



RESIDENTIAL BUILDING PLAN APPROVAL

APPLICATION NO: _____

DEPARTMENT OF BUILDING REGULATIONS
 1495 WEST LONGVIEW AVENUE, SUITE 202A
 MANSFIELD, OHIO 44906
 Phone • (419) 774-5517 Fax • (419) 774-6317
 www.richlandcountyoh.us/c&p.htm

Submit one application for each building or structure. Please print or type. All sections must be completed. Refer to the instruction sheet for completing this application. This form is also available at <http://www.richlandcountyoh.us/c&p.htm>

1 Scope of Project		2 County:	City / Village / Township:		
<input type="checkbox"/> Structural / Building <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical Service <input type="checkbox"/> Temp Electrical Service <input type="checkbox"/> Deck <input type="checkbox"/> Accessory Storage Building <input type="checkbox"/> Swimming Pool	3 Parcel ID No.:	4 Power Company:			
	5 Is this project located within your local flood plain?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Zone:		
	6 Has this project been approved by the local Floodplain Administrator?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
	7 Has this project been approved by the local Zoning Inspector?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
	8 Type of project	<input type="checkbox"/> New Building Construction	<input type="checkbox"/> Alteration	<input type="checkbox"/> Addition	<input type="checkbox"/> Change of Occupancy
	9 Previous or related Certificate of Plan Approval (CPA) Number(s)				
	10 Cost of work covered by this application:	\$			
	11 If plans are submitted as the result of an Adjudication Order, enter order number here:				
	12 Description of Project:				
	Address of Project:				
City:			Zip:		
Directions to Project:					
13 Property Owner:					
Address:		City:		State: Zip:	
Phone:		FAX:		E-Mail:	
14 Name of applicant:					
Address:		City:		State: Zip:	
Phone:		FAX:		E-Mail:	
15 Plans prepared by: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Other (check one)					
Name:		Ohio Registration Number:			
Address:		City:		State: Zip:	
Phone:		FAX:		E-Mail:	
16 General Contractor:					
Address:		City:		State: Zip:	
Phone:		FAX:		E-Mail:	
17 Electrical Contractor:					
Address:		City:		State: Zip:	
Phone:		FAX:		E-Mail:	
Electrical Contractor OCILB License No:					
18 Mechanical Contractor:					
Address:		City:		State: Zip:	
Phone:		FAX:		E-Mail:	
Mechanical Contractor OCILB License No:					

19	Sewer Contractor (Rich. Co Sewer Only):				Attention/Contact:		
Address:			City:		State:	Zip:	
Phone:		FAX:			E-Mail:		
20	Building Area Summary		Main / First Floor Area (sf):		21	Number of Stories:	
Gross Building Area (sf):			Second Floor Area (sf):		22	Number of Bedrooms:	
Finished Area (sf):			Third Floor Area (sf):		23	Number of Dwelling Units:	
Unfinished Area (sf):			24	Basement: <input type="checkbox"/> Yes <input type="checkbox"/> No		25	Crawl Space: <input type="checkbox"/> Yes <input type="checkbox"/> No
Basement Area (sf):			26	Fuel Supply: <input type="checkbox"/> Electric <input type="checkbox"/> Natural Gas <input type="checkbox"/> LP <input type="checkbox"/> Other:			
Garage Area (sf):			27	Sanitary Disposal: <input type="checkbox"/> Richland County <input type="checkbox"/> Public <input type="checkbox"/> Septic <input type="checkbox"/> N/A			
Deck / Porch Area (sf):			28	Water Supply: <input type="checkbox"/> Well <input type="checkbox"/> Public <input type="checkbox"/> Private Water System <input type="checkbox"/> N/A			
Total Altered / New Area (sf):							
29	Fee Schedule	Base Fee	Square Foot Fee	Line Total Fee	30	I hereby certify that I am the (select one)	
Building Fees					<input type="checkbox"/> Owner <input type="checkbox"/> Agent for the Owner and all information contained in this application is true, accurate, and complete to the best of my knowledge. I understand that the omission of reference to any provisions will not nullify any requirement, nor exempt any structure from such requirement of the Residential Code of Ohio. The owner and the designer identified on the plans and construction documents shall be responsible for the design, structure, safety, and maintenance of the structure per the requirements of the Residential Code of Ohio. The approval of the submitted application, plans, construction documents or any notations thereon, and issuance of this certificate shall not excuse the owner from complying with all rules and laws of the State and County, all of which are implied to be included herein and made a part thereof, all objections to same are hereby waived by the owner or owner's agent whose signature is hereto attached. I understand that all fees are non-refundable and non-transferable. All official correspondence in connection with this application should be sent to my attention at the address provided above in box 14.		
Electrical Fees							
Electrical Service							
Temp. Electric Service							
Swimming Pool							
Subtotal							
1% Fees							
Floodplain							
Total Fees payable upon application:							
31	THE AREA BELOW IS FOR OFFICIAL USE ONLY						
<input type="checkbox"/> Zoning <input type="checkbox"/> Stormwater <input type="checkbox"/> Plumbing <input type="checkbox"/> R/C Sewer <input type="checkbox"/> Septic							
Intake Person Initials / Date:							
Amount Due:			Amount Paid:				
Fees Paid Initials / Date:			<input type="checkbox"/> Cash <input type="checkbox"/> Check No:				
<input type="checkbox"/> Walk-in <input type="checkbox"/> Mail-In <input type="checkbox"/> Electronic <input type="checkbox"/> Walk through							
Application Approved / Date:					Applicant Signature (match box 14 above)		Date
Notes:							

DIRECTIONS FOR COMPLETING APPLICATION FOR RESIDENTIAL BUILDING PLAN APPROVAL

In accordance with the Residential Code of Ohio (RCO) Section 105.1, pursuant to Ohio Revised Code (ORC) Section 3791.04, construction documents, statement of special inspections required and other data shall be submitted in two or more sets with each application for an approval. Before beginning the construction of any building for which construction documents are required under RCO Section 105, the owner or the owner's representative shall submit construction documents to the building official for approval.

Application Directions: Complete page one of the application as outlined below. All boxes, 1 through 30, must be completed in full or the application will be returned. Send this completed form along with all required documents to "Richland County Building Department, 1495 West Longview Avenue, Suite 202A, Mansfield, Ohio 44906"

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.
2. List the County and municipal subdivision or township where the proposed project is located.
3. Provide the Parcel ID number for the subject property on which the proposed project is located.
4. Provide the name of the Power Company.
5. Please indicate whether the project is located within a flood hazard area. Consult the local floodplain administrator as to the location of the project with respect to the flood hazard area. For projects that are in the jurisdiction of this Department for Floodplain regulation, attach a Special Flood Hazard Area (SFHA) Development Permit Application to this application. A SFHA Permit Application may be found on our website at <http://www.richlandcountyoh.us/c&p.htm> or by calling our office.
6. If the project is located within a flood hazard area, please indicate whether the local floodplain administrator has approved the project.
7. Indicate whether the local zoning inspector has approved the project.
8. Refer to Residential Building Code (RCO) Chapter 2 for definitions. Indicate the type of project.
9. List any previous or related Certificate of Plan Approval (CPA) number(s) associated with this submission.
10. Provide total cost of construction work covered in scope of project shown in box 1.
11. In order to rescind a standing adjudication order and to stop further legal proceedings, list the number and/or date found on the order.
12. Provide a description of the project (i.e. New Single Family Dwelling with Deck and Attached Garage). Provide the complete mailing address for the project. For inspection purposes provide specific address and location including tenant space, building floor number, suite numbers, crossroads, landmarks or any other directional guidelines.
13. Provide the property owner name, address, telephone, email and a contact person.
14. Provide applicant name, address, email, and telephone. All correspondence will be sent to the applicant.
15. Provide the name of the individual who prepared the plans, address, telephone, email and a contact person.
16. Provide the General Contractor name, address, telephone, email and a contact person.
17. Provide the Electrical Contractor name, address, telephone, email and a contact person. Provide the OCILB License number of the Electrical Contractor if applicable.
18. Provide the Mechanical Contractor name, address, telephone, email and a contact person. Provide the OCILB License number of the Mechanical Contractor if applicable.
19. For Richland County Sewer Connections Only. Provide the Sewer Contractor name, address, telephone, email and a contact person. Attach a Sanitary Sewer Connection permit application to this application. A Sanitary Sewer Connection Permit Application may be found on our website at <http://www.richlandcountyoh.us/c&p.htm> or by calling our office. The registered Sanitary Sewer Contractor **MUST** sign the Sanitary Sewer Connection Permit Application.
20. Provide a summary of the building areas.
 - a. Gross Building- the area in square feet of all finished, unfinished, deck, porch, and attached garage areas on all floors (including the basement) of the structure.
 - b. Finished Area- the area in square feet of the structure that will be finished and be provided with heating and/or air-conditioning.
 - c. Unfinished Area- the area in square feet of unfinished and/or unconditioned area of the house. The unfinished area includes unfinished basement or usable (provided with a floor) attic area but does not include and garage area as defined below.
 - d. Basement Area- the area in square feet of the basement that is partly or completely below grade. Basements may be finished and/or unfinished.
 - e. Garage Area- the area in square feet of the structure that will be used as a garage. This area applies to attached garages only. Detached garages are to be submitted on a separate application.
 - f. Deck Porch Area- The area in square feet of all decks and porches (screened and unscreened). Sunrooms if conditioned are considered finished areas in item b above. Unconditioned sunrooms are considered porch areas.

- g. Main/First Floor Area- The area in square feet of the main floor of the house. This area includes finished and unfinished areas inside the exterior walls. This area does not include and deck, porch, or garage areas.
 - h. Second Flood Area- The area in square feet of the second floor of the house. This area includes finished and unfinished areas inside the exterior walls. This area does not include and deck, porch, or garage areas.
 - i. Third Floor Area- The area in square feet of the third floor of the house. This area includes finished and unfinished areas inside the exterior walls. This area does not include and deck, porch, or garage areas.
 - j. Total Altered / New Area- The area in square feet of all newly constructed or altered area including finished, unfinished, basement, floor, garage, deck and porch areas. This area is used to determine the fees for the application.
21. Provide the number of stories, not including the basement or crawl space, if provided.
 22. Provide the number of bedrooms.
 23. Provide the number of dwelling units...maximum of three (3) for a residential project per RCO 101.2
 24. Indicate whether a basement is provided.
 25. Indicate whether a crawl space is provided.
 26. Indicate the method of fuel supply that will heat the structure.
 27. Indicate how the sanitary waste will be disposed of.
 28. Indicate the type of water supply that serves the structure.
 29. Fill in the appropriate fees from the Residential Fee Schedule. The 1% fees do not include floodplain permit fees.
 30. Read all of the information in box 38 and check the appropriate box identifying the applicant as the owner or the agent for the owner. The individual who checks the box, signs, and dates the application shall be the same individual who is listed as the applicant in Box 14. All correspondence will be sent to the applicant.
 31. Do not write in this box.....for department use only.

Once the plans have been examined and approved, a Certificate of Plan Approval (CPA) will be issued per RCO 105.7 to the owner along with a minimum of one set of construction documents and a Site Inspection Sign-Off Log. The construction documents, CPA, and Log must remain at the job site at all times during construction in accordance with RCO 105.7. Required inspection information will be contained in the CPA. Inspections can be obtained from our office by calling (419)774-5517. Once all inspections have been completed a final Certificate of Occupancy will be issued in accordance with RCO 110.

Please note that additional permits may be required by the local Health Department (plumbing, well, septic, backflow), the local Floodplain Administrator and the local Zoning Inspector.