

Instructions for Commercial Applications

A **separate application** for certification of plan approval shall be submitted for each building, structure or address.

Separate approvals are required for all types of work: building/structural, fire protection, fire alarms, fire detection systems, fuel gas piping, electrical, HVAC and plumbing (Item #1).

Submit 4 sets of plans drawn to scale and sufficiently clear, comprehensive, detailed and legible so that it can be determined whether or not the proposed work will conform to all applicable provisions of the OBC. **Include 4 site plans** showing dimensions of lot, size and location of all proposed and existing structures and all easement and setbacks. The floor plans must show all relevant information such as means of egress, door sizes, door swing, stair details, etc. and must be sufficiently dimensioned to describe all relevant space sizes. Wall materials must be described. Spaces must be identified by intended use. Plans must include mechanical systems drawings, energy calculations, structural descriptions, elevations, sections and details as necessary to describe the general building construction. (Per OBC Section 106.1). **If work requires Planning/Zoning and/or Engineering approval, file application with Planning Department to get their approval before applying for your Building Approval.**

Required construction documents shall bear the identification of the person primarily responsible for their preparation. (Per OBC Section 106.2).

Building Code information (Item #9)

USE GROUPS PER OBC SECTION 300.0 (EXAMPLES OF COMMON TYPES)

A-1	Theaters, Symphony and Concert Halls	I-3	Prisons, Jails, Detention Centers
A-2	Banquet Halls, Night Clubs, Restaurants, Taverns	I-4	Adult and Child Day Care Facilities
A-3	Arcades, Churches, Community Halls, Libraries, Museums	M	Retail Stores, Automotive Service Stations (no vehicle repairs)
A-4	Arenas, Skating Rinks, Tennis Courts	R-1	Hotels, Motels
A-5	Bleachers, Grandstands, Stadiums	R-2	Multi-Family Dwellings over 3 units, Dormitories
B	Banks, Beauty Shops, Car Wash, Offices, Clinics	R-3	Townhouses, Multiple Single-Family Structures over 3 units
E	Schools, Certain Day-Care Centers	R-4	Residential Care/Assisted Living Facilities
F-1	Factories – Moderate Hazard	S-1	Storage – Moderate Hazard, Vehicle Repair, Garages (Group 1)
F-2	Factories – Low Hazard	S-2	Storage – Low Hazard, Garages (Group 2)
H-1	High Hazard – Explosive	U	Utility Structures, Fences, Tanks, Retaining Walls, Private Garages
H-2	High Hazard - Flammable/combustible		
H-3	High Hazard – Combustible/Physical Hazard		
H-4	High Hazard – Health Hazards		
H-5	High Hazard – Hazardous Production Material (HMP)		
I-1	Group or Halfway Homes (Usually more than 16 persons)		
I-2	Hospitals, Nursing Homes, Certain Day Care Centers		

CONSTRUCTION TYPE – Fill in number and letter corresponding to type (Per OBC SECTION 600.0)

I-A	I-B	II-A	II-B	III-A	III-B	IV	V-A	V-B
Noncombustible		Noncombustible/Combustible		Heavy Timber		Combustible		

OCCUPANT LOAD – The number of occupants shall be determined by the greater of either the actual number of occupants for which the design is intended or at the rate of one occupant per unit of area as described in Table 1004.1.1 (Per OBC Section 1004).

ESTIMATED VALUE OF WORK - The market value of all materials, equipment and labor used to construct the work covered by this approval. Site cost, profit and overhead need not be included. The fee calculator is located at <http://www.centervilleohio.gov/fees>

IMPORTANT NOTICES

It is unlawful to begin construction of a new structure, the alteration of or addition to an existing structure, and/or the changing of the occupancy of an existing structure before receiving approved plans from this Department (Per OBC Section 105.1).

Approval constitutes partial plan approval for construction of only categories of approval requested. Construction may proceed only to the point for which approval has been given, at the applicants risk and without assurance that approval for the entire structure will be granted (Per OBC Section 105.1.4).

The approval of plans is invalid if construction or other work upon the building has not commenced within twelve (12) months of the approval of the plans (Per OBC Section 105.3).