



Richland County Courthouse

RICHLAND COUNTY DEPARTMENT OF BUILDING REGULATIONS

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Code Compliance Application Requirements

Code Compliance permits and inspections are reserved for special situations, including but not limited to tenant changes, occupancy load and use group determinations. At such time as an application and all supporting documentation are submitted, a preliminary inspection will be scheduled. After the preliminary inspection, a follow-up letter will be sent to the applicant addressing required corrections or alterations. Additional permits may be required based upon the findings of the inspection(s). These additional permits may require drawings sealed by a registered design professional (an architect or engineer registered with the State of Ohio). A final inspection is required prior to occupancy of the building. After the final code compliance inspection is completed and approved, and all items in the letter have been addressed, a Certificate of Occupancy for the Code Compliance shall be issued by the Building Official.

An application for a code compliance inspection shall be accompanied by the following:

Application Information:

1. ___ Address, contact person, and telephone number for:
 - a. ___ Building Owner
 - b. ___ Tenant/Occupant
 - c. ___ Contractor(s), if work is being done.
2. ___ Provide complete and accurate directions to project site.
3. ___ Code Compliance Fees. All fees shall be per the most current fee schedule as adopted by the Richland County Board of Commissioners
4. ___ Letter of Intent
5. ___ Floor Plan
6. ___ Handicap Accessibility Details

Letter of Intent, included with Application:

7. ___ Signed by tenant
8. ___ Name of Business
9. ___ Type of Business
10. ___ Use Group and Construction Type (if known)
11. ___ Number of employees
12. ___ Number of customers/clients
13. ___ Desired occupant load
14. ___ Hours of operation
15. ___ Former use or occupancy of the building, and how long that use or occupancy was existent.

Floor Plan, included with Application:

16. ___ Plan showing footprint of entire structure
17. ___ Detailed floor plan of tenant space or space to be occupied.
 - a. ___ Room labels- identify all rooms, indicate existing and proposed uses.
 - b. ___ Number of seats, tables, and seating configurations (if provided).
 - c. ___ Restroom locations, gender served, fixture count, and stall layout.
 - d. ___ Size of electrical service and electrical panel locations, lighting and power equipment.
 - e. ___ Exit and emergency lighting locations.
 - f. ___ Emergency standby system locations and details (if present).
 - g. ___ Sprinkler systems, fire alarms, exhaust hoods and fire suppression (if present).
 - h. ___ Fire resistance ratings of walls and doors (if known).
18. ___ Description of mechanical systems.
19. ___ A copy of the most recent fire inspection report indicating no violations.

Handicap Accessibility Details, included with Application:

20. ___ Location of Accessible Parking
21. ___ Total Number of Parking Spaces
22. ___ Number of Accessible and Van spaces
23. ___ Accessible entrance to building/tenant space
24. ___ Accessible route within structure
25. ___ Accessible restrooms with accessible fixtures and grab bars denoted.
26. ___ Other accessible amenities