



DEPARTMENT OF BUILDING REGULATIONS

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

Existing Structures Occupancy Packet

Please find attached the following information which pertains to existing structures and how to obtain approval to occupy or change the occupancy of an existing structure.

Existing Structures Occupancy Guide - this document provides guidance on obtaining a Certificate of Occupancy for an existing building, a change of occupancy, and the procedure to make alterations to an existing building.

Request for Certificate of Occupancy - this document shall be completed and submitted when a Certificate of Occupancy for an existing building is required. Instructions are included on how to fill out the request and the additional supporting documentation that must be submitted with the request.

Request for Certificate of Occupancy for Day care Facility - this document contains additional information that is required when a Certificate of Occupancy is requested for a Day care facility.

Application for Plan Approval (Building Permit Application) - this application is required to be completed and submitted with construction documents for a Change of Occupancy and Building Alterations/Additions. Construction document requirements are contained within Section 106.1.1 of the Ohio Building Code.

Application Fees- The fee schedule for projects is determined by the limits (square footage) and scope of work (building, electric, etc.). The fees in the fee schedule include the fees for plan review, inspection(s), and the Certificate of Occupancy. Please contact our office for the most current fee schedule. The following is a general breakdown of how projects will be charged:

- Provide a copy of an existing Certificate of Occupancy on file with the department - no charge.
- Request for Certificate of Occupancy (includes temporary structures occupancy) - base fee for building alterations with additional inspections billed as needed. \$150 for Richland County, \$170 for other counties.
- Change of occupancy (no alterations) and Day care Request for CO- base fee for building and electric alterations with additional inspections billed as needed. \$250 for Richland County, \$270 for other counties.
- Alterations - per the fee alterations schedule as applicable per the scope and square footage being altered.
- Additions - base fees and square footage fees as applicable per the scope and square footage being constructed.

Please contact our office for assistance with or questions about your project. Preliminary planning assistance is available to help understand and expedite the planning phase. Walk-through (by appointment) and electronic approvals are available to help expedite the plan approval phase and commencement of construction.



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Existing Structures Occupancy Guide

Existing Structures are reviewed and approved under Chapter 34 of the Ohio Building Code (OBC). This guide is intended to give the reader guidance on how to proceed with the existing or proposed approval of a structure for occupancy.

OBC 3401.1 Scope.

The provisions of this chapter shall control the alteration, repair, addition and change of occupancy of existing structures.

OBC 3401.2 Maintenance.

Buildings, structures, equipment and parts thereof, shall be maintained in a safe and sanitary condition and in accordance with the condition(s) established in current and any previous plan approvals and Certificates of Occupancy. Devices or safeguards which are required by this code shall be maintained in conformance with the code edition under which installed. The owner or the owner's designated agent shall be responsible for the maintenance of buildings and structures. To determine compliance with this subsection, the building official shall have the authority to require a building or structure to be re-inspected. The requirements of this chapter shall not provide the basis for removal or abrogation of fire protection and safety systems and devices in existing structures without approval of the building official .

1. I have an existing building and I want to obtain a Certificate of Occupancy (also for Day care Certificate of Occupancy, other than a Type A Family Day care Home).

If there is a record of a Certificate of Occupancy on file with our office, we will provide a copy of the Certificate of Occupancy at no charge.

If there is no record of a Certificate of Occupancy on file with our office, an application shall be filed along with a request for a Certificate of Occupancy and a dimensional floorplan and site plan of the property the structure is located on. A request for Certificate of Occupancy may be filed if there is no Change of Occupancy(use of the building) or no alterations are being made to the building. If there is a Change of Occupancy and/or alterations being made to the building, then an application for plan approval(building permit application) shall be filed with the appropriate construction documents as outlined in this document.

An inspection of the structure is required to verify compliance of the floorplan and to check for serious hazards and violations. At such time as the inspection process is completed, a certificate of Occupancy will be issued.

2. I am the new tenant in an existing building. I am not making any additions, alterations, or repairs.

Per OBC Section 102.7, the occupancy of any structure currently existing shall be permitted to continue without change provided there are no orders of the building official pending, any evidence of fraud, or any serious safety or sanitation hazard. A change of tenant is not considered a change of occupancy.

If the tenant is changing, no additions, alterations, or repairs are being made, and the use of the building is remaining the same (i.e. office to office, restaurant to restaurant), then an approval is not required under the Ohio Building Code. Repairs do not include routine maintenance such as painting, carpeting, minor replacement of lamps, and replacement of furniture. When requested, such approvals shall be in the form of a "Certificate of Occupancy for an Existing Building".

3. I am the new tenant in an existing building. I am making additions, alterations, or repairs.

An **addition** requires construction documents sealed by an Ohio Registered Design Professional (Architect or Engineer). An addition changes the exterior perimeter and footprint of the building.

An **alteration** is within the existing perimeter and does not change the footprint of the building. Alterations require construction document (plan) approval before the building is altered. Depending upon the scope of the proposed alterations, construction documents for the alteration only may not need to be sealed by an Ohio Registered Design Professional (Architect or Engineer) per OBC 106.2.1 Exception No.5.

All Electrical, HVAC, Hydronics, Plumbing, or Refrigeration work is required to be performed by a contractor licensed by the Ohio Construction Industry Licensing Board.

It is advised to check with local zoning, health department, fire department, and utility requirements to ensure compliance with their respective codes.

4. Change of Occupancy.

Change of Occupancy is a change in the purpose or level of activity within a structure that involves a change in the application of the requirements of the code. A Change of Occupancy in an existing structure may change the level of inherent hazards that the code was initially intended to address.

Change of Occupancy without alterations. Provide a dimensional floorplan, a description of the existing use and proposed use of the building. The construction documents do not need to be sealed by an Ohio Registered Design Professional (Architect or Engineer). The construction documents will be examined by a plans examiner for conformance with the Ohio Building Code. Based upon the plans examination, additional information may be required. This additional information may be sealed by an Ohio Registered Design Professional (Architect or Engineer). The new occupancy must be inspected to verify all applicable code requirements have been met.

Change of Occupancy with alterations. An alteration is within the existing perimeter and does not change the footprint of the building. The Change of Occupancy and alterations require construction document (plan) approval before the building is altered. Depending upon the scope of the proposed alterations, construction documents may not need to be sealed by an Ohio Registered Design Professional (Architect or Engineer) per OBC 106.2.1 Exception No.5.

For example, a change from an "M" mercantile occupancy to "B" business occupancy renders all group B provisions applicable to all portions of the structure where occupancy was changed. OBC 3406.1 states that subject to approval of the building official, the use or occupancy of existing buildings shall be permitted to be changed and the building is allowed to be occupied for purposes in other groups without conforming to all the requirements of this code for those groups, provided the new or proposed use is less hazardous, based on life and fire risk, than the existing use. It is advised to check with local zoning, health department, fire department, and utility requirements to ensure compliance with their respective codes.

All Electrical, HVAC, Hydronics, Plumbing, or Refrigeration work is required to be performed by a contractor licensed by the Ohio Construction Industry Licensing Board.

5. Additions, Alterations, or Repairs.

An **addition** requires construction documents sealed by an Ohio Registered Design Professional (Architect or Engineer). An addition changes the exterior perimeter and footprint of the building.

An **alteration** is within the existing perimeter and does not change the footprint of the building. Alterations require construction document (plan) approval before the building is altered. Depending upon the scope of the proposed alterations, construction documents for the alteration only may not need to be sealed by an Ohio Registered Design Professional (Architect or Engineer) per OBC 106.2.1 Exception No.5.

All Electrical, HVAC, Hydronics, Plumbing, or Refrigeration work is required to be performed by a contractor licensed by the Ohio Construction Industry Licensing Board.

It is advised to check with local zoning, health department, fire department, and utility requirements to ensure compliance with their respective codes.

6. When am I required to hire a registered design professional (Architect or Engineer)?

In accordance with OBC Section 106.2.1, Construction documents shall bear the seal of a registered design professional pursuant to Section 3791.04 of the Ohio Revised Code. There are certain projects as outlined in the exceptions to OBC 106.2.1 where a registered design professional is not required to prepare or seal the construction documents. As projects that are reviewed under the OBC, the following construction documents are not required to be sealed:

- a. Fire protection system designs submitted under the signature of an individual certified by the following
 - i. State of Ohio Fire Marshall
 - ii. Ohio Board of Building Standards
- b. Installation of replacement devices, equipment or systems that are equivalent in type and design to the replaced devices, equipment or systems.
- c. Alterations, construction or repairs to any buildings or structures where the building official determines that the proposed work does not involve the technical design analysis of work affecting public health or general safety in the following areas: means of egress, structural, mechanical, electrical, plumbing, or fire protection.

7. Planning Assistance.

Our department offers planning assistance in the form of code opinions and preliminary reviews. There is no charge for code opinions or preliminary reviews which do not involve extensive research or plan reviews. Please call our office and speak with a plans examiner or the building official to incur about planning assistance to help expedite your project. As well, an on site preliminary review for an existing building or a walk-through plan approval may assist all parties to ensure that an accurate set of construction documents is submitted, examined, and approved for the project.



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REQUEST FOR CERTIFICATE OF OCCUPANCY

Application No. _____

Date: (1) _____

Attention: Chief Building Official

Re: Request for a Certificate of Occupancy for (2) _____
 (building/structure address, city, state, zip)

I am not in possession of an approval for the building(s) located at the above address, and as the owner (or authorized agent), pursuant to section 111.2 of the 2007 Ohio Building Code, I am requesting a Certificate of Occupancy.

Prior to when I purchased/leased the property it had been used as a (3) _____
 (type of business and business name)

and I will continue to use the buildings for that purpose as a (4) _____
 (type of business and business name)

I have enclosed copies of (5) _____ from the last (5) _____ years to verify the previous use.

To the best of my knowledge, your department has no outstanding orders pending against this property or any of the buildings.

For your use, I have included a dimensional floor plan (6) sketch indicating the use and occupant load of each area of the building. I have also attached a copy of the most recent fire inspection indicating there are no outstanding violations or orders pending with the fire authority (7).

I understand that an inspection needs to be scheduled to check for serious hazards. I will make arrangements to ensure that your department will have access to the building(s) when I schedule this inspection.

8	Building / Property Owner:	Attention/Contact:		
Address:		City:	State:	Zip:
Phone ()		FAX ()	E-Mail:	
9	Tenant / Business name:	Attention/Contact:		
Address:		City:	State:	Zip:
Phone ()		FAX ()	E-Mail:	
10	Directions to Project:			
11	Name of Applicant if other than Building / Property Owner:			
Address:		City:	State:	Zip:
Phone ()		FAX ()	E-Mail:	
12	I hereby certify that I am the (select one) <input type="checkbox"/> Owner <input type="checkbox"/> Agent for the Owner.			
All official correspondence in connection with this application should be sent to my attention at the address provided above in box 8 or 11 above.		Applicant Signature (match box 8 or 11 above)		Date



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Request for Certificate of Occupancy Instructions and Floorplan Requirements

At such time as a request and all supporting documentation are submitted, an initial inspection will be scheduled. After the preliminary inspection, a follow-up letter will be sent to the applicant addressing required corrections or alterations. A final inspection is required prior to occupancy of the building. After the final inspection is completed a Certificate of Occupancy shall be issued by the Building Official.

Request for Certificate of Occupancy Information:

1. ___ Provide the date of the request
2. ___ Provide the complete building address
3. ___ Provide the existing building use(s) and business name(s)
4. ___ Provide the proposed building use(s) and business name(s). If same as item 3, fill in the same information.
5. ___ Copies of insurance statements, utility bills, property tax duplicates, etc for a minimum of two years. It is only necessary to provide the oldest document in your possession. We do not need consecutive copies of bills or statements.
6. ___ Floor Plan- see below.
7. ___ Provide a copy of the most recent fire inspection report indicating no violations or orders.
8. ___ Building Owner Contact Information. Provide the name and mailing address of the building owner
9. ___ Provide business name, tenant contact name, mailing address, phone, fax, and email if different than building owner or applicant.
10. ___ Provide complete and accurate directions to project site.
11. ___ Applicant Contact Information
12. ___ Check the appropriate box, sign, and date the request.
13. ___ Fees. All fees shall be per the most current fee schedule as adopted by the Richland County Board of Commissioners

Floor Plan included with Request:

14. ___ Use Group and Construction Type (if known)
15. ___ Estimated Number of employees
16. ___ Estimated Number of customers/clients
17. ___ Hours of Operation
18. ___ Site plan showing all property lines and structures. This may be a tax map or property map with all the footprint of all structures on the property neatly indicated on the map.
19. ___ Plan showing perimeter of entire structure.

20. ___ Detailed floor plan of space to be occupied.
 - a. ___ Room labels- identify and dimension all rooms, indicate proposed uses.
 - b. ___ Exit door locations- indicate the door swing and indicate whether there are steps, a ramp, or the exit door is level with the exterior grade.
 - c. ___ Number of seats, tables, and seating configurations (if provided).
 - d. ___ Restroom locations, gender served, fixture count, and stall layout.
 - e. ___ Amperage of electrical service and electrical panel locations.
 - f. ___ Exit and emergency lighting locations.
 - g. ___ Emergency standby system locations and details (if present).
 - h. ___ Sprinkler systems, fire alarms, exhaust hoods and fire suppression (if present).
 - i. ___ Fire resistance ratings of walls and doors (if known).
21. ___ Type of heat and fuel source.
22. ___ A copy of the most recent inspection test report for automatic sprinkler, fire alarm, and fire suppression systems if installed in building.

Handicap Accessibility Details, included with Floorplan:

23. ___ Location of Accessible Parking
 24. ___ Total Number of Parking Spaces
 25. ___ Number of Accessible and Van spaces
 26. ___ Accessible entrance to building/tenant space
 27. ___ Accessible route within structure
 28. ___ Accessible restrooms with accessible fixtures and grab bars denoted.
 29. ___ Other accessible amenities
- Accessible Signage



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Request for Certificate of Occupancy for Day care Facility

Day care facilities in new structures shall be noted on the construction documents and shall be processed under typical procedures for interior alterations or new construction as applicable to the project.

Procedures to obtain a Day care Certificate of Occupancy in existing structures shall:

1. Complete a Request for Certificate of Occupancy
2. Submit permit fees for a request for a Change of Occupancy for the base building and electric fee for alterations. This fee will include a plan review and all inspections. Please note that additional work may be required as a result of the plan review and/or inspection process. There may be additional permit fees required as a result of the additional work.
3. Provide a floor plan as outlined in the request for Certificate of Occupancy and provide a copy of the most recent fire inspection report. Provide details as follows on the floorplan. Attach additional sheets as necessary.
4. Provide the following additional information
 - a. Specific use of each room or space for Day care operation (i.e. play room, nap room, eating room, etc.)
 - b. Hours of Operations
 - c. Total Number of children and staff
 - d. Number of Children in each room
 - e. Ages of Children in each room
 - f. If any dividers are provided in the rooms, indicate the type and height
 - g. If rooms have doors directly to the outside, indicate the door swing and indicate whether there are steps, a ramp, or the exit door is level with the exterior grade.

Note: the Day care requirements do not apply to Type A Family Day care Homes. See the Type A Family Day care Requirements checklist.

OBC Use Groups as applicable to Child Day care facilities.

OBC 305.2 Day care.

The use of a building or structure, or portion thereof, for educational, supervision or personal care services for more than five children older than 2 ½ years of age, shall be classified as a Group E occupancy.

The use of a building or structure, or portion thereof, for educational, supervision or personal care services for more than five but no more than 100 children 2½ years or less of age, when the rooms where such children are cared for are located on the level of exit discharge and each of these child care rooms has an exit door directly to the exterior, shall be classified as a Group E occupancy. A child day care center, other than a Type A family day care home, for six or more children with no more than five children 2½ years of age or less, shall be classified as Group E occupancy.

OBC 308.3.1 Child care facility.

A child care facility that provides care on a 24-hour basis to more than five children 2½ years of age or less shall be classified as Group I-2.

OBC 308.5.2 Child day care facility.

A facility that provides supervision and personal care on less than a 24-hour basis for more than five children 2½ years of age or less shall be classified as Group I-4.

Exception: A child day care facility that provides care for more than five but no more than 100 children 2½ years or less of age, when the rooms where such children are cared for are located on the level of exit discharge and each of these child care rooms has an exit door directly to the exterior, shall be classified as Group E.



COMMERCIAL BUILDING PLAN APPROVAL

APPLICATION NO: _____

DEPARTMENT OF BUILDING REGULATIONS
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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 <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Auto Sprinkler / Suppression <input type="checkbox"/> Fire Alarm - Man Auto <input type="checkbox"/> Industrialized Unit <input type="checkbox"/> Building / Ground Signage <input type="checkbox"/> Temp. Use (Tent, Job Trl, etc) <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 Enter number of sheets in one set of your drawings: _____		Spec Book included <input type="checkbox"/> Yes <input type="checkbox"/> No
		9 Type of project <input type="checkbox"/> New Building Construction <input type="checkbox"/> Alteration <input type="checkbox"/> Addition <input type="checkbox"/> Change of Occupancy		
		10 Previous or related Certificate of Plan Approval (CPA) Number(s) _____		
		11 Cost of work covered by this application: _____		\$ _____
		12 If plans are submitted as the result of an Adjudication Order, enter order number here: _____		
13	Special Inspections required per OBC Ch. 17: <input type="checkbox"/> Yes <input type="checkbox"/> No	14	Geotechnical Investigation required per OBC Ch. 18: <input type="checkbox"/> Yes <input type="checkbox"/> No	
15 Name of Project: _____				
Description of Project: _____				
Address of Project: _____				
City: _____		Zip: _____		
Directions to Project: _____				
16 Property Owner: _____		Attention/Contact: _____		
Address: _____		City: _____		State: _____ Zip: _____
Phone: _____		FAX: _____		E-Mail: _____
17 Name of applicant: _____				
Address: _____		City: _____		State: _____ Zip: _____
Phone: _____		FAX: _____		E-Mail: _____
18 Plans prepared by: <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Certified sprinkler/Alarm designer <input type="checkbox"/> Other (check one)				
Name: _____		Ohio Registration Number: _____		
Address: _____		City: _____		State: _____ Zip: _____
Phone: _____		FAX: _____		E-Mail: _____
19 General Contractor: _____		Attention/Contact: _____		
Address: _____		City: _____		State: _____ Zip: _____
Phone: _____		FAX: _____		E-Mail: _____
20 Electrical Contractor: _____		Attention/Contact: _____		
Address: _____		City: _____		State: _____ Zip: _____
Phone: _____		FAX: _____		E-Mail: _____
Electrical Contractor OCILB License No: _____				

21	Mechanical Contractor:				Attention/Contact:						
Address:			City:		State:		Zip:				
Phone:			FAX:		E-Mail:						
Mechanical Contractor OCILB License No:											
22	Fire Protection/Alarm Contractor:				Attention/Contact:						
Address:			City:		State:		Zip:				
Phone:			FAX:		E-Mail:						
Fire protection/alarm installer name:				State Fire Marshall Cert No.:							
23	Construction Type:	24	Building Height (ft.):	25	Number of Stories:	Basement <input type="checkbox"/> Yes <input type="checkbox"/> No					
26	Gross Building Area (sf):			27	Proposed Area per floor (sf):						
28	Unlimited Area Building (OBC 507): <input type="checkbox"/> Yes <input type="checkbox"/> No		29 Total Altered / Added area of existing buildings (sf) :								
30	Existing Use Group(s) and Occupancy description(s):										
31	Proposed Use Group(s) and Occupancy description(s):										
32	For mixed occupancies, how are they separated <input type="checkbox"/> Incidental Uses (OBC 508.2) <input type="checkbox"/> Accessory Occupancies (OBC 508.3.1) <input type="checkbox"/> Nonseparated Occupancies (OBC 508.3.2) <input type="checkbox"/> Separated Occupancies (OBC 508.3.3)			33	Maximum design occupant load of entire structure per OBC 1004:						
34				For residential occupancies, number of dwelling / sleeping units:							
35				Plumbing Fixtures are: <input type="checkbox"/> Provided <input type="checkbox"/> Not Provided <input type="checkbox"/> Provided in another structure							
36				Accessibility per OBC Chapter 11 is: <input type="checkbox"/> Shown throughout new construction <input type="checkbox"/> Shown in altered areas only <input type="checkbox"/> Not Required (attach statement of reason)							
37	Automatic Sprinkler / Standpipe Systems (OBC 903/905) are: <input type="checkbox"/> Not Provided <input type="checkbox"/> Provided as a: <input type="checkbox"/> Required System <input type="checkbox"/> Non-Required System										
NFPA Ref	Hazard Classification	Demand @ BOR	System Location	Storage Ht.	Aisle Width	In-Rack: <input type="checkbox"/> Yes <input type="checkbox"/> No					
						Supervised: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Sprinkler Storage Commodity Classification and Description:											
38	Alternative / Fire Suppression Systems (OBC 904) are: <input type="checkbox"/> Not Provided <input type="checkbox"/> Provided as a: <input type="checkbox"/> Required System <input type="checkbox"/> Non-Required System										
NFPA Ref:		System Description and Location:				Supervised: <input type="checkbox"/> Yes <input type="checkbox"/> No					
39	Fire Alarm and Detection Systems (OBC 907) are: <input type="checkbox"/> Not Provided <input type="checkbox"/> Provided as a: <input type="checkbox"/> Required System <input type="checkbox"/> Non-Required System										
NFPA Ref:		System Type: <input type="checkbox"/> Manual <input type="checkbox"/> Automatic <input type="checkbox"/> Single/Multiple Station Smoke Alarms				Supervised: <input type="checkbox"/> Yes <input type="checkbox"/> No					
40	Kitchen Exhaust Hoods Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: <input type="checkbox"/> Type I <input type="checkbox"/> Type II <input type="checkbox"/> Fire Suppressed										
41	I hereby certify that I am the (select one) <input type="checkbox"/> Owner <input type="checkbox"/> Agent for the Owner of the subject of this application			42	Total Fees as determined by fees worksheet:		\$				
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 Ohio Building Code. The owner and the design professional 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 Ohio Building Code. 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 17.				Applicant Signature (match box 17 above)				Date			
				43	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:							
				Fees Paid Initials / Date:							
				<input type="checkbox"/> Walk-in <input type="checkbox"/> Mail-In <input type="checkbox"/> Electronic <input type="checkbox"/> Walk through							
				Application Approved / Date:							
				Notes:							

DIRECTIONS FOR COMPLETING APPLICATION FOR COMMERCIAL BUILDING PLAN APPROVAL

In accordance with Ohio Building Code (OBC) Section 106.1, 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 OBC 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 and attached worksheets as outlined below. All boxes, 1 through 42, 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.
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. Enter the number of sheets in one set of drawings and whether a specifications or project manual is included as part of the construction documents.
9. Refer to Ohio Building Code (OBC) Chapter 2 for definitions. Indicate the type of project.
10. List any previous or related Certificate of Plan Approval (CPA) number(s) associated with this submission.
11. Provide total cost of construction work covered in scope of project shown in box 1.
12. In order to rescind a standing adjudication order and to stop further legal proceedings, list the number and/or date found on the order.
13. List exact title of project or name of business (i.e. Clearview Pizza Lounge) and a description of the project (i.e. New Restaurant and deck). 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.
14. Please indicate whether special inspections are required for this project. If Special Inspections are required in accordance with OBC Chapter 17, a Statement of Special Inspections must be submitted with the application. The Statement of Special Inspections must contain the name(s) and contact information of the Special Inspectors in accordance with OBC 1704.1. Incomplete statements may delay the approval of the construction documents. Our department is capable of performing certain Special Inspections. Please contact us for more information. A Statement of Special Inspections is available by calling our office or downloading from our website located at <http://www.richlandcountyoh.us/c&p.htm>.
15. Please indicate whether a Foundation and Soils investigation (geotechnical investigation) is required for this project. If a soils investigation is required or has been performed and is referenced in the construction documents, please provide a copy of the investigation report that is sealed by an Ohio Registered Design Professional. Approval for foundations cannot be granted without a required soils investigation. For specific requirements, please reference OBC Section 1802.2.
16. Provide the property owner name, address, telephone, email and a contact person.
17. Provide applicant name, address, email, and telephone. All correspondence will be sent to the applicant.
18. According to the OBC Section 106.2, the design professional(s) must be identified by completing all information including their Ohio registration number. If there are multiple design professionals, provide the name of the design professional in responsible charge and list all subsequent design professionals on a separate sheet to be submitted with the application.
19. Provide the General Contractor name, address, telephone, email and a contact person.
20. Provide the Electrical Contractor name, address, telephone, email and a contact person. Provide the OCILB License number of the Electrical Contractor.
21. Provide the Mechanical Contractor name, address, telephone, email and a contact person. Provide the OCILB License number of the Mechanical Contractor.
22. Provide the Fire Protection (Automatic Sprinkler, Fire Alarm, Fire Suppression, etc) Contractor name, address, telephone, email and a contact person. Provide the name and certification number of the installer certified by the Ohio State Fire Marshall.
23. Provide the construction type of the proposed construction. Refer to OBC Chapter 6 for Types of Construction. This data should be noted on the first sheet of the plans in accordance with OBC 106.1.1.
24. Provide the building height. Please refer to OBC 502 for the definition of building height.

25. Provide the number of stories of the structure and indicate whether a basement is proposed.
26. Provide the gross building area of the building or structure. For alterations or additions to existing buildings, please include the altered or added area in the gross area calculation. For new construction, this area will be used to calculate the application and permit fees.
27. Provide the proposed building area per floor of the structure. For structures with multiple stories and different floor areas, details of each story, mezzanine, and floor area shall be provided on the plans.
28. Indicate whether the building is constructed as an unlimited area building per OBC 507.
29. Provide the total altered or added area for existing buildings. This area will be used to calculate application and permit fees for additions, alterations, and change of occupancies.
30. Provide the Use Group(s) and Occupancy Description(s) for existing buildings. Please refer to OBC Chapter 3 for Use and Occupancy descriptions. Example A-3 Church with Daycare
31. Provide the Use Group(s) and Occupancy Description(s) for the proposed construction. Please refer to OBC Chapter 3 for Use and Occupancy descriptions. Example A-2/B/M Restaurant, Business Office, Mercantile Store mixed occupancy structure. For occupancies that involve storage, please the construction documents shall describe the materials to be stored, the storage configuration(bulk, on racks, stacked wood pallets, in tanks, etc.), a description of any packaging (in cardboard boxes, plastic wrapped, on wood/plastic pallets, in wood/metal crates, etc), and the maximum height of the storage(top of the material, not the shelf or rack) above the finished floor.
32. For structures with multiple occupancies, please indicate how the occupancies are separated in accordance with OBC Chapter 5.
33. Provide the maximum design occupant load of the structure. Detailed occupant load calculations should be included on the front sheet of the construction documents per OBC 106.1.1. If using an alternative method to calculate the occupant load in accordance with OBC 1004.1.1, please include a detailed statement as to the alternate method of calculation.
34. For residential occupancies as defined by OBC 310, please indicate the number of dwelling and/or sleeping units.
35. Indicate where plumbing fixtures are provided. If fixtures are provided in another structure, please ensure the location is clearly noted on the site plan and that the number of fixtures is calculated for the total occupant load.
36. Please indicate where accessible details are located for the proposed construction. For certain project, handicapped accessibility may be limited or not required. Please provide a detailed statement for projects where accessibility is limited or not required.
37. For structures with automatic sprinkler and/or standpipe systems, please provide design data used to design the system. For storage occupancies, information on commodity classification, storage height, and aisle width should match the storage information on the construction documents from item 28 above. Indicate whether the system is provided with supervisory service as required by OBC 901.6. The construction documents shall provide details of the supervisory service. For structures with multiple systems, please attach a summary of the design information for all systems.
38. For alternative fire suppression systems, provide the design reference and the system location(s). Indicate whether the system is provided with supervisory service as required by OBC 901.6. The construction documents shall provide details of the supervisory service. For structures with multiple systems, please attach a summary of the design information for all systems.
39. For fire alarms, indicate the system type and design reference. Indicate whether the system is provided with supervisory service as required by OBC 901.6. The construction documents shall provide details of the supervisory service. For structures with multiple systems, please attach a summary of the design information for all systems.
40. Indicate whether kitchen exhaust hoods are provided in the structure. Indicate the type of hood and whether fire suppression is provided. For hoods that serve appliances that produce grease vapors or smoke and will not be fire suppressed, provide a detailed statement of cooking operations that describes how and/or why grease laden vapors or smoke will not be generated in quantities that constitute a hazard per OBC 507.2.1. Exception 2.
41. 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 17. All correspondence will be sent to the applicant.
42. Insert the total fees due calculated from corresponding fee worksheets.
43. 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 OBC 105.5 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 OBC 107.5.2 and 107.7. Required inspection and reporting 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 and required reports have been submitted to the Building Official, a final Certificate of Occupancy will be issued in accordance with OBC 111. Please note that additional permits may be required by the local Health Department (plumbing, well, septic, food service, medical gas, backflow), Ohio Department of Commerce Bureau of Building Code Compliance(plumbing, medical gas, backflow), Ohio Department of Commerce Boiler Section, Ohio Department of Commerce Elevator Inspection Section, Ohio State Fire Marshall, Ohio EPA, Ohio Department of Jobs and Family Services (Day care licensing) Ohio Board of Cosmetology (Beauty and Tanning Salons) and your local zoning and fire authorities.