



**CITY OF SANDUSKY APPLICATION FOR
COMMERCIAL PLAN APPROVAL**

This form is also available at www.cityofsandusky.com Submit one application per building or structure; all sections must be completed, See instruction sheet for details.

1 SCOPE OF PROJECT: (OBC 107.2.1) <input type="checkbox"/> Building General <input type="checkbox"/> Sprinkler System <input type="checkbox"/> Mechanical <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Certificate of Occ. <input type="checkbox"/> Demolition	2 TYPE OF PROJECT: <input type="checkbox"/> Repairs <input type="checkbox"/> New Building Construction <input type="checkbox"/> Alteration <input type="checkbox"/> Building Addition <input type="checkbox"/> Change of Occupancy	3 PHASED PLAN REVIEW: <input type="checkbox"/> Foundation <input type="checkbox"/> Slab and Perimeter <input type="checkbox"/> Shell <input type="checkbox"/> Interior Partitions <input type="checkbox"/> Building Systems
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4 APPLICATION RELATED INFORMATION:

- Is this project being submitted as a result of a previous preliminary plan review?
 No Yes, please provide the preliminary plan review number: _____
- Is this application being submitted as a result of a Notice of Violation or Adjudication Order that you received?
 No Yes, please provide the adjudication order number: _____
- Does your project disrupt one acre or more of land?
 No Yes, please contact the Engineering Department to complete a Storm Water Management Erosion Control application.
- Is this project/building located in a **Flood Plain**?
 No Yes, has the flood plan administrator been contacted for requirements? No Yes
- Have you made contact with the Planning/Zoning Department prior to this application?
 No Yes

5 PROJECT/BUILDING LOCATION: (OBC 107.2.2)

Building Name _____ Street Address _____
 City/Township _____ Zip Code _____ County Erie
 Directions _____

6 BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION: (OBC 107.2.1)

7 BUILDING OWNER INFORMATION:

Name of owner _____ Attention: _____
 Street Address _____ City _____ State _____ Zip _____
 Phone No. _____ Fax _____ E-mail _____

8 APPLICANT INFORMATION: (Owner or designated representative) (OBC 107.2)

Applicant _____ Attention: _____
 Street Address _____ City _____ State _____ Zip _____
 Phone No. _____ Fax _____ E-mail _____

9 REGISTERED DESIGN PROFESSIONAL INFORMATION: Architect Engineer Certified Fire protection system designer (OBC 107.4.4)

Designer _____ Registration /Certificate No.: _____
 Street Address _____ City _____ State _____ Zip _____
 Phone No. _____ Fax _____ E-mail _____

10 BUILDING CODE INFORMATION:
 (Information applies to construction area in a mixed use groups building, or the entire building if a single use group building)

Current use group(s) _____ Current use group(s) _____ Current use group(s) _____

Estimated Value of Construction: _____

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Building General Fees – (Pressure Piping Permits have a separate form)	
A. \$250.00 processing fee	
B. \$9.50 per 100 square feet** (Ex. If 103 sq ft, round to 200 sq ft)	
C. \$9.50 per 100 Lineal Feet ** (Ex. If 103 lineal ft, round to 200 lineal ft)	
D. \$65.00 Certificate of Use and Occupancy – OBC Section 111	
Sub Total Building General Section	
Board of Building Standards (BBS) Fee (Sub Total X 3%)	
Total Structural Fees	
Mechanical Fees (Medical Gas Permits have a separate form)	
A. \$250.00 processing fee	
B. \$5.75 per 100 square feet** (Ex. If 103 sq ft, round to 200 sq ft) 2700sq ft	
Sub Total Mechanical Section	
Board of Building Standards (BBS) Fee (Sub Total X 3%)	
Total Mechanical Fees	
Electrical Fees – Electrical Worksheet MUST be attached	
A. \$250.00 processing fee	
B. \$5.75 per 100 square feet** (Ex. If 103 sq ft, round to 200 sq ft) 2700sq ft	
C. \$5.75 per 100 Lineal Feet ** (Ex. If 103 lineal ft, round to 200 lineal ft)	
Sub Total Electrical Section	
Board of Building Standards (BBS) Fee (Sub Total X 3%)	
Total Electrical Fees	
Fire Alarm Fees	
A. \$250.00 processing fee	
B. \$5.75 per Alarm Device	
Sub Total Fire Alarm Section	
Board of Building Standards (BBS) Fee (Sub Total X 3%)	
Total Fire Alarm Fees	
Sprinkler System Fees	
A. \$250.00 processing fee	
B. \$5.75 per 100 square feet** (Ex. If 103 sq ft round to 200 sq ft)	
Sub Total Sprinkler Section	
Board of Building Standards (BBS) Fee (Sub Total X 3%)	
Total Sprinkler Fees	
Industrialized Unit Fees	
A. \$200.00 processing fee	
B. \$1.75 per 100 square feet** (Ex. If 103 sq ft round to 200 sq ft. These Industrialized Unit fees are only required if you are placing an approved Board of Building Standards Industrialized Unit at a commercial or industrial site for the first time. Otherwise ignore this fee box.)	
Sub Total Industrialized Unit Section	
Board of Building Standards (BBS) Fee (Sub Total X 3%)	
Total Industrialized Unit Fees	
Plumbing – Plumbing Worksheet MUST be attached	
A. \$200.00 processing fee	
B. \$200.00 Plan evaluation fee	
C. \$20.00 per fixture – attach plumbing worksheet	
Sub Total Plumbing Section	
Board of Building Standards (BBS) Fee (Sub Total X 3%)	
Total Plumbing Fees	
\$65.00 Certificate of Use and Occupancy Fee (111 OBC) (Use this fee section if Certificate of Occupancy is not selected above)	
\$1.95 Board of Building Standards (BBS) Fee (3%)	
Total	
TOTAL ALL SECTIONS	
(transfer this amount to Total Fees to be Paid on form DES BD 0002 – Application for Plan Approval)	
Make checks payable to: City of Sandusky	

**Square footage figures rounded up to the next 100-square/lineal feet as per Section 108.2 of the OBC

OFFICIAL USE ONLY	
Additional Fees Due	
Refund Due	

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**DIRECTIONS FOR COMPLETING
CITY OF SANDUSKY 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 copies of construction drawings to this division 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 page one of the application and attached worksheets as outlined below. All boxes, 1 through 14, must be completed in full or the application will be returned. Send this completed form along with all required documents to: City of Sandusky, Division of Building Inspection, 222 Meigs Street, Sandusky, OH 44870.

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 General"** 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 division 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 division determine the proper jurisdiction for the project.
6. **BRIEF 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. **BUILDING CODE INFORMATION:** Information provided applies to the construction area in a mixed use groups building, or the entire building if it is a single use group building. For change of occupancy, the term "Current use group" refers to the approved use group under the previous occupancy. For information concerning the term "Proposed use group", please refer to Chapters 3 and 6 of Ohio Building Code for the proper classification.
11. **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.
12. **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.
13. **CERTIFICATION:** The application cannot be processed if this section is not complete.
14. **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 Division of Building Inspection by calling the dispatch center at least one day prior to the inspection. The dispatch phone number is (419) 627-5940. Once all inspections have been obtained a final Certificate of Occupancy will be issued pursuant to OAC 4101:1-1-01.

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Work Sheet for Phased Plan Approval

1. Project location and applicant information:

Building address: _____ County: _____
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.