

PLAN APPROVAL PROCESS

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. Most commercial projects require a plan review. Plans must be signed and sealed by a State of Ohio Registered Architect or Engineer. Plan approval is not generally required in the case of ordinary repairs and maintenance.

Upon submittal, your application and drawings are forwarded to our Plans Examiner. Plan review will be made under the current building codes (Ohio Building Code, Ohio Mechanical Code, Ohio Plumbing Code and the National Electric Code). After the plan has been examined, the Plan Examiner will send a correction/comment letter to the 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 can be issued.

Expect at least three weeks from the time you submit your application until the permit can be picked up. For plans requiring correction and resubmittal, plan review may take longer. You will receive a call to let you know that your permit is ready and the amount of the permit fee.

PLANNING AND ZONING

Prior to the permit process, all new commercial construction and development projects involving exterior changes to property require review and planning approval, either through an administrative review process or by Planning Commission, depending on the nature of the proposed project. If variances from the Zoning Code are proposed, additional approval is required by the Board of Zoning and Building Appeals. Find more information about planning and zoning on the city's website.

SUBMITTAL INSTRUCTIONS

- Two (2) complete sets of plans are required for approval. One set will be retained in the Building Division the other set is required to be available at the construction site for inspector reference. A digital copy of the plans is also recommended to be provided at the time of application.
- Two (2) separate copies of the project civil drawings must be submitted to the City Engineer's office for review, where applicable.
- 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.
- All applications for replacement equipment, if not equivalent in type, require design professional drawings.

CONSTRUCTION DOCUMENTS

Construction documents shall bear the seal of a registered design professional. 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. Include the following:

1. **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.
2. **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.

Commercial Projects Application Package

NEW CONSTRUCTION, ADDITIONS AND ALTERATIONS



3. **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.
4. **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.
5. **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.
6. **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.
7. **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.
8. **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.

FEES AND INSPECTIONS

Fees. See fees listed on Commercial Building Permit Fees page (website or handout). The State of Ohio charges a 3% fee on all Commercial Plan Approval Applications. The Plan Review Fee is required to be paid at the time of application submission. Permit fees are due at the time of issuance.

Re-Inspection Deposit. A re-inspection deposit is collected 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.

Required Inspections. When the permit is issued, you will be given a list of minimum required inspections. 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.

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 paid before the re-inspection is performed.

MISCELLANEOUS REQUIREMENTS

- All contractors must be registered with the City of North Ridgeville.
- One copy of the approved construction documents shall be kept at the work site and shall be open for inspection by the building official or his designated representative.
- All construction water outlets (i.e.: 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 Division inspector is present.
- At completion of the project, final grade approval is required with as-built topo. In lieu of final grade approval a cash deposit or bond is required per Section 1444.16 until final grade is completed.

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

<input type="checkbox"/> New	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Change of Use
<input type="checkbox"/> Structural	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Electrical	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Sprinklers	<input type="checkbox"/> Medical Gas	<input type="checkbox"/> Industrialized Unit	<input type="checkbox"/> 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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BUILDING DIVISION



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