



Richland County Courthouse

RICHLAND COUNTY DEPARTMENT OF BUILDING REGULATIONS

1495 WEST LONGVIEW AVENUE • SUITE 202A
MANSFIELD, OHIO 44906 Phone • (419) 774-5517 Fax • (419) 774-6317
www.richlandcountyoh.us/c&p.htm

Commercial Building Checklist

CONSTRUCTION DOCUMENTS SHALL COMPLY WITH SECTION 106 OF THE OHIO BUILDING CODE.

Fees must be paid at the time of application before plan review commences. Plans shall include but not be limited to the following:

- Complete and accurate directions must be provided on the application.
- Address and telephone contact information for: Owner, Architect/Engineer(s), General, electrical, and Mechanical Contractors
- Use Group(s)/Occupancy and Construction Type
- Approved Zoning permit for construction in zoned townships.
- Approved Stormwater Management Permit (Local Jurisdiction Only).
- Septic or Sewer approval (Local Jurisdiction Only).
- Energy Conservation Code Calculations for heated/cooled buildings.
- Detailed Site Plan. See checklist.
- Exterior elevations and grade of all sides of building.
- Floor plans of all floors showing rooms and their intended uses.
- Detailed cross section of interior and exterior walls.
- Accessibility details and accessible routes.
- Manufacturer’s Truss Diagrams if used. Truss diagrams must be legible and sealed by an engineer registered within the State of Ohio.
- Complete window, door, and room finish schedule.
- Line diagram showing electrical service entrance, panel locations, conductor sizes and types, receptacles, lights, outlets, switches, smoke detectors, etc. Provide the name of the power company.
- HVAC plan and equipment schedule. Please remember to include ventilation and outdoor air calcs, as well as method of design for heating and cooling loads.
- Separate Permits are required for:
 - Fire alarms (with cut sheets)
 - Fire suppression
 - Automatic Sprinklers (with calculations)
 - Signs- please see commercial sign submittal checklist.
- Minimum Number of plan sets required:
 - Building, Electric, Alterations- 2 sets.
 - Alarms, Fire Suppression, Sprinklers- 3 sets with cut sheets and/or calculations.
 - Spec Books- please only submit 1 copy.

NOTE: BUILDING, ELECTRIC AND ALTERATIONS PLANS SHALL BEAR THE SEAL AND SIGNATURE OF AN ARCHITECT OR ENGINEER REGISTERED IN THE STATE OF OHIO. FIRE ALARM, FIRE SUPPRESSION, AND AUTOMATIC-SPRINKLER DRAWINGS SHALL BEAR THE REGISTRATION NUMBER OF THE SYSTEM DESIGNER LICENSED BY THE STATE OF OHIO FIRE MARSHALL.

This sheet is intended for use as a guide. Incomplete details may result in rejection of submittal and plan review.