



APPLICATION NO. _____

New

Revision _____

BUILDING STANDARDS PERMIT COVER SHEET

ALL applicants are required to complete appropriate **Permit Application & Checklist** for specific application type.

APPLICATION TYPE

| <input type="checkbox"/> COMMERCIAL | <input type="checkbox"/> RESIDENTIAL | <input type="checkbox"/> SIGNAGE |
|---|--|--|
| <input type="checkbox"/> Site Only <input type="checkbox"/> New Building <input type="checkbox"/> Building Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Change of Occupancy <input type="checkbox"/> Building Removal <input type="checkbox"/> Other | <input type="checkbox"/> Walk Thru Attach Eligibility Worksheet (Form BLD-246) <input type="checkbox"/> Not a Phased Request <input type="checkbox"/> Phased Request Attach OBC Phased Plan Approval (Form BLD-240 or Equivalent) | <input type="checkbox"/> New Building <input type="checkbox"/> Building Addition <input type="checkbox"/> Alteration / Remodel <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Basement Finish <input type="checkbox"/> Deck <input type="checkbox"/> Screened Porch <input type="checkbox"/> Pool <input type="checkbox"/> Building Removal <input type="checkbox"/> Other |
| FIRE PROTECTION Commercial <input type="checkbox"/> Suppression <input type="checkbox"/> Alarm <input type="checkbox"/> Other Residential <input type="checkbox"/> Suppression <input type="checkbox"/> Alarm <input type="checkbox"/> Other | ELECTRICAL <input type="checkbox"/> Commercial <input type="checkbox"/> Residential | HVAC <input type="checkbox"/> Commercial <input type="checkbox"/> Residential |
| GAS PIPING <input type="checkbox"/> Commercial <input type="checkbox"/> Residential | | |

| | |
|----------------------------------|------|
| Applicant's Name / Number | |
| Signature | Date |

BUILDING PERMIT APPLICATION

BASIC PROJECT INFORMATION (PRINT)

| | | |
|---|---|--------------------------------|
| Project Name | | |
| Project Address | | |
| Project Unit / Suite Number | | |
| Subdivision Name | | |
| EXISTING | CHANGES | Estimated Cost of Construction |
| Water <input type="checkbox"/> Yes <input type="checkbox"/> No | Exterior Site Conditions <input type="checkbox"/> Yes <input type="checkbox"/> No | Lot Number |
| Sewer <input type="checkbox"/> Yes <input type="checkbox"/> No | | Project Size (sq ft) |
| Fire Detection <input type="checkbox"/> Yes <input type="checkbox"/> No | | OBC Construction Type |
| Fire Suppression <input type="checkbox"/> Yes <input type="checkbox"/> No | Building Exterior Facade <input type="checkbox"/> Yes <input type="checkbox"/> No | OBC Use Group |
| N/A <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Master Meter | | |
| Community <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Project Description (attach additional information as needed) | | |

REVISIONS (PRINT)

This section is for **REVISIONS** to plans that have already been assigned an application number. This must be filled out when submitting any additional paper work or plans. NOTE: All REVISIONS must be clearly highlighted on all revised plans and plot plans.

| | |
|--|--|
| Description of the REVISION(S) being submitted (attach additional info as needed) <input type="checkbox"/> Not Applicable | <p style="text-align: center; margin: 0;">FOR OFFICE USE ONLY</p> <p>Date</p> <p>Application No.</p> <p>Revision No.</p> <p>Fee</p> |
|--|--|



BUILDING PERMIT APPLICATION

PROPERTY OWNER / PRIMARY CONTACT (PRINT)

I, the owner of this building and the undersigned, do hereby covenant and agree to comply with all the laws of the State of Ohio and the Ordinances of this jurisdiction, pertaining to the building and the buildings, and to construct the proposed building or structure or make the proposed change or alteration in accordance with the plans and specifications submitted herewith, and certify that the information and statements given on this application, drawings and specifications are to the best of their knowledge, true and correct.

| | |
|----------------------------|-------|
| Property Owner Name | |
| Signature | Date |
| Corporate / Company Name | Title |
| Address | |
| City, State, Zip Code | Email |
| Telephone | Fax |

I, the Project Representative and Contact, acknowledge and make this application as, or on behalf of, the owner and further assert that I am the agent / representative to be contacted concerning matters relating to this application.

| | |
|-------------------------------------|-------|
| Project Primary Contact Name | |
| Signature | Date |
| Corporate / Company Name | Title |
| Address | |
| City, State, Zip Code | Email |
| Telephone | Fax |

BUILDING PERMIT APPLICATION

All project references may not be applicable to your job type.

PROJECT REFERENCES (PRINT)

TENANT NAME

| | |
|-----------------------|-------|
| Company Name | |
| Contact Name | Title |
| Address | |
| City, State, Zip Code | Email |
| Telephone | Fax |

ARCHITECT / DESIGN PROFESSIONAL

| | |
|--------------------------|--------------|
| Company Name | OH License # |
| Architect / Contact Name | |
| Address | |
| City, State, Zip Code | Email |
| Telephone | Fax |

CIVIL ENGINEER

| | |
|--------------------------|--------------|
| Company Name | OH License # |
| Architect / Contact Name | |
| Address | |
| City, State, Zip Code | Email |
| Telephone | Fax |

GENERAL CONTRACTOR DUBLIN REGISTRATION REQUIRED

| | |
|--------------------------|-------|
| Company Name | |
| Architect / Contact Name | Title |
| Address | |
| City, State, Zip Code | Email |
| Telephone | Fax |

LANDSCAPE ARCHITECT

| | | |
|--------------------------|-------|-----------------------|
| Company Name | Title | OH Reg # |
| Architect / Contact Name | | OH License # |
| Address | | State Certification # |
| City, State, Zip Code | Email | |
| Telephone | Fax | |

OTHER

| | |
|--------------------------|-------|
| Company Name | |
| Architect / Contact Name | Title |
| Address | |
| City, State, Zip Code | Email |
| Telephone | Fax |

COMMERCIAL CHECKLIST

CHECK ALL THAT APPLY

COMMERCIAL APPLICATION COMPLETION CHECKLIST

| | | | | | | | | | | | | |
|---|--|---|-------------------------------------|--|--------------------------------------|--|-------------------------------------|--|--|--|--|--|
| <p>BUILDING STANDARDS PERMIT</p> <p><input type="checkbox"/> Building Standards Permit Application (SIGNED)</p> | | | | | | | | | | | | |
| <p>CERTIFICATE OF ZONING PLAN</p> <p><input type="checkbox"/> Certificate of Zoning Plan Approval</p> | | | | | | | | | | | | |
| <p><input type="checkbox"/> SEALED DRAWINGS</p> <p>ARCHITECTURAL PLAN</p> <table border="0"> <tr> <td><input type="checkbox"/> Index</td> <td><input type="checkbox"/> Exterior Building Envelope</td> </tr> <tr> <td><input type="checkbox"/> Demolition</td> <td><input type="checkbox"/> Wall Sections</td> </tr> <tr> <td><input type="checkbox"/> Floor Plans</td> <td><input type="checkbox"/> Interior Elevations</td> </tr> <tr> <td><input type="checkbox"/> Roof Plans</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Exterior Elevations</td> <td><input type="checkbox"/> FIRE PROTECTION SYSTEM DRAWINGS</td> </tr> <tr> <td><input type="checkbox"/> Building Sections</td> <td></td> </tr> </table> | <input type="checkbox"/> Index | <input type="checkbox"/> Exterior Building Envelope | <input type="checkbox"/> Demolition | <input type="checkbox"/> Wall Sections | <input type="checkbox"/> Floor Plans | <input type="checkbox"/> Interior Elevations | <input type="checkbox"/> Roof Plans | | <input type="checkbox"/> Exterior Elevations | <input type="checkbox"/> FIRE PROTECTION SYSTEM DRAWINGS | <input type="checkbox"/> Building Sections | |
| <input type="checkbox"/> Index | <input type="checkbox"/> Exterior Building Envelope | | | | | | | | | | | |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Wall Sections | | | | | | | | | | | |
| <input type="checkbox"/> Floor Plans | <input type="checkbox"/> Interior Elevations | | | | | | | | | | | |
| <input type="checkbox"/> Roof Plans | | | | | | | | | | | | |
| <input type="checkbox"/> Exterior Elevations | <input type="checkbox"/> FIRE PROTECTION SYSTEM DRAWINGS | | | | | | | | | | | |
| <input type="checkbox"/> Building Sections | | | | | | | | | | | | |
| <p>SOIL</p> <p><input type="checkbox"/> Soils Report</p> | | | | | | | | | | | | |
| <p>STRUCTURAL</p> <p><input type="checkbox"/> Structural Loading Information</p> | | | | | | | | | | | | |
| <p>BUILDING CODE</p> <p><input type="checkbox"/> Building Code Summary</p> | | | | | | | | | | | | |
| <p>DELEGATED DESIGN</p> <p><input type="checkbox"/> Delegated Design Listed</p> | | | | | | | | | | | | |
| <p>SYSTEM DESCRIPTIONS</p> <p><input type="checkbox"/> System Descriptions</p> | | | | | | | | | | | | |
| <p>OPERATIONS</p> <p><input type="checkbox"/> Operations</p> | | | | | | | | | | | | |
| <p>ENERGY</p> <p><input type="checkbox"/> Code-Required Energy Compliance</p> | | | | | | | | | | | | |
| <p>UL ASSEMBLIES LISTING</p> <p><input type="checkbox"/> UL Assemblies Listing</p> | | | | | | | | | | | | |
| <p>ELECTRIC</p> <p><input type="checkbox"/> Electric Panel Schedules</p> <p><input type="checkbox"/> Electric Load Calculations</p> <p><input type="checkbox"/> Electric Grounding (UFER)</p> | | | | | | | | | | | | |
| <p>GAS</p> <p><input type="checkbox"/> Gas Line Calculations & Isometric</p> | | | | | | | | | | | | |
| <p>INSPECTIONS</p> <p><input type="checkbox"/> Special Inspections & Inspector's Credentials</p> | | | | | | | | | | | | |
| <p>FIRE</p> <p><input type="checkbox"/> Fire Suppression System</p> <p><input type="checkbox"/> Fire Resistance Rating</p> | | | | | | | | | | | | |
| <p>ADDITIONAL INFORMATION</p> <p><input type="checkbox"/> Additional Information (if applicable)</p> | | | | | | | | | | | | |

CERTIFICATE OF ZONING PLAN APPROVAL

A Certificate of Zoning Plan Approval (CZPA) is required for accessory structures, fences, patios, walls, temporary signs, model homes, outdoor sales, and for all commercial projects.

I. APPLICATION REQUIREMENTS

APPLICATION FEE (\$70 RESIDENTIAL, \$145 COMMERCIAL, \$90 TEMPORARY SIGN)

SCALED SITE PLAN

One (1) copy, indicating all current structures, property lines, setbacks, and easements in addition to all proposed structures and site improvements. All proposed work should be dimensioned and labeled. Additional documentation may be required. Partial or incomplete applications and drawings cannot be processed and will be returned to the applicant. Typically, site plans come from the surveyor and are enclosed with the closing papers. (Not required for temporary signs).

II. PROPOSAL: Please describe the proposal (patio, fence, temp. sign, etc.)

| |
|--|
| |
|--|

III. PROPERTY & APPLICANT INFORMATION

| | |
|---|--------------------|
| Address of Subject Property OR Parcel ID: | |
| Property Owner: | Phone Number: |
| Subdivision/Business Name: | Lot Number: |
| Applicant/Authorized Representative: | |
| Address of Applicant/Authorized Representative: | |
| Applicant's Phone Number: | Applicant's Email: |

IV. APPLICANT'S STATEMENT OF ACKNOWLEDGEMENT: This section is NOT required for temporary signs.

| | |
|--|-------|
| I, _____, the owner and applicant, hereby authorize _____ to act as my representative and agent in matters pertaining to the processing and approval of this application including modifying the project, and I agree to be bound by all representations and agreements made by the Authorized Representative. | |
| Property Owner Signature: | Date: |
| Authorized Representative Signature: | Date: |

FOR CITY USE ONLY

| | |
|--|------------------------|
| Resubmission? <input type="checkbox"/> Yes <input type="checkbox"/> No | Date Issued/Issued By: |
| <input type="checkbox"/> Approved <input type="checkbox"/> Approved as Noted <input type="checkbox"/> Disapproved as Noted | Notes: |

This Certificate of Zoning Plan Approval is issued for, and in reference to the property and use described above, and as approved by the City Administrator or designee, or the City Council, Board of Zoning Appeals, Planning & Zoning Commission, or the Architectural Review Board as appropriate.

For questions or more information, please contact Planning at 614.410.4600 | www.dublinohioUSA.gov





5800 Shier Rings Road | Dublin, Ohio 43016
Phone: 614.410-4670 | Fax: 614.761.6566 | Inspection Line: 614.410.4680

2018 Commercial Fees

| <u>Service Description</u> | <u>Fee</u> |
|---|--|
| Plumbing Permit | \$200.00 for first fixture plus \$20.00 for each additional fixture |
| Fence Permit | See Land Use and Long Range Planning Cert. of Zoning Compliance |
| Parking Lot Alteration/Expansion Permit | \$1,020.00 |
| Conditional Occupancy Agreement | \$450.00 each 6 month period |
| Before/After Hours Inspection | \$120.00 per hour (3 hour minimum) |
| Sanitary Sewer Inspection | \$150.00 |
| Re-inspection Fee (MEP and Bldg.) | \$135.00 |
| Re-inspection Fee (Engineering) | \$100.00 |
| Contractor Registration | \$65.00 |
| Building Permit Extension | \$20.00 |
| Building Plan Revision – Minor | \$310.00 |
| Building Plan Revision – Major | \$1,015.00 plus cost of outside services |
| Replacement Building Plans | \$45.00 plus cost of outside services |
| Replacement Building Card | \$45.00 |
| Document Printing & Copying | \$.05 per page (regular copies) \$1.50 per page or actual cost of copying services (blueprints) |
| Sewer and Water Capacity Charges | See Schedule A |

The Following Fees are subject to the State of Ohio 3% Surcharge

| | |
|---|--|
| Electrical Permit | \$65.00 for first 1,000 square feet plus \$80.00 each additional 1,000 sf or fraction thereof up to 50,000 plus \$55.00 each additional 1,000 sf or fraction thereof up to 100,000 plus \$50.00 each additional 1,000 sf or fraction thereof over 100,000 |
| Electrical Permit – Low Voltage* | \$35.00 for first 1,000 square feet plus \$30.00 each additional 1,000 square feet or fraction thereof |
| Electrical Permit – Temporary Service | \$70.00 |
| Electrical Plan Review | \$145.00 per hour plus cost of outside review services |
| HVAC Permit – New/Additions | \$70.00 for first 1,000 square feet plus \$30.00 each additional 1,000 square feet or fraction thereof |
| HVAC Permit – Alterations | \$70.00 for first 1,000 square feet plus \$20.00 each additional 1,000 square feet or fraction thereof |
| Gas Line Permit | \$105.00 |
| Fire Protection Permit | \$185.00 plus cost of outside review services if applicable at \$60/hr plus low voltage permit/fee. \$55.00 per revision |
| Temporary Structure Permit | \$70.00 |
| Change of Use Permit | \$300.00 |
| Removal Permit (Review & Inspection) | \$185.00 |
| Special Building Inspection | \$145.00 first hour plus \$100.00 for written report |
| Other Building Permits/Fees not listed | See Schedule C or City Ordinance |
| Range Hood Permit | \$100.00 |
| Permanent Sign Plan Review & Inspection | \$420 plus any applicable State or Engineering surcharges |

Commercial Plan Review Fees are due at Time of Submittal; all other Fees are due at Time of Approval.

***Low voltage** not required if operating less than 25 volts and supplying under 50 watts of energy.



5800 Shier Rings Road | Dublin, Ohio 43016

Phone: 614.410.4670 | Fax: 614.761.6566 | Inspection Line 614.410.4680

2018 Capacity Charges Schedule A

Water Capacity Charges

Collected by the City of Dublin

| Tap Size | Domestic Water* | Fire Protection* |
|----------|-----------------|------------------|
| .75" | \$1,890.00 | \$378.00 |
| 1.0" | \$3,090.00 | \$618.00 |
| 1.5" | \$7,370.00 | \$1,474.00 |
| 2.0" | \$13,110.00 | \$2,622.00 |
| 3.0" | \$28,070.00 | \$5,614.00 |
| 4.0" | \$44,790.00 | \$8,958.00 |
| 6.0" | \$99,650.00 | \$19,930.00 |
| 8.0" | \$180,920.00 | \$36,184.00 |
| 10.0" | \$274,690.00 | \$54,938.00 |
| 12.0" | \$384,550.00 | \$76,910.00 |
| 16.0" | \$428,720.00 | \$85,744.00 |

*Fees do not include the water capacity charges charged by the City of Columbus.
 Please contact the City of Columbus Division of Water (614) 645-7330 or visit
<http://utilities.columbus.gov/DocListing.aspx?id=36844>

Sewer Capacity Charges

Collected by the City of Dublin

| Tap Size (fee based on water tap size) | Dublin Sewer Capacity | Dublin Inspection Fee | Columbus Sewer Capacity | Total Due to City of Dublin |
|--|-----------------------|-----------------------|-------------------------|-----------------------------|
| .75" | \$2,210.00 | \$150.00 | \$3,044.00 | \$5,404.00 |
| 1.0" | \$3,580.00 | \$150.00 | \$5,074.00 | \$8,804.00 |
| 1.5" | \$9,180.00 | \$150.00 | \$10,147.00 | \$19,477.00 |
| 2.0" | \$15,900.00 | \$150.00 | \$16,236.00 | \$32,286.00 |
| 3.0" | \$33,150.00 | \$150.00 | \$32,472.00 | \$65,772.00 |
| 4.0" | \$51,740.00 | \$150.00 | \$50,737.00 | \$102,627.00 |
| 6.0" | \$117,600.00 | \$150.00 | \$101,475.00 | \$219,225.00 |
| 8.0" | \$206,980.00 | \$150.00 | \$162,360.00 | \$369,490.00 |
| 10.0" | \$322,560.00 | \$150.00 | \$233,392.00 | \$556,102.00 |
| 12.0" | \$464,580.00 | \$150.00 | \$436,342.00 | \$901,072.00 |
| 16.0" | \$517,660.00 | \$150.00 | \$484,194.00 | \$1,002,004.00 |

5800 Shier Rings Road | Dublin, Ohio 43016
Phone: 614.410.4670 | Fax: 614.761.6566 | Inspection Line 614.410.4680

2018 Commercial Fees Schedule D

New Structures and Additions

| Square Footage | Plan Review Due @ Time of Submittal includes 3% State fee | Building Inspection (Due after Approval) | *Low Voltage Inspection see below | Occupancy Certificate (Due after Approval) | State of Ohio 3% (Due After Approval) | Total Due at time of Issuance | Grand Total** |
|----------------|---|--|-----------------------------------|--|---------------------------------------|-------------------------------|---------------|
| 0-1,000 | \$267.80 | \$275.00 | \$0.00 | \$190.00 | \$13.95 | \$478.95 | \$746.75 |
| 1,001-2,000 | \$448.05 | \$425.00 | \$0.00 | \$190.00 | \$18.45 | \$633.45 | \$1,081.50 |
| 2,001-3,000 | \$628.30 | \$575.00 | \$0.00 | \$190.00 | \$22.95 | \$787.95 | \$1,416.25 |
| 3,001-4,000 | \$808.55 | \$725.00 | \$0.00 | \$190.00 | \$27.45 | \$942.45 | \$1,751.00 |
| 4,001-5,000 | \$988.80 | \$875.00 | \$0.00 | \$190.00 | \$31.95 | \$1,096.95 | \$2,085.75 |
| 5,001-6,000 | \$1,169.05 | \$1,025.00 | \$0.00 | \$190.00 | \$36.45 | \$1,251.45 | \$2,420.50 |
| 6,001-7,000 | \$1,349.30 | \$1,175.00 | \$0.00 | \$190.00 | \$40.95 | \$1,405.95 | \$2,755.25 |
| 7,001-8,000 | \$1,529.55 | \$1,325.00 | \$0.00 | \$190.00 | \$45.45 | \$1,560.45 | \$3,090.00 |
| 8,001-9,000 | \$1,709.80 | \$1,475.00 | \$0.00 | \$190.00 | \$49.95 | \$1,714.95 | \$3,424.75 |
| 9,001-10,000 | \$1,890.05 | \$1,625.00 | \$0.00 | \$190.00 | \$54.45 | \$1,869.45 | \$3,759.50 |
| 10,001-11,000 | \$2,070.30 | \$1,775.00 | \$0.00 | \$190.00 | \$58.95 | \$2,023.95 | \$4,094.25 |
| 11,001-12,000 | \$2,250.55 | \$1,925.00 | \$0.00 | \$190.00 | \$63.45 | \$2,178.45 | \$4,429.00 |
| 12,001-13,000 | \$2,430.80 | \$2,075.00 | \$0.00 | \$190.00 | \$67.95 | \$2,332.95 | \$4,763.75 |
| 13,001-14,000 | \$2,611.05 | \$2,225.00 | \$0.00 | \$190.00 | \$72.45 | \$2,487.45 | \$5,098.50 |
| 14,001-15,000 | \$2,791.30 | \$2,375.00 | \$0.00 | \$190.00 | \$76.95 | \$2,641.95 | \$5,433.25 |
| Add per 1,000 | \$180.25 | \$150.00 | \$0.00 | \$0.00 | \$4.50 | \$154.50 | \$334.75 |

*low voltage not required if operating less than 25 volts and supplying under 50 watts of energy. (\$35 for first 1000 s.f. plus \$30 each add. 1000 s.f.)

**Separate permits required for Electrical, HVAC, Plumbing, Gas and Fire Protection

Alterations

| Square Footage | Plan Review Due @ Time of Submittal | Inspection (Due After Approval) | Certificate (Due After Approval) | State of Ohio 3% (Due After Approval) | Total Due at time of Issuance | GrandTotal* |
|----------------|-------------------------------------|---------------------------------|----------------------------------|---------------------------------------|-------------------------------|-------------|
| 0-1,000 | \$267.80 | \$150.00 | \$190.00 | \$10.20 | \$350.20 | \$618.00 |
| 1,001-2,000 | \$448.05 | \$200.00 | \$190.00 | \$11.70 | \$401.70 | \$849.75 |
| 2,001-3,000 | \$628.30 | \$250.00 | \$190.00 | \$13.20 | \$453.20 | \$1,081.50 |
| 3,001-4,000 | \$808.55 | \$300.00 | \$190.00 | \$14.70 | \$504.70 | \$1,313.25 |
| 4,001-5,000 | \$988.80 | \$350.00 | \$190.00 | \$16.20 | \$556.20 | \$1,545.00 |
| 5,001-6,000 | \$1,169.05 | \$400.00 | \$190.00 | \$17.70 | \$607.70 | \$1,776.75 |
| 6,001-7,000 | \$1,349.30 | \$450.00 | \$190.00 | \$19.20 | \$659.20 | \$2,008.50 |
| 7,001-8,000 | \$1,529.55 | \$500.00 | \$190.00 | \$20.70 | \$710.70 | \$2,240.25 |
| 8,001-9,000 | \$1,709.80 | \$550.00 | \$190.00 | \$22.20 | \$762.20 | \$2,472.00 |
| 9,001-10,000 | \$1,890.05 | \$600.00 | \$190.00 | \$23.70 | \$813.70 | \$2,703.75 |
| 10,001-11,000 | \$2,070.30 | \$650.00 | \$190.00 | \$25.20 | \$865.20 | \$2,935.50 |
| 11,001-12,000 | \$2,250.55 | \$700.00 | \$190.00 | \$26.70 | \$916.70 | \$3,167.25 |
| 12,001-13,000 | \$2,430.80 | \$750.00 | \$190.00 | \$28.20 | \$968.20 | \$3,399.00 |
| 13,001-14,000 | \$2,611.05 | \$800.00 | \$190.00 | \$29.70 | \$1,019.70 | \$3,630.75 |
| 14,001-15,000 | \$2,791.30 | \$850.00 | \$190.00 | \$31.20 | \$1,071.20 | \$3,862.50 |
| Add per 1,000 | \$180.25 | \$50.00 | \$0.00 | \$1.50 | \$51.50 | \$231.75 |

*Separate permits required for Electrical, Low Voltage, HVAC, Plumbing, Gas and Fire Protection

Plan Review Fee Due At Time Of Submittal
Fees Due at Time of Issuance



Pre-Submittal Meeting Agenda

Wednesday July 10, 2013

5800 Shier Rings Rd

4:00 p.m. (EST)

| | |
|--------------------------|---|
| Meeting Location: | First Floor General Meeting Room |
| Project Name: | |
| Project Address: | |

Welcome & Introductions

Purpose of Meeting

- To share needs and expectations of the building permit process
- To improve the completeness and quality of the planned submittal

Brief Overview of Project Scope by Owner

Review Briefing

Planner of Record
 Zoning Review
 Landscape Review
 Engineering Review
 Building Review (OBC)
 Electrical Review
 Fire Safety Review
 Moderator

City of Dublin - Plan Review Staff

Velma Coen – Development Review Specialist
 Brian Martin – Zoning Inspector
 Kristin Yorke / Aaron Stanford – Civil Engineer
 Ray Harpham, A.I.A. – Commercial Plans Examiner
 Ted Zombek – Electrical Inspector
 Alan Perkins – Washington Township Fire Marshal
 Dave Marshall – Review Services Analyst

Overview of Building Permit Application and Plan Review Processes |

Distribute & review handout materials* - Dave Marshall

Additional Questions/Issues

*Materials to be distributed at meeting:

- Pre-Submittal Meeting Agenda
- Planning Record of Action *(if applicable)*
- Commercial Building Permit Application
- Certificate of Zoning Plan Approval
- ePlan User Guide *(if applicable)*
- Site Improvement Checklist *(if applicable)*

- _____
- _____
- _____
- _____
- _____

Commercial Plan Requirements

106.1.1 Information on construction

documents. Construction documents shall be dimensioned and drawn upon suitable material. Electronic media documents are permitted to be submitted when approved by the building official. 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 this code. Construction documents, adequate for the scope of the project, shall include information necessary to determine compliance with the building, mechanical, plumbing, fire, electrical, energy, and fuel gas codes such as:

1. **Index.** An index of drawings located on the first sheet which shall also include all occupancy classification(s), type(s) of construction, the area in gross square feet for each level, the maximum design occupant load, the structural design loads, and the seismic design category and site class;

2. **Site plan.** A site plan showing a north orientation arrow, the size and location of new construction and all existing structures on the site, all property and interior lot line locations with setback and side yard dimensions and distances from buildings to lot lines, the locations of the nearest streets, the established street grades, the locations, types and sizes of all utility lines, the location of any fences, and the elevations of all proposed finished grades; and it shall be drawn in accordance with an accurate boundary line survey.

In the case of demolition, the site plan shall show construction to be demolished and the location and

size of existing structures and construction that are to remain on the site or plot. The building official is authorized to waive or modify the requirement for a site plan when the application for approval is for alteration or repair or when otherwise warranted.

2.1 Buildings or structures located in flood hazard areas. Construction documents submitted for buildings or structures located in communities with identified flood hazard areas, pursuant to section 1612, shall include the current FEMA "Flood Hazard Boundary Map" (FHBM), "Flood Insurance Rate Map" (FIRM) or "Flood Boundary Floodway Map" (FBFM) for the project location. The required site plan shall include building elevations using the same datum as the related flood hazard map. The owner shall be responsible for the compliance with local flood damage prevention regulations for additional critical elevation information for the project site.

2.2 **Site Accessibility Plan.** Information in plan view and details shall be submitted indicating compliance with the accessibility provisions of this code for the exterior of the building in addition to accessible features of the interior. When applicable, the plans shall include: the exterior accessible route between all facilities required to be connected; ramp locations and elevations along the exterior accessible route; number of and details for the required accessible van and car parking spaces and passenger loading areas; location and detail of required accessibility signage; grade/topographic elevations before and after proposed grading when site impracticality is intended to be applied.

3. **Floor plans.** Building configuration layout drawings with all walls and partitions shown including: plans of full or partial basements and full or partial attics and penthouses, grade elevations at the building perimeter, and references to other details and elevations. Floor plans must show all relevant information such as door swings, stairs and ramps, windows, shafts, all portions of the means of egress, plumbing fixtures, built-in fixtures, special equipment, vertical transportation, etc., and shall be sufficiently dimensioned to describe all relevant space sizes. Spaces shall be identified by appropriate code appellations (an "auditorium" may not be identified as a "meeting room" if its attributes indicate that it is an auditorium). The construction documents shall designate the number of occupants to be accommodated on every floor, and in all rooms and spaces;

4. **Demolition.** In the case of demolition, the floor plan shall identify construction to be demolished and the location, arrangement, and dimensions of existing construction that is to remain.

5. **Roof plan.** Roof outline, overall dimensions and dimensions of setbacks, slope of roof, drainage, reference to other details, roof materials, penetrations through roof, and roof-mounted equipment;

6. **Exterior elevations.** Vertical dimensions, floor-to-floor heights, opening heights, references to other details, floor lines, elevations of major elements, grade lines, foundation lines, material indications and notes, symbols for window schedule, gutters, signs and windows, doors, and all other openings.

7. **Building sections.** Vertical dimensions, elevations of the top of structural components and finish floor lines, materials, footings and foundations, reference to other details, ceiling lines, and major mechanical services.

8. **Exterior building envelope.** The exterior envelope shall be described in sufficient detail to

determine compliance with this code and the referenced standards. Details shall be provided which describe flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves, or parapets, means of drainage, water-resistive membrane details around openings, location and type of vapor retarders, window and door "U"-values, and insulation location and "R"-values. The supporting documentation shall fully describe the exterior wall system, which was tested, where applicable, as well as the test procedure used.

9. **Wall Sections.** Face of wall dimensions to other components, vertical dimensions from foundations to parapet relating all elements to top of structural elements, all connection methods, wall, ceiling, floor, foundation, and roof materials and construction details.

10. **Interior elevations.** Vertical dimensions to critical elements, references to other details, openings in walls, wall finishes, built-in items, and locations of switches, thermostats, and other wall-mounted equipment.

11. **Schedules.** Information or tables that describe the room finishes, doors, windows, and door hardware and controls. Wall and floor materials shall be described by cross-hatching (with explanatory key), by notation, or by other clearly understandable method.

12. **Structure.** Complete structural description of the building including size and location of all structural elements and a table of live, wind, snow, and seismic loads used in the design of the building and other data as required to fully describe the structural system.

13. **Fire suppression system.** Areas of protection, fire suppression system occupancy hazard classification, and water supply data.

14. **Fire-resistance Ratings.** The fire-resistance ratings of all structural elements as required by this code, data substantiating all required fire-

resistance ratings including details showing how penetrations will be made for electrical, mechanical, plumbing, and communication conduits, pipes, and systems, and the materials and methods for maintaining the required structural integrity, fire-resistance rating, and firestopping.

15. System descriptions. Complete description of the plumbing, mechanical and electrical systems, including: materials, insulation "R"-values, general routing and sizes of all piping; location and type of plumbing fixtures and equipment; plumbing schematics and isometrics; materials, insulation "R"-values, general routing and sizes of all ductwork, vents, and louvers; location and type of heating, ventilation, air conditioning, and other mechanical equipment; location and type of all fire alarm, lighting and power equipment; type and size of all electrical conductors.

16. Operations. Information shall be provided regarding operations, the types, quantities, and arrangement of flammable, combustible, or hazardous materials proposed to be produced, used, dispensed, or stored in the facility; material safety data sheets for hazardous materials produced, used, or stored in the facility, the commodity and arrangement of high piled or rack storage, control areas, etc.

17. Additional information. Additional 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.

106.1.1.1 Fire protection system drawings.

Construction documents shall be approved prior to the start of system installation. Related listing information shall be provided and drawings shall contain all information as required by the installation standards referenced in Chapter 9. The individual installing the fire protection systems, who shall be certified by the state fire marshal pursuant to section 3737.65 of the Revised Code, shall be

identified on the drawings. In the event that the listing information is not known or the certified installer is not known at the time of plan examination, conditional plan approval shall be granted subject to subsequent submission of the listing information and the name of the certified installer prior to installation of any part of the fire protection systems.

106.1.1.2 Special inspections. Where application is made for construction as described in this section, the owner or the registered design professional in responsible charge acting as the owner's agent shall identify those special inspections needed during construction on the types of work listed under section 1704.

Construction documents submitted that include construction of public swimming pools shall include documentation indicating approval of the pool construction documents by the Ohio department of health in accordance with section 3109.1.1 of the "OBC".

Required Documents

Construction Documents Required, Evidence of Responsibility

106.2.1 Seal requirements. When it is required that documents be prepared by a registered design professional, the building official shall be authorized to require the owner to engage and designate on the approval application a registered design professional who shall act as the registered design professional in responsible charge. The registered design professional in responsible charge shall be responsible for reviewing and coordinating submittal documents prepared by others, including phased and deferred submittal items, for compatibility with the design of the building.

Where structural observation is required by section 1709, the inspection program shall name the individual or firms who are to perform structural observation and describe the stages of construction at which structural observation is to occur. See also duties specified in section 1704.

Construction documents shall bear the seal of a registered design professional pursuant to section [3791.04](#) of the Revised Code.

Exception: The seal of a registered design professional is not required on construction documents for:

1. Buildings or structures classified as one-, two-, or three-family dwellings and accessory structures;
2. Energy conservation design for buildings or structures classified as one-, two-, or three-family dwellings;
3. Fire protection system designs submitted under the signature of an individual certified in accordance with section 107.4.4;
4. Installation of replacement devices, equipment or systems that are equivalent in type and design to the replaced devices, equipment or systems; and
5. Alterations, construction or repairs to any buildings or structures subject to sections [3781.06](#) to [3781.18](#) and [3791.04](#) of the Revised Code 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.

5.1 For the purpose of this exception, technical design analysis is defined as the development of integrated solutions using analytical methods in accordance with established scientific and engineering principles.



CITY OF DUBLIN

Division of Building Standards * 5800 Shier-Rings Road * Dublin, OH 43016
Phone: (614) 410-4670 * Inspection Line: (614) 410-4680

ITEMS REQUIRED FOR ALL COMMERCIAL ELECTRICAL PLANS

1. **Specifications** that are applicable to the project, having the correct voltage, circuit, elements, products, and wiring methods for the particular work at hand.
2. **Calculations** performed to obtain load analysis, service size, panel, and transformer capacities, available fault currents and voltage drop, as well as the coordination study and resulting sizing of equipment made per the above.
3. **Single line diagram** with all primary and secondary distribution equipment and loads, including feeder identification with conductor and raceway size and type.
4. **Primary distribution equipment** and other loads located in plain view, with initial spatial coordination done by the design professional.
5. **Service entrance** arrangements with the serving utility made, confirmed, and noted by the design professional.
6. **Branch circuiting**, with voltage drop considerations, for both power and lighting, including switching, dimming, special controls, and homerun designations.
7. **Mechanical equipment power requirements** and physical locations including special information as the who mounts equipment, connects, tests, etc.
8. **Control Diagrams and schematics** revealing interactive relationship as well as operating logic for all systems. Information should be adequate to understand and install appropriate wiring.
9. **Schedule of fixtures, panelboards, switchgear**, and other equipment including sizes, types, styles, catalog numbers, and other pertinent characteristics.
10. **Transformer selection** Due to high electronic equipment use in commercial office buildings, "K" rated transformers are required.



REVIEW SERVICES TEAM

SITE IMPROVEMENT PLANS CHECKLIST

(Also for SITE DEVELOPMENT PERMIT applications)

GENERAL REQUIREMENTS

This checklist applies to commercial building site work involving engineering, zoning compliance, landscape and tree replacement, and exterior site lighting. Projects with no alterations to the exterior of the building or to the site are generally exempt, though a site plan will still be required.

Commercial building or site development applications shall include the following plans:

1. Cover / Index Sheet (with seals and signatures as required)
2. Staking Plan
- 3.* Utility Plan
- 4.* Grading Plan
- 5.* Erosion & Sedimentation Control Plans
6. Existing Topographic Survey (if applicable)
7. Landscape Plan
8. Tree Survey (if applicable)
9. Tree Preservation Plan (if applicable)
10. Tree Replacement Plan (if applicable)
11. Site Lighting Plan

* Plans 3, 4, and 5 may generally be combined (refer to Engineering staff).

ELEMENTS COMMON TO ALL SITE WORK PLANS

- a Site plan sheets shall be 22 inches by 34 inches only
- b Plans may prepared using computer-aided drafting (CAD) and shall be submitted in electronic file format acceptable to the City Engineer with the original mylar drawings
- c North arrow
- d Horizontal and vertical scale (engineering scales only), and bar scale
- e Development phase lines with description
- f Proposed and existing rights-of-way and easements
- g Distinct separation between proposed and existing elements of the plan
- h Center lines and edges of pavement of all abutting streets
- i Street names
- j Municipal corporate boundaries
- k Site boundaries with bearings and distances
- l Identification of adjacent parcels, property lines, and property owners
- m Building and pavement setbacks, no-build zones, and no-disturb zones
- n Compliance with Planning & Zoning Commission Record-of-Action

Site Plan Mylars. When plan review is complete and all items in compliance, mylar originals for plans 1 through 6 above will be requested and are to be submitted to the Building Standards window along with 2 sets of paper prints and a digital copy of the plans.

If found acceptable, the City Engineer and Director of Land Use and Long Range Planning will sign the mylars. Paper copies of the signed mylars will be attached to the building permit plan sets and delivered to Building Standards for out-processing and issuance of the building permit.

1. Cover / Index Sheet

The Cover Sheet shall identify the development and show its general location and layout, designer seals/signatures, City signatures, index of sheets, standards, standard general notes, and vertical control points, according to the following minimum information:

- a. Location map (scale: 1 inch = 1000 feet)
- b. Project name and address
- c. Signature lines for the City Engineer and the Director Land Use and Long Range Planning
- d. Applicable City of Columbus, ODOT and City of Dublin Standard Drawings
- e. Index of sheets
- f. Index map (scale: 1 inch = 200 feet) showing adjoining properties and owner and streets, bearing and distance of the project boundaries and general site layout.
- g. Signature (live ink), seal, and registration number of the design engineer
- h. Benchmark list (referenced to USGS datum)
- i. City of Dublin General Notes (refer to City Engineer's Administrative Policy 95-011)
- j. Property owner's name, address, telephone and fax numbers
- k. Applicant's name, address, telephone, and fax number

2. Staking Plan

The Staking Plan establishes the horizontal dimensions of the site improvements and serves as the base information common to all other plans. The Staking Plan shall contain only the following information clearly dimensioned and labeled (on-site lighting, utilities, landscaping, and topographic contours must not be shown on the Staking Plan):

- a. Property metes and bounds, all property lines, and identify all contiguous landowners
- b. Property size, subdivision name and lot number (if applicable)
- c. Current zoning of property and intended use of all proposed buildings
- d. Location of all exterior doorways and exitway sidewalks from all proposed buildings
- e. Proposed building dimensions and proposed building height as allowed by the Zoning Code (Chapter 153 - Dublin Codified Ordinance) and Ohio Building Code (OBC)
- f. FEMA-designated floodway, floodway +20 feet, and 100-year floodplain (if applicable)
- g. Note any required vehicular access restrictions to public streets
- h. Dimension proposed building corners perpendicular to the property lines and dimension distance from other proposed or existing buildings, including those off-site within 30 feet
- i. Dimension distance from one front corner pin to nearest public street intersection
- j. Distances from the center lines of all proposed driveways to all existing and proposed adjacent and opposing driveways, street intersections or median cuts within 200 feet of each fronting property corner pin (Note: driveways require City of Dublin inspection)

- k. Intersection visibility triangle at all adjacent street intersections and proposed driveways (refer to the City Engineer's Administrative Policy Number 95-013)
- l. All existing and proposed right-of-ways, easements (including type), no-build zones, and no-disturb zones
- m. All adjacent public or private street centerlines, edge of pavement and/or back of curb, and right-of-way lines. Dimension total widths of existing and proposed streets and R/Ws.
- n. Location and type of all curbs (e.g., 6-inch concrete curb, 2-foot concrete curb & gutter)
- o. Dimension all pavement, parking areas, and indicate from where the dimensions are taken (e.g., edge of pavement, face of curb or back of curb); include the pavement width, radius returns of curbs, parking spaces, and aisle width
- p. Size, location and type of proposed sidewalks or bike paths including ramps to be built on site or within the public right-of-way; ADAAG accessibility paths from all building exits
- q. Interior dimensions of all landscape islands and peninsulas within paved areas (plantable area from back of curb to back of curb)
- r. Handicap parking spaces (must meet all applicable requirements of ADAAG, OBC and local building code)
- s. Table showing number of parking spaces and loading spaces required and provided (including handicap parking; loading spaces do not count as required parking spaces); proposed or existing shared parking (if applicable)
- t. Location and proposed size of dumpster enclosures, backup generators, and ground signs
- u. Note all known development standards (e.g., required front, side and rear yard setbacks, including all building and pavement setbacks)
- v. Proposed and existing ingress/egress, access, or cross-access easement aisles, or driveways
- w. Seal and signature of the licensed design professional who prepared the plan
- x. Tax district and parcel number.
- y. Locations of heavy duty pavement (75,000 lbs) for fire access routes.
- z. Minimum fire access route turning radii of 25' inside and 45' outside.

3. **Utility Plan**

The Utility Plan addresses underground and above-ground utility features, including easements and rights-of-way, pipe alignments, and critical elevations necessary for layout.

- a. All existing (dashed) and proposed (solid) utilities
- b. Size, slope, and type of proposed and existing utility services and mains (water & sanitary)
- c. Existing (dashed) and proposed (solid) storm sewers
- d. Invert at proposed building and tap elevations of sanitary services
- e. Proposed pad and finished floor elevations
- f. Tree preservation fences and location of all protected trees (if applicable)
- g. A note indicating that connections to existing public infrastructure are to be core drilled
- h. A note indicating that connections to existing utilities require City of Dublin inspection
- i. Electric, natural gas, and telephone services (including transformer pads, meters, poles, vaults, etc.) should be shown if location is known.
- j. Fire hydrant locations with proper spacing between hydrants and distances from buildings.

4. **Grading Plan**

The Grading Plan shall contain information necessary for establishing grades and elevations on the site and for stormwater management.

- a. Existing contours (dashed)
- b. Proposed elevations (solid) including contours and spot grades, including corners of parking lot and tops of mounds
- c. Benchmark elevations, designations and locations
- d. Storm sewer and sanitary sewer top of casting & invert elevations (can be shown with profiles)
- e. Proposed landscape mounding contours (including top of mound elevations) to be coordinated with landscape plan
- f. Critical Year Storm; Major flood routing path
- g. Ponding limits and elevation
- h. Ditch direction of flow and slope (if applicable)
- i. Size, type, and slope of existing and proposed storm sewers
- j. Ponding tabulations (required and provided)
- k. Orifice plate details
- l. Proposed pad and finished floor elevations
- m. Headwall specifications
- n. Typical cross-section of parking lot pavement and sidewalks & curbs
- o. Cross-sections of ditches in right-of-way (at 50-foot spacings) if applicable
- p. Tree protection fencing and location of all protected trees (if applicable)
- q. Spot grades indicated for all handicap spaces (maximum surface grade is 2 percent)
- r. Proposed ground sign locations
- s. Intersection visibility sight triangles at all adjacent street intersections and proposed driveways (refer to the City Engineer's Administrative Policy Number 95-013)
- t. Driveway slope(s) matching Standard Drawing

5. **Erosion & Sediment Control Plan**

The Grading Plan shall serve as the base information for the Erosion & Sediment Control Plan.

- a. Inlet protection locations
- b. Silt fence and check dam locations
- c. Erosion control standard details
- d. Standard notes including a Sequence of Construction
- e. Construction entrance location and detail
- f. Tree protection fencing and location of all protected trees
- g. Major flood routing

6. Existing Topographic Survey (if applicable)

- a. Stamp and signature of surveyor licensed in the State of Ohio
- b. The survey should be oriented to the State Plane Coordinate system
- c. Show all existing features of the property including structures, trees, metes and bounds, topography, and utilities
- d. This survey should meet the minimum standards as set by the State of Ohio
- e. Note which existing structures are to be removed (if applicable)
- f. Benchmarks used, referenced to NAV Datum 1929 or 1988

7. Landscape Plan

- a. Percentage of building expansion (if applicable)
- b. Lot coverage (area and percentage)
- c. Plant list including botanical and common names, installation size (e.g., caliper, height, and gallon), on-center planting dimensions (where applicable), and quantity
- d. All natural features shown
- e. Site grading with a minimum one-foot contour interval and spot elevations of parking lot and top of mounds
- f. Existing trees shown if to be removed or maintained
- g. Tree protection fencing
- h. Existing landscaping including location, size (height and calipers), and species
- i. Street trees including location, size (height & caliper), number required, species, and spacing
- j. Landscape buffer zones shown and dimensioned
- k. Parking perimeter requirements showing screening design and height, trees, shrubs, mounding, fences, and walls as required
- l. Interior landscaping requirements including square footage of paved area, percentage of interior landscape shown, building footprint area shown, and number of trees shown
- m. Landscaping used to meet screening requirements for dumpsters, mechanical units, loading areas, utility features, outdoor storage, and proposed ground sign foundations
- n. Edge treatment and ground cover at detention and retention ponds
- o. Landscape lighting shown (if applicable)
- p. Irrigation system (if applicable)
- q. Inside dimensions of landscape islands, peninsulas, medians and curb heights
- r. Sidewalk and bikepath locations with width and type
- s. Fence location, height, type, opacity, color and material

8. Tree Survey

- a. Outline of critical root zone or 15 feet radius, whichever is greater, of all trees with a diameter chest height (DCH) of 6 inches or greater
- b. Species and condition of all trees with a DCH of 6 inches or greater
- c. Tree replacement data to include total number of caliper replacement inches
- d. Table showing total number of caliper inches being removed

9. Tree Preservation Plan

- a. Tree preservation area and building activity area
- b. Outline of critical root zone or 15', whichever is greater
- c. Location of all protective fencing (should be equal to or greater than b. above)
- d. Location of all utility lines
- e. Site grading
- f. Location for ingress, egress, operation of and parking of all construction vehicles and equipment, and storage of solvents, hazardous materials, and soil and materials stockpiles
- g. Specified locations for all clearing, grubbing, grading and excavation
- h. Measures such as construction pruning and root pruning of trees directly impacted by construction
- i. Short term and long term maintenance plans for existing trees
- j. Tree preservation fence detail

10. Tree Replacement Plan

- a. Location of all tree replacements
- b. Tree replacement data to include total number of replacement inches
- c. Plant list to include quantity, species, installation, and size in caliper inches

11. Site Lighting Plan

(Note: Verify required lighting standards before designing lighting system)

- a. Provide under separate attachment cut sheets for all specified exterior light fixtures
- b. Point-by-point photometric printouts are required for all projects that must comply with the City of Dublin Exterior Lighting Guidelines. Photometric contours (minimum 0.5 footcandles for all paved areas) are required for all other projects.
- c. All necessary details for construction of the proposed lighting system
- d. Label fixture height above grade; show design of light pole bases (if applicable)
- e. Label fixture/pole finish color, lamp type, and fixture style (cutoff, flood, spot, etc.)



REVIEW SERVICES TEAM

COMMERCIAL PERMIT PLAN REVIEW (and SITE DEVELOPMENT PERMIT plan review)

| THRESHOLDS FOR COMMERCIAL PLAN APPROVAL | | |
|---|------------------|----------------------|
| REQUIRED PLAN OR ITEM | SITE WORK | SHELL or FULL |
| Application for Commercial Building Permit (or for Site Development Permit) | X | X |
| Application for Certificate of Zoning Compliance | X | X |
| Permanent address assigned | X | X |
| Site-related conditions from public hearings satisfied (P & Z, BZA, ARB) | X | X |
| Site Engineering mylar sheets signed by project P.E. and Dublin officials | X | X |
| Footprint of building(s) to be constructed on the site | X | X |
| Fire code site info (turning radii, heavy-duty pavement, hydrants, and access) | X | X |
| Stormwater management & sanitary sewer design calculations (if applicable) | X | X |
| Landscape Plan and executed landscape easement (if applicable) | X | X |
| Tree Survey Plan and Tree Preservation Plan (if applicable) | X | X |
| Tree Replacement Plan and Tree Replacement Fee paid (if applicable) | X | X |
| Site Lighting Plan and cut sheets for exterior light fixtures | X | X |
| Required adjacent public improvements approved | X | X |
| Right-of-way and Easement Deeds submitted (if applicable) | X | X |
| Cross Access Agreements executed and copies submitted (if applicable) | X | X |
| Lot split approved, or combination of lots approved (if applicable) | X | X |
| Final Plat recorded (if applicable) | X | X |
| Soil testing report (if applicable) | X | X |
| Special Flood Hazard Area Development Permit (if applicable) | X | X |
| Architectural – sufficient for fire-access, zoning needs, and establish footprint | X | X |
| Architectural – foundation, structural, exterior, and interior | Deferred | X |
| Perimeter and envelope insulation, per ASHRAE 90.1 | Deferred | X |
| Electrical drawings including circuiting and panel board, per NEC | Deferred | X |
| Plumbing drawings, per Ohio Plumbing Code and OBC Chapter 29 | Deferred | X |
| Mechanical drawings including ventilation, per OMC Chapter 16 | Deferred | X |