

Permanent parcel number

City, state & zip code

Proposed business name

CONTRACTOR INFORMATION

Contractor

Contractor address

Contractor phone

Contractor email

PROPERTY OWNER INFORMATION

Property owner

Property owner address

Property owner phone

Property owner email

DESIGN PROFESSIONAL INFORMATION

Plans were prepared by: ☐ Architect ☐ Engineer ☐ Other: _____ Ohio Registration #: _____

Name & Firm

Address

Phone

Email

SCOPE OF CONSTRUCTION

☐ New

☐ Addition

☐ Alteration

☐ Change of Use

☐ Structural

☐ Mechanical

☐ Electrical

☐ Plumbing

☐ Sprinklers

☐ Medical Gas

☐ Industrialized Unit

☐ Other: _____

SQUARE FOOTAGE:

Number of Floors (1,2, Mezz.
Basement, etc.): _____

Floors Subject to project: _____

Square Footage of New Work: _____

Total Square Footage: _____

CONSTRUCTION TYPE:

☐ 1A ☐ 1B ☐ 2A ☐ 2B ☐ 3A ☐ 3B ☐ 4A ☐ 4B ☐ 5A ☐ 5B

ZONING:

Has Zoning Been Approved?

☐ Yes ☐ No ☐ Not Applicable

Zoning Dist.: _____

Flood Plain Zone: _____

Description of work being performed: _____

USE GROUP

Describe Exact Use of Building: _____

Current Use Group: _____ Current Occupant Load: _____

Proposed Use Group:

☐ A1 ☐ A2 ☐ A3 ☐ A4 ☐ A5 ☐ B ☐ E ☐ F1 ☐ F2
☐ H1 ☐ H2 ☐ H3 ☐ H4 ☐ H5 ☐ I1 ☐ I2 ☐ I3 ☐ I4
☐ M ☐ U ☐ R1 ☐ R2 ☐ R3 ☐ R4 ☐ S1 ☐ S2

If Use Group I2, # of beds: _____

If Use Group R1-4, # of Units: _____

If Use Group S What Materials will be stored?

☐ Combustible

☐ Non-Combustible

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SUBCONTRACTORS

All contractors performing work related to this permit must be registered and approved by the Building Division for the current year.

SUBTRADE

CONTRACTOR NAME

Masonry _____
Carpentry _____
Plumbing _____
Electrical _____
HVAC _____
Drywall _____
Excavator _____
Pool Erector _____
Landscaper _____
Other _____

PERMIT FEES

To be calculated by Building Div.

PERMIT: _____

STATE 3%: _____

ADMIN: _____

TOTAL: _____

HVAC

Furnace: ☐ New ☐ Replacement
Furnace Capacity: _____ BTUs
Furnace Fuel Type:
☐ Natural Gas ☐ L.P. Gas
☐ Electric ☐ Other: _____
Ductwork Type: _____

A/C: ☐ New ☐ Replacement
A/C Capacity: _____ Tons

Condensing Unit
Location: _____

Fireplace: ☐ New ☐ Replacement
Fuel Type:
☐ Natural Gas ☐ L.P. Gas
☐ Electric ☐ Other: _____

PLUMBING

☐ New ☐ Alteration ☐ Replacement ☐ Service Line
Water Distribution System: ☐ Copper ☐ Pex ☐ PVC / CPVC

Indicate fixture count below:

# of Sinks	
# of Toilets	
# of Tubs/Showers	
# of water connected appliances	

Building Main Drain size: _____
Building Water Service size: _____
Water Heater Fuel Type: ☐ Natural Gas ☐ L.P. Gas
☐ Electric ☐ Other: _____
Water Heater Capacity: _____ BTUs

ELECTRICAL

☐ New ☐ Alteration/Addition ☐ Service Change

Grounding Electrodes to be used: ☐ Ground Rods ☐ CEE/UFER ☐ Water line Service Amps: _____
Additional information may be required for final approval of electrical systems.

The following information must be clearly identified on the construction drawings: furnace location, water heater location, vent termination for dryer, furnace & water heater, water meter location.

Est. Cost of Construction: _____ Sidewalk Ordinance Received Date: _____

Property Owner's Signature: _____ Date _____

Applicant's Signature: _____ Date _____

APPLICATION AUTHORIZATION

Authorized Signature

Date