



# City of North Ridgeville

## Building Department

7307 Avon Belden Rd, North Ridgeville, OH 44039

Phone: (440) 353-0822 Fax: (440) 353-0823



### Commercial Application Package

Certificates of Plan Approval are required to construct, enlarge, alter, repair, move, or change the occupancy of a building or structure, or portion thereof; or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, plumbing system, or other building service equipment, or piping system. Plan Approval is not generally required in the case of ordinary repairs and maintenance.

If your project is for new construction or an addition, it will need to be brought before The Planning Commission and possibly also the Board of Zoning Appeals. These Boards regulate the development of property in the City and ensure zoning requirements are met.

Most commercial projects will require a plan review. You will need to submit plans signed and sealed by a State of Ohio Registered Architect or Engineer for the plan review. Expect at least 3 weeks from the time you submit your application until the permit can be picked up.

The review will be made under the current building codes (Ohio Building Code, Ohio Mechanical Code, Ohio Plumbing Code and the National Electric Code).

Your application and drawings go to our Plan Examiner. (NOTE: 2 separate copies of the project civil drawings must be submitted to the City Engineer's office for review.)

After the plan has been examined, the Plan Examiner will send a correction / comment letter to your design professional. The letter will indicate any corrections that must be made to the drawings or additional information required.

Once all drawings are corrected and information requested is received along with a signed copy of the correction letter, a Certificate of plan Approval will be issued. The project information is input into our database and you will receive a call to let you know that your permit is ready and the amount of the Fee.

When you receive your permit, you will be given a list of minimum required inspections. During construction, you or your contractor must contact the building department at least 24 hours prior to any inspections that are required.

All contractors must be registered with the City of North Ridgeville.



# City of North Ridgeville

## Building Department

7307 Avon Belden Rd, North Ridgeville, OH 44039

Phone: (440) 353-0822 Fax: (440) 353-0823



### **INSTRUCTIONS FOR COMMERCIAL BUILDING**

Construction documents shall be coordinated and of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the code. Refer to OBC Section 106.

**Index:** An index of drawings shall be on the first page along with all occupancy classifications, types of construction, area in square feet, design occupant load seismic design category and site class.

**Site Plan:** Size and location of the proposed and other buildings on the site, including setback and side yard dimensions, all property and interior lot lines, distance between buildings, distance from property or lot lines, types and sizes of all utility lines, elevations of proposed finished grades. All site plans shall be performed by a Registered Surveyor, Architect or Engineer.

**Floor plans:** Floor plans must show all relevant information and shall be sufficiently dimensioned to describe all relevant space sizes. Spaces must be identified by code appellation. The construction documents shall designate the number of occupants to be accommodated on every floor and in all rooms and spaces.

**Elevations:** The construction documents shall provide sufficient detail to describe the exterior wall envelope and shall include elevations necessary to completely describe the exterior of the building including floor to floor dimensions.

**Sections:** Cross sections, wall sections and details including typical connections as required to fully describe the building construction showing wall, ceiling, floor and roof materials.

**Structure:** Complete structural description of the building, including size and location of all structural elements and a table of live loads used in the design.

**System descriptions:** Complete descriptions of mechanical and electrical systems, including: materials, routing, and sizes of all piping; location and type of plumbing fixtures and equipment; plumbing schematics and isometrics; materials, routing and sizes of all ductwork; location and type of HVAC and other mechanical equipment and all lighting and power equipment.

**Additional Information:** Graphic or text information as may be reasonably required by the building official to allow the review of special or extraordinary construction methods or equipment.

Construction documents shall bear the identification of the person primarily responsible for their preparation. Construction documents shall bear the seal of a registered design professional.

Construction, erection, alteration or equipment of any building shall not proceed until plans and / or specifications have been submitted and approved for compliance with the latest edition of the Ohio Building Code.

**Two (2) complete sets of plans are required for approval.** Distribution of approved sets will be as follows: 1 set to Building Department records, 1 set for retention at the construction site for inspector reference.

**At completion of project** final grade approval is required with as-built topo. In lieu of final grade approval a cash deposit or bond is required per ordinance 1444.16 until final grade is completed.

**Failed Inspections:** Incomplete work, code violations, construction site without address all constitute automatic inspection failure. Water meter sets shall be completed as part of Rough Plumbing Inspection otherwise an automatic failure is recorded and contractor will not proceed past insulation inspection until water meter set is approved. Re-inspections for failed work shall be scheduled and a re-inspection fee of \$100.00 paid before the re-inspection is performed.



# City of North Ridgeville

## Building Department

7307 Avon Belden Rd, North Ridgeville, OH 44039

Phone: (440) 353-0822 Fax: (440) 353-0823



It is the obligation of the Applicant to arrange for all work to be inspected in accordance with City guidelines. The request for inspections must be made at least 24 hours in advance.

\*\* It is recommended that OUPS (1-800-362-2764) is contacted 48 hours prior to digging. \*\*

**All construction water outlets** (ie: faucet, hose bibb, boiler tap) shall be protected with Code approved backflow device to protect the City's potable water system

**No building sewer shall be opened up to connect the building drain** unless a building department inspector is present.

**At completion of project final grade approval is required** with as-built topo. In lieu of final grade approval a cash deposit or bond is required per ordinance 1444.16 until final grade is completed.

**One copy of the approved construction documents shall kept at the work site** and shall be open for inspection by the building official or the building official's designated representative.

**Fees:** See fees listed on Commercial Building Permit Fees page (website or handout)

**State 3% fee:** is charged on all Commercial Plan Approval Applications. Plan Review Fee is required to be paid at the time of submission application & plans for plan approval.

**A Re-Inspection deposit will be paid at issuance of permit.** When extra inspections are made necessary by reason of deficient or defective work or otherwise through fault or error on the part of the holder of a permit or his or her employees, and for each and every further inspection for which the holder of the permit or his or her employees is entirely responsible, a fee shall be charged toward this deposit.

**Signage of any type requires a separate permit application and fee.** No signage is approved based on the building plan approval.

**Fire Suppression, Hood suppression and Fire Alarm systems** all require a separate application for plan approval and fee.

**Replacement Equipment:** All applications for replacement equipment, if not equivalent in type, require design professional drawings.



# City of North Ridgeville

## Building Department

7307 Avon Belden Rd, North Ridgeville, OH 44039

Phone: (440) 353-0822 Fax: (440) 353-0823



### COMMERCIAL APPLICATION FOR PLAN APPROVAL

1. OBC Edition: \_\_\_\_\_ DATE: \_\_\_\_\_

2. Submitter: \_\_\_\_\_ PERMIT NO: \_\_\_\_\_

**3. Scope of Project**

- Structural     Sprinklers
- Mechanical     Medical Gas
- Electrical     Industrialized Unit
- Plumbing     Other: \_\_\_\_\_

**4. Square Footage of New Work:** \_\_\_\_\_

Number of Floors (Basement, Mezz., 1, 2, 3...): \_\_\_\_\_

Floors subject to the scope of this project: \_\_\_\_\_

5. Permanent Parcel number: \_\_\_\_\_ Total Building Square Footage: \_\_\_\_\_

**6. Exact Location of Project:**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

7. CONTRACTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR ADDRESS: \_\_\_\_\_

CONTACT PHONE #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

8. PROPERTY OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY OWNER ADDRESS: \_\_\_\_\_

CONTACT PHONE #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

9. Plans Prepared By:  Architect  Engineer  Other: \_\_\_\_\_ Ohio Registration No. \_\_\_\_\_

Name: \_\_\_\_\_ Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

10. Designate Flood Plain Zone: \_\_\_\_\_

11. Has Zoning been approved?  Yes  No  Not Applicable

12. Describe exact use of Building: \_\_\_\_\_

13. Nature of Job / Project:  New  Addition  Alteration  Change of Use

14. Description of work being performed: \_\_\_\_\_

15. Type of Construction:  1A  1B  2A  2B  3A  3B  4  5A  5B

16. Current OBC use group: \_\_\_\_\_

17. Occupant Load: \_\_\_\_\_

18. 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

19. IF Use group S what is the nature of materials being stored?  Combustibles  Non-Combustibles

20. IF Use Group R1, R2, R3, R4 – Specify number of units: \_\_\_\_\_

21. IF Use Group I2 – Specify Number of beds: \_\_\_\_\_



# City of North Ridgeville

## Building Department

7307 Avon Belden Rd, North Ridgeville, OH 44039

Phone: (440) 353-0822 Fax: (440) 353-0823



### HVAC:

Heat:  New  Replacement    A/C:  New  Replacement    Fireplace:  New  Replacement  
 Furnace Capacity: \_\_\_\_\_ BTU's    Water Heater Capacity: \_\_\_\_\_ BTU's  
 Furnace Fuel Type:     Natural Gas     L.P. Gas     Electric     Other: \_\_\_\_\_  
 Water Heater Fuel Type:  Natural Gas     L.P. Gas     Electric     Other: \_\_\_\_\_  
 Air Conditioner Capacity: \_\_\_\_\_ Tons    Ductwork Type:  Sheet metal     Duct board

### PLUMBING: New Alteration Service Line

#### Indicate fixture count below:

Backflow Device _____	Bath Tub _____	Shower _____	Water Heater _____
Grease Interceptor _____	Hose Bibb _____	Sink _____	Lavatory _____
Clothes Washer _____	Laundry Tub _____	Sump Pump _____	Dishwasher _____
Drinking Fountain _____	Water Closet _____	Urinal _____	Water Closet _____
Pressure Reducing Valve _____	Floor Drain _____	Sewage Ejector _____	Water Closet _____
Other _____	Other _____	Other _____	Other _____

Water Distribution System:     Copper     PVC / plastic

### ELECTRICAL: New Alteration / Addition Service Change: Amps \_\_\_\_\_ Service Entrance

\*\*\* INFORMATION BELOW IS TO BE COMPLETED BY APPLICANT BEFORE A BUILDING PERMIT WILL BE ISSUED. \*\*\*

TRADE	NAME OF CONTRACTOR	REGISTERED
Masonry	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Carpentry	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Plumbing	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Electrical	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
HVAC	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Steel Erectors	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Floor Covering	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Drywall	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Excavator	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pool Erector	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Landscaper	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

**NOTE:** All contractors submitted regarding this permit, must be registered and approved by the Building Dept. for the current year.

Property Owner's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Est. Cost of Construction: \_\_\_\_\_ Sidewalk Ordinance received date: \_\_\_\_\_

Plan Examiner \_\_\_\_\_ Date \_\_\_\_\_

Chief Building Official \_\_\_\_\_ Date \_\_\_\_\_