



Richland County Courthouse

RICHLAND COUNTY DEPARTMENT OF BUILDING REGULATIONS

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Commercial Building Plan Requirements

Fees must be paid at the time of application before plan and document review commences. Submit two (2) sets of plans and construction documents for building, electrical, and mechanical construction. Submit three (3) sets of plans and documents for life safety (alarms, sprinkler, and suppression). All documents that require a seal shall bear the seal and the signature of the design professional who prepared the plans and documents. This checklist is used to detail commercial building plan and construction document requirements for review. Plans must contain adequate information to be properly reviewed. Referring to code sections in general does not allow the review of proposed methods of construction. Plans containing general code references will be returned for more specific information.

General Plan and Application Information:

1. ___ Address, contact information, and Ohio license numbers (if applicable) for:
 - a. Owner, Architect/Engineer(s), General, Electrical, and Mechanical Contractors, Fire Protection Designer and Installer, Other Contractors
2. ___ Provide complete and accurate directions to project site.
3. ___ Drawings shall be prepared and sealed by and Ohio registered design professional per OBC 106.3.4.1 or fire protection designer per OBC 105.3.1.4.
4. ___ Number of drawing sets required: () 2 () 3
5. ___ Items to be noted on the first sheet:
 - a. Index of Drawings
 - b. Occupancy Classification(s)
 - c. Type(s) of Construction
 - d. Area in gross square feet for each level
 - e. Maximum Design Occupant Load
 - f. Seismic Design Category
 - g. Site Class
6. ___ Name of the Power Company or utility.
7. ___ Statement of Special Inspections as required by OBC Section 1705.
8. ___ A note for items that are not pertinent (ex. heating systems in an unheated building) shall be clearly described on the drawings. Alternate methods of compliance shall be described.
9. ___ For Phased Approvals, an owners request with a schedule of anticipated submittals with dates shall be submitted with the first phase. This schedule shall be revised and submitted with each additional phase.

Other permits to be submitted with Application:

10. ___ Approved Zoning permit for construction in zoned townships and municipalities.
11. ___ Approved Stormwater Management Permit (Richland County Only).
12. ___ Septic or County Sewer approval (Richland County only).

Site Plan: (minimum reqs. per OBC 106.1.1, No.2.)

13. ___ Shall be drawn to a recognized scale
14. ___ Size and location of all existing and proposed structures
15. ___ All property and interior lot lines with distances from lot lines.
16. ___ Setback and side yard dimensions.
17. ___ Locations of nearest streets
18. ___ Established street grades
19. ___ Types and sizes of all utility lines
20. ___ Elevations of all proposed finished grades
21. ___ Floodplain location with base flood elevations, if applicable.

Architectural and Floor Plans:

22. ___ Indicate tenant unit/suite location(s) for interior tenant alterations and/or build-outs. Indicate proposed tenant locations and occupancy classification(s) for shell construction.
23. ___ Indicate OBC occupancy classification(s) and/or use group. Indicate whether there are separated or non-separated mixed uses as applicable. Indicate incidental use areas.
24. ___ Identify all spaces and rooms. Provide the number of occupants for each room or space. For multi-level buildings, additionally provide the number of occupants for each level.
25. ___ Complete floor plans, including plans of full or partial basements and full or partial attics or penthouses. Floor plans must show all relevant information such as fire walls, fire barrier walls, fire partitions, door swings, stairs and ramps, windows, shafts, all portions of the means of egress, etc., and shall be sufficiently dimensioned to describe all relevant space sizes. Include details for all stairs- treads, risers, handrails, and guardrails.
26. ___ Provide a detailed cross section for all interior walls.
27. ___ Complete window, door, and room finish schedule with applicable ratings and hardware.
28. ___ Indicate accessibility provisions for the building interior, exterior building and site plan area, which clearly show compliance with OBC Chapter 11.
29. ___ Indicate all fire-resistance ratings for structural elements and penetrations. Include UL Assembly or OBC prescriptive listings.

Building Structural Design Information:

- 30. ___ Structural Design Data as required by OBC 1603.1.1 through 1603.1.8
- 31. ___ Foundation plan – indicate design bearing pressure, details, anchorage (bolt sizes, spacing, layout, etc.), reinforcing clearances in concrete, floor slab and insulation details, etc.
- 32. ___ Floor framing plans, Roof framing plans, connection details, column grid dimensions. Identify bracing system used for wind and seismic resistance.
- 33. ___ Soils Investigation (Geotechnical Report) where required by OBC 1802.2 or 1804.2
- 34. ___ Pre-engineered building drawings- sealed erection drawings, standard details and letter of certification from bldg. manufacturer
- 35. ___ Manufacturer's Truss Diagrams if used. Truss diagrams must be legible and sealed by an engineer registered within the State of Ohio.

Exterior Wall Envelope:

- 36. ___ Provide details of the exterior wall envelope as required, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves, parapets, means of drainage and water-resistive membranes.
- 37. ___ Submit complete detailing of exterior building elevations showing all openings, materials and total building height.
- 38. ___ Provide complete building/ cross sections, wall sections (footing to roof), details including typical connections as required to fully describe the building construction showing wall, ceiling, floor, and roof materials.
- 39. ___ Energy Conservation Code calculations including method of compliance for exterior building envelope.

Electrical:

- 40. ___ Submit complete electrical power and lighting plans with drawing symbol designation information. Include locations receptacles, lights, switches, smoke detectors, etc
- 41. ___ Electrical equipment and fixture schedules.
- 42. ___ Provide details of ground-fault (GFCI) and arc-fault (AFCI) protection where required.
- 43. ___ Exit signage, emergency lighting and egress lighting information.
- 44. ___ Indicate Disconnecting means and overcurrent protection devices.
- 45. ___ Submit electrical panel locations and panel schedules with conduit, wire & grounding conductor sizes and types.
- 46. ___ Provide calculated and/or connected load information.
- 47. ___ Provide a complete one-line service riser diagram including all grounding electrodes (ground rods).
- 48. ___ Site lighting details including foundation details, pole and fixture details, wiring and grounding methods.
- 49. ___ Hazardous location designation and provisions.
- 50. ___ Energy Conservation Code calculations including method of compliance for electrical power and lighting.

Mechanical:

- 51. ___ Method of design for heating and cooling loads.
- 52. ___ HVAC plan and equipment schedule, including locations of all equipment. Include plenum descriptions, supply and return air duct/diffuser layouts with cfm ratings, and fire/smoke damper details and locations.
- 53. ___ Combustion, make-up, and outside air calculations and details.
- 54. ___ Exhaust and smoke removal calculations and details.
- 55. ___ Air balance schedule.
- 56. ___ Kitchen and exhaust hood drawings and details.
- 57. ___ Isometrics of gas supply piping, calculations and sizing information for gas piping.
- 58. ___ Energy Conservation Code calculations including method of compliance for mechanical systems.

Life Safety Systems (alarms, sprinkler, and fire suppression):

- 59. ___ These systems will not be approved with the building permit, but will be reviewed in detail on a required separate submittal to be made by the State of Ohio licensed fire protection contractor installing each system.
- 60. ___ Room names provided on floor plan layout match all names on architectural floor plan.
- 61. ___ Automatic sprinkler system drawings – submit information required by OBC 903.1 and the referenced standard NFPA 13-02, NFPA 13D-02, and NFPA 13R-02 Sections A-8-1, A-8-1-1.
- 62. ___ Fire alarm systems drawing information – submit information as required by OBC 907.1 and the referenced standard NFPA 72 - 02
- 63. ___ Fire suppression system drawings – submit information required by OBC 904.2.1 and the referenced standard NFPA 13-02 Sections A-8-1, A-8-1-1.

Special Construction:

- 64. ___ Industrialized Units- need OBBS drawings in addition to site and foundation drawings sealed by A/E
- 65. ___ Swimming Pools- submit Ohio Department of Health Swimming Pool Approval
- 66. ___ Tents- Flame resistance information and certification
- 67. ___ Towers- need tower manufacturers drawings in addition to site and foundation drawings sealed by A/E

Other:

- 68. _____
- 69. _____
- 70. _____

Separate submittals and permits are required for:

- High Piled Combustible Storage
- Fire alarms (with cut sheets)
- Fire suppression
- Automatic Sprinklers (with calculations)
- Exterior Signage- please see commercial sign plan requirements