

## **HURON TOWNSHIP BUILDING DEPARTMENT COMMERCIAL/INDUSTRIAL PLAN REVIEW**

### **DIRECTIONS FOR COMPLETING APPLICATION FOR PLAN APPROVAL**

In accordance with Ohio Revised Code (ORC) Section 3791.04, before beginning the construction, erection, or manufacture, of any building for which construction documents are required, including all industrialized units, the owner shall submit complete sets of construction drawings to this Division for approval. The Building Department will retain two (2) complete sets of drawings. If more than two (2) approved sets are required by you, please submit additional sets. The construction documents shall be accompanied by the application form and worksheets. The construction documents shall have the stamp of a design professional licensed in the State of Ohio. Fees shall be paid upon the approval of the plans.

Application Directions: Complete Pg. 1 of the application and attached worksheet as outlined below. Please print legibly (in blue or black ink) or type. All boxes, 1 – 18, must be completed in full or the application will be returned.

1. Check all boxes that apply to the proposed project.
2. Indicate lot number and permanent parcel number.
3. In order to establish compliance with Planning and Zoning requirements, please check yes or no.
4. Respond in order to comply with flood plain requirements.
5. Enter the number of sheets included in one (1) set of your drawings.
6. Refer to OBC (Chapter 2) for definitions.
7. List any previous or completed Certificates of Plan Approval numbers associated with this submittal.
8. List exact title of project or name of business. For inspection purposes, provide exact address and location.
9. Provide the owner's name, address, and telephone.
10. Provide the submitter's name, address, and telephone. All correspondence will be sent the submitter.
11. According to OBC Section 106.3.4, the design professional must be identified by completing all information including their Ohio registration number.
12. Refer to OBC (Chapter 6) for types of construction.
13. List current or proposed use group and occupancy type.
14. Give the value of the project.
15. List the structural, mechanical, electrical, or industrialized square footages.
16. If project includes fire alarm, show total number of devices.
17. If different from Box 16, list the area of coverage of the suppression system only.
18. Check the method of proposed payment.
19. In order to rescind a "standing" adjudication order, and to stop further legal proceedings, list the number found on the order.

The application can not be processed without a signature of the owner or agent in the appropriate area of the application.

Once the plans have been examined and approved, a Certificate of Plan Approval will be issued to the owner or agent along with the appropriate set of construction documents. An approved set of construction drawings must remain on the job site at all times during construction. Inspections can be requested from the Building Department by calling at least twenty-four (24) hours in advance. Upon the approval of all inspections, a certificate of Occupancy will be issued.

## HURON TOWNSHIP BUILDING DEPARTMENT APPLICATION FOR PLAN APPROVAL

Submit one application for each building or structure. Please print or type.  
All sections must be completed. Refer to the instruction sheet for assistance.

<b>1 SCOPE OF PROJECT</b>	<b>2</b> Lot #:	Permanent Parcel #:
<input type="radio"/> Structural <input type="radio"/> Mechanical <input type="radio"/> Electrical <input type="radio"/> Sprinklers <input type="radio"/> Industrialized	<b>3</b> Has project received zoning approval: YES <input type="radio"/> NO <input type="radio"/>	
	<b>4</b> Have you obtained a Flood Plain Dev. Permit: YES <input type="radio"/> NO <input type="radio"/> N/A	
	<b>5</b> Nature of Project: New <input type="radio"/> Alteration <input type="radio"/> Addition <input type="radio"/> COU <input type="radio"/>	
	<b>6</b> Enter Number of sheets in one Set of Drawings:	
	<b>7</b> Previous or Related Certificate of Plans Approvals	

<b>8</b> Name of Project:	Project #
Address of Project:	

<b>9</b> Owner of Project:	
Address of Owner:	City/State/Zip Code:
Telephone:	

<b>10</b> Name of Person Submitting Plans:	
Address:	City/State/Zip Code
Telephone:	

<b>11</b> Plans prepared by: Architect <input type="radio"/> Engineer <input type="radio"/> Certified Sprinkler/Alarm Designer <input type="radio"/>	
Name:	Ohio Registration Number:
Address:	City/State/Zip Code:
Telephone:	

<b>12</b> Type of Construction:	<b>18</b> If these plans are submitted as the result of an Adjudication Order, enter Order Number: # _____
<b>13</b> Current Use Group	

<b>14</b> Value of Project	\$
<b>15</b> Total Square Footage (Round to next 100 sq. ft.)	Structural:           sq. ft.
	Electrical:           sq. ft.
	Mechanical:         sq. ft.
	Sprinkler:            sq. ft.

<b>16</b> Number of Alarm Devices:	
------------------------------------	--

<b>17</b> Sprinkler square footage	
------------------------------------	--

I hereby certify that I am the :

OWNER

AGENT FOR THE OWNER

and all information contained in this application is true.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print Name

**OFFICE USE ONLY**

DATE COMPLETED PLANS RECEIVED: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

DATE PLANS SUBMITTED TO PLANS EXAMINER: \_\_\_\_\_

DATE EXAMINATION COMPLETED: \_\_\_\_\_

**CONTRACTOR INFORMATION**

List all the contractors for this project.

TRADE	COMPANY NAME	License #
General		
Electrical		
Mechanical		