



CITY OF CENTERVILLE

100 West Spring Valley Road
Centerville, Ohio 45458
(937) 428-4786 Fax: (937) 428-4718
http://www.centervilleohio.gov
buildinginspection@centervilleohio.gov

APPLICATION FOR PLAN APPROVAL

SUBMIT ONE APPLICATION FOR EACH PROJECT TYPE OR BUILDING ADDRESS

Application Approval No. _____

JOB COST (Actual cost charged to customer)

➡ \$ _____

(Application will not be processed w/o a Job Cost included)

1. APPLICATION MADE FOR WHICH TYPE OF APPROVAL

Commercial (3% State Fee) Residential (1% State Fee)

(Choose One Only)

Building/Structural Fire Protection/Suppression
 Demolition Occupancy Request
 Fire Alarms/Detection Permanent Sign

Other _____

2. PROJECT LOCATION
Address _____
Suite/Apt #: _____ Lot/Building # _____

3. BUILDING OWNER Phone No. _____
Contact Person _____
Company _____
Address _____
City, State, Zip _____

4. OCCUPANT/TENANT Phone No. _____
Contact Person _____
Company _____
Email Address _____

5. PLANS BY Phone No. _____
Contact Person _____
Company _____
Address _____
City, State, Zip _____
Email Address _____

6. GENERAL CONTRACTOR Phone No. _____
Contact Person _____
Company _____
Address _____
City, State, Zip _____
Email Address _____

7. APPLICANT Phone No. _____
Name _____
Company _____
Address _____
City, State, Zip _____
Email Address _____

I hereby certify that the proposed work is authorized by the Owner of Record and I have been authorized by the Owner to make this application as his/her Agent. I also agree to call for all inspections as required and to conform to ALL applicable laws of the City and State.

APPLICANT'S SIGNATURE DATE

8. BUILDING CODE INFORMATION (REQUIRED)
Project Description _____

Is project in FEMA Flood Prone Area? Y N

9. TYPE OF IMPROVEMENT (COMMERCIAL)
Please check all that apply

NEW
 Footing/Foundation Complete Building Shell only
 Tenant fit-up for Shell

ADDITION
 Footing/Foundation Complete Building Shell only
TOTAL gross area of new work _____ Sq. Ft.

INTERIOR ALTERATION
 CHANGE OF OCCUPANCY USE GROUP
 CERTIFICATE OF USE AND OCCUPANCY
 FIRE ALARM/DETECTION SYSTEM
 FIRE PROTECTION/SUPPRESSION SYSTEM
 TEMPORARY STRUCTURE

	EXISTING	PROPOSED
Use Group _____	_____	_____
Construction Type _____	_____	_____
Floor Area, Sq. Ft.	_____	_____
Basement _____	_____	_____
Ground Floor _____	_____	_____
Second Floor _____	_____	_____
Total Additional Floors _____	_____	_____
Total Square Feet _____	_____	_____
No. Stories Above Grade _____	_____	_____
Total Occupant Load _____	_____	_____

10. TYPE OF IMPROVEMENT (RESIDENTIAL)
Please check all that apply New Addition/Alteration

House Garage Pole Barn Shed
 Patio Enclosure Patio Cover Carport Deck
 Fireplace-Masonry/Pre-fab _____
 Other _____

Basement Slab Crawl Space
 Trusses Rafters

No. of Bedrooms _____ No. of Bathrooms _____ No. of Fireplaces _____
Basement _____ Sq. Ft. Enclosed Porches _____ Sq. Ft.
Garage _____ Sq. Ft. Remaining Occup. Spaces _____ Sq. Ft.

The Building Fee Calculator is located at <http://www.centervilleohio.gov/fees>
 Email address: buildinginspection@centervilleohio.gov
 We appreciate your feedback - please complete our survey at <http://www.centervilleohio.gov/buildingsurvey>

PLAN APPROVAL #:

An approval shall be obtained before beginning construction, alteration or repairs, other than ordinary repairs, using application forms furnished by the Building Official. Ordinary repairs are nonstructural repairs that do not include the addition to, or replacement of or relocation of water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electrical wiring, or mechanical or other work for which approval is required by the Building Official.

Every plan approval issued by the Building Official under the provisions of this code shall expire by limitation and become null and void if the building or work authorized by such approval is not commenced within twelve months from the date of the approval or if the building or work authorized by such approval is suspended or abandoned at any time after the work is commenced for a period of six months.

A copy of approved plans shall be kept on the site of the building or work at time of inspection.

The applicant or his agent shall post the street address on the job-site in a conspicuous place visible from the street or public right-of-way. The address shall be maintained by the applicant until the final inspection has been made and approved.

Occupancy of any new structure or addition is prohibited until final approval is granted and an Occupancy Certificate is issued.

This is to acknowledge that I am aware of and have read the plan review comments that are now a part of the approved plans. If I am not the owner or architect responsible for preparing these documents, I, as the agent for the owner/architect, will make the owner/architect aware of the plan review comments before construction is started.

If I do not agree with an item on the plan review comments, I understand that I may file for an appeal.

If additional plans or information are requested as part of the plan review comments, I agree to provide such information in the time frame requested.

I understand if this information is not provided or if this order has not been appealed within thirty (30) days of this date, this application for approval will be considered VOID (Ohio Building Code Chapter 1 and RCO Chapter 1).

Signature

Date

OFFICE USE ONLY

Date Received _____ Initial _____
 Planning Review _____
 Fire Department Review _____
 Plan Examiner Approval _____
 Building Official Review _____

Use Group _____ Construction Type _____
 Occupancy Load _____ C.O. Needed Y N
 Sq. Ft. for Project _____ Total Sq. Ft. _____
 Applicant Notified Application is Ready _____ Phone Mail
 Applicant requests emailed Application Approval Receipt

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Construction = \$ _____
 Certificate of Occupancy = \$ _____
 Special = \$ _____
 Penalty Fee = \$ _____
 Plan Review = \$ _____
 State Surcharge = \$ _____
 1% 3%
TOTAL = \$ _____

- Final Approval By _____ Date _____ C. O. Notes
 Pending Electric Approval
- Application Expired By _____ Date _____
- Did not call for final inspection - Application Expired By _____ Date _____