



Application for Non-Residential Plan Approval

City of Ashland Building Department | 206 Claremont Avenue, Ashland, OH 44805 | 419-289-8744

1 SCOPE OF PROJECT	2 TYPE OF PROJECT	3 PHASED REVIEW
<input type="checkbox"/> Building <input type="checkbox"/> Sprinkler System <input type="checkbox"/> Electrical <input type="checkbox"/> Industrialized Unit <input type="checkbox"/> Mechanical <input type="checkbox"/> Sign - Wall <input type="checkbox"/> Plumbing <input type="checkbox"/> Sign - Ground <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Temp. Structure	New construction Building Addition Building Alteration Change of Occupancy Request Existing C of O	Foundations Building Slab Building Shell Interior Partitions Building Systems Other: _____
4 APPLICATION RELATED INFORMATION		
Is this project being submitted based on a previous preliminary plan review? No Yes, please provide the preliminary plan review CPA number: _____		
Is this application being submitted as a result of a Notice of Violation or Adjudication Order? No Yes, please provide the Adjudication Order number: _____		
5 PROJECT/BUILDING LOCATION		
Building Name: _____ Address: _____ City/Township: _____ Zip Code: _____ Directions: _____		
Is this project located within a special flood hazard area? Yes No		
6 DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION		
7 BUILDING OWNER INFORMATION		
Owner Name: _____ Attention: _____ Address: _____ Phone No.: _____ E-mail: _____		
8 APPLICANT INFORMATION		
Applicant: _____ Attention: _____ Address: _____ Phone No.: _____ E-mail: _____		

9 REGISTERED DESIGN PROFESSIONAL INFORMATION

Architect _____ Engineer _____ Fire Protection System Designer _____
Name: _____ Ohio Registration No. _____ Company: _____
Address: _____
Phone No.: _____ E-mail: _____

10 GENERAL BUILDING CODE INFORMATION

Current Use Group(s): _____ Proposed Use Group(s): _____
Occupancy Description: _____
Mixed-use groups separation? Yes No Building construction type: _____
Building height (ft): _____ No. of stories: _____ Building occupant load: _____

Fire Protection Systems: (Enter system type; i.e. NFPA 13, etc., if known. Enter N/A if not applicable)

Building sprinkler _____ Sprinkler demand @ base of riser (psi)? _____
Limited area sprinkler _____ Hood suppression _____ In-Rack sprinkler _____
Building Fire Alarm _____ Fire Detection _____ Smoke detection _____

11 APPLICATION FEES

Paid By: Cash Check Credit Card
Total square footage of construction area (round up to the next 100 square feet):
Building _____ Mechanical _____ Electrical _____ Sprinkler _____ I.U. _____
Total linear feet of construction items not covered under the square footage:
Building _____ Mechanical _____ Electrical _____ No. of Alarms _____
Plumbing: Total number of plumbing fixtures: _____
Estimated Construction Cost: _____ Total Application Fees (from Worksheet): _____

12 CERTIFICATION

I certify that I am the Owner Owners Agent
and that all information contained in this application is true, accurate, and complete to the best of my knowledge. All official correspondence in connection with this application should be sent to my attention at the address shown above.

Signature

Print Name _____ Date

13 OFFICE USE ONLY

Date Received: _____
CPA Number: _____
Check Number: _____
Walk-in Mailed

DIRECTIONS FOR COMPLETING APPLICATION FOR BUILDING PLAN APPROVAL

In accordance with Ohio Administrative Code (OAC) Chapter 4101:1-1-01, pursuant to Ohio Revised Code (ORC) Section 3791.04, before beginning the construction, erection or manufacture of any building for which construction documents are required, the owner shall submit **three (3) copies** of construction drawings to this department for approval. The construction documents shall be accompanied with the application form and attached (scope / fees) worksheets. The construction documents shall be prepared by a registered design professional pursuant to OAC 4101:1-1-01. An examination and inspection fee will be assessed at the time of submittal as outlined in OAC 4101:1-1-01.

*Application Directions: Complete the application and attached worksheets as outlined below. All boxes, 1 through 11, must be completed in full or the application will be returned. Send this completed form along with all required documents to **City of Ashland Building Department, 206 Claremont Avenue, Ashland, Ohio 44805.***

1. **SCOPE OF PROJECT:** Check all the boxes that apply to the scope of work proposed in this project. Every scope of work checked must be accompanied with the appropriate fees. Without establishing the proper scope of work, the division will be unable to establish the inspection schedule for the project. Please note that "**Building**" refers to **all "general trade" work** in the building including ceiling panels/grids, non-loadbearing partitions, flooring, etc.; NOT just structural loadbearing components of the building.
2. **TYPE OF PROJECT:** Check one of the types of projects from the list.
3. **PHASED PLAN REVIEW:** If you are applying for a phased plan approval, check all phases of the plan reviews that are applicable to this project. The plans examiner will review your plans according to the phased schedule. If you are not applying for a phased plan review, leave all boxes blank.
4. **APPLICATION RELATED INFORMATION:** Answer each of the questions in this block and provide additional information accordingly. Complete answers to the questions will help the department process and review the project accurately.
5. **PROJECT/BUILDING LOCATION:** Please provide complete information identifying the location of the building where the construction or renovation will occur. This will help the department determine the proper jurisdiction for the project.
6. **DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION:** Please provide a brief description of the scope of work. Please include the names of the areas or rooms affected by the construction when only a portion of building is covered under the permit application. The description provided will be shown on your certificate of use and occupancy.
7. **BUILDING OWNER INFORMATION:** Please provide complete answers to each item. If the building is owned by a corporation, please provide the name of the corporation and identify a contact person in the section called "Attention."
8. **APPLICANT INFORMATION:** Provide complete information. All project correspondences will be directed to the project applicant.
9. **DESIGNER INFORMATION:** Section 106.2 of the Ohio Building Code requires that the design professional be identified including the design professional's Ohio registration number.
10. **GENERAL BUILDING INFORMATION:** The information provided applies to the entire building and is not limited to the construction area. Even when the proposed project is a partial building renovation or a building addition, the information for the entire building is required. The information provided will be shown on your certificate of use and occupancy in accordance with section 111 of the Ohio Building Code.
11. **APPLICATION FEES:** Please check one of the preferred payment methods and provide the square footage or linear footage of the areas affected by the construction. Please refer to the Fees Worksheet in this package for more details.
12. **CERTIFICATION:** The application cannot be processed if this section is not complete.
13. **OFFICE USE ONLY:** This section is reserved for our office use only. Please do not mark in this area.

*Once the plans have been examined and approved, a Certificate of Plan Approval will be issued to the owner along with two sets of construction documents. One of the sets of construction documents must remain at the job site at all times during construction pursuant to OAC 4101:1-1-01. Inspections can be obtained from **the City of Ashland Building Department** by calling at least one day prior to the inspection. The dispatch phone number is **419-289-8744**. Once all inspections have been obtained a final Certificate of Occupancy or Certificate of Completion will be issued pursuant to OAC 4101:1-1-01.*

Work Sheet for Phased Plan Approval

1. Project location and applicant information:

Building address: _____

Designer: _____

Phone No.: _____

Address: _____

Fax No: _____

E-mail: _____

2. Check the type of work:

New Construction Alterations Change of Occupancy Building Additions

Use group(s): _____

Construction type: _____

3. Phase of plan approval requested: (Please indicate all applicable phases you are requesting)

Building footing and foundation:

- Site plan showing the location of the building in relation to the property lines, public streets, and/or adjacent buildings,
- Building footing and foundation plan showing the depth, section, and all structural design data,
- Building floor plan showing the use occupancy and construction type classification, building area, building height, number of story, means of egress, required fire rated wall locations, etc.,
- Soil investigation report if required by section 1802 OBC.
- Special inspections statement for footing and foundation if required by section 1704 OBC.

Building slab and perimeter insulation:

- All documents required for building footing and foundation phase,
- Building slab and perimeter insulation details,
- Underground utilities including electrical, water, gas, sewer, and fire protection lines and construction details,
- Building energy conservation reports per 1301 OBC for new building constructions,

Building shell:

- All documents required for building footing, foundation, and slab and perimeter insulation,
- Construction details for exterior wall, load bearing and non-load bearing walls, including the required fire resistance rating wall construction details,
- Roof truss and/or floor truss shop drawings,
- Roof construction details,
- Electrical service and wiring for exterior walls and required means of egress lightings,

Building interior partitions:

- All documents required for building footing, foundation, and slab and perimeter insulation, and building shell,
- Construction details for all interior partitions including the required fire resistance rating wall construction details,
- Electrical, plumbing, and/or mechanical drawings if the finishes of interior partitions are a part of the request.

Building systems:

- All documents required for building footing, foundation, and slab and perimeter insulation, and building shell, and interior partitions,
- Construction drawings and details for building system such as electrical, plumbing, mechanical, fire protection systems separately if desired.

Other type of phased approvals: Please attach additional sheet(s) to explain.

WORKSHEET FOR APPLICATION FEES TO BE PAID

No	Fee Schedule Description	Quantity	Unit	Fee
Building Scope				
1a	\$225 base fee		LS	
1b	\$7.50 per 100 square feet		SF	
1c	\$7.50 per 100 linear feet		LF	
Mechanical Scope				
2a	\$225 base fee		LS	
2b	\$5.00 per 100 square feet		SF	
2c	\$5.00 per 100 linear feet		LF	
2d	Type I & II Hood - \$225 per hood		EA	
Electrical Scope				
3a	\$225 base fee		LS	
3b	\$5.00 per 100 square feet		SF	
3c	\$5.00 per 100 linear feet		LF	
3d	Service New/Upgrade - \$125 per service		EA	
3e	Service Temporary - \$175 per service		EA	
Plumbing Scope				
4a	\$200 base fee		LS	
4b	\$20 per plumbing fixture		EA	
Sprinkler System Scope				
5a	\$225 base fee		LS	
5b	\$5.00 per 100 square feet		SF	
Fire Alarm Scope				
6a	\$225 base fee		LS	
6b	\$3.00 per 100 square feet		SF	
Signage				
7a	Building Signage - \$100 per wall		EA	
7b	Ground Sign - \$100 per sign		EA	
Other				
8a	Request Certificate of Occupancy - \$200 base fee		LS	
8b	Phased Approval - \$150 per phase		EA	
8c	Temporary Structure - \$175 per structure		EA	
8d	Type A Daycare - \$200 per structure		EA	
8e	Plan Revision Fees - \$100 per hour		HR	
8f	Partial/Preliminary Plan Review - \$100 per hour		HR	
8g	Electronic Submission Fee - \$25 initial submission		EA	
Subtotal				
3% Assessment, OBC 106.3.2.1				
Total Fees				

1. Fees are due when plans are submitted. Please make check payable to the City of Ashland.
2. Round up square and linear footage to the next 100.
3. Building linear footage fee applies to fences, and/or retaining walls, etc.