APPLICATION FOR COMMERCIAL PLAN REVIEW

Plan#      Fee:      Date:

(SUBMIT ONE APPLICATION FOR EACH BUILDING OR STRUCTURE)
Project Address:_________________________Parcel #:_________________________
Location, Landmarks, etc.:_________________________
Project Name and Description of Building (store, church, etc.):_________________________

Nature of Job: □ New □ Alteration □ Addition □ Remodel □ Change of Occupancy □ Other □
Estimated Cost of Construction: $_________Square Footage of Construction Area: _____________
Total Square Footage of Gross Area of all Stories of Structure: ___________________________
OBC Use & Occupancy Classification: (302.3.2) □ A1 □ A2 □ A3 □ A4 □ A5 □ B □ E □ F1 □ F2
□ HI □ H2 □ H3 □ H4 □ H5 □ I1 □ I2 □ I3 □ I4 □ M □ R1 □ R2 □ R3 □ R4 □ SI □ S2 □ U
If building is in Use Group S is it for the storage of □ Combustibles □ Non-combustibles □ Neither
If building is in Use Group R1 or R2, specify the number of apartment units: _____________
Construction Type: (TABLE 503.2) □ I-A □ I-B □ II-A □ II-B □ III-A □ III-B □ IV □ V-A □ V-B
Comments and Explanations: _______________________________________________________

Property Owner Name:_____________________________________________________________
Property Owner Address:___________________________________________________________
City________________________________State__________Zip___________________________
Phone:_________________________________________________________________________

Applicant’s Name:_______________________________________________________________
Name of Firm:___________________________________________________________________
Address:_______________________________________________________________________
City________________________________State__________Zip___________________________
Phone:_________________________________________________________________________

Applicant Signature_________________________Date_________________________
Plans Prepared By (Check One)  
☐ Ohio Registered Architect  
☐ Ohio Professional Engineer  
☐ Other ________________  
Ohio Registration Number ________________________  

______________________________
Name of Person Drawing Plans:__________________________________________

______________________________
Name of Firm:__________________________________________________________

______________________________
Address:________________________________________________________________

______________________________
City_________________________ State__________ Zip________________________

______________________________
Phone________________________

REQUIREMENTS:
• Six sets of drawings are required for plan review. (Additional sets may be requested)
• All drawings, including plot plans, elevations, floor plans, and plans for elevator enclosures, must be complete
  with wall sections showing footer, foundation, floor, wall and roof construction, indicating all structural
  members, size, spacing, material, etc.
• A copy of the specifications for the work must be submitted in the same quantity as the plans, or the specifications
  may appear on the plans.
• The name; address and seal; of a registered design professional shall be plainly printed in the lower right hand
  corner on all plans of drawings.
• Plot plans must be included with the drawings and must indicate distances to other buildings and property lines.
• All plans submitted shall provide sufficient information and detail to determine full compliance with the
  requirements of the Ohio Building Code (OBC).
• To calculate floor area, measure to outside walls for dimensions, include supported canopies as measured from the
  center lines of the furthest columns or supports, and do not include roofs or canopies which cantilever from
  building.
• Electrical calculations required with isometric and site drawings.
• Plumbing isometric required with site drawings.
• Mechanical calculations required (right or manual J) with isometric and site drawings
• Model energy codes to comply with the current additions recognized by the State of Ohio Board of Building
  Standards