



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

Daycare Certificates of Occupancy and Submittal Requirements

This checklist is used to detail plan requirement and document details for daycare operations that are submitted for review. Fees must be paid at the time of application before plan and document review commences. Please submit two (2) sets of plans and documents. Plans are required to contain adequate information to be properly reviewed, approved, and inspected. Referring to code sections in general does not allow us to review proposed methods of construction or use. Plans containing general code references will be returned for more specific information.

Daycare Certificates of Occupancy shall be issued for existing daycare facilities under a Commercial Code Compliance Permit. New Construction for a daycare operation shall at minimum require a building and electric permit for new construction. Interior Alterations to existing buildings that will contain a daycare operation shall require building and electric interior alterations permits. Fees shall be subject to the most current fee schedule as adopted by the Richland County Board of Commissioners.

General Plan and Application Information:

1. ____ Address, contact information, and Ohio license number (if applicable) for:
 - a. Owner and Tenant.
2. ____ Complete and accurate directions to project site must be provided on the application.
3. ____ Name of the Power Company or utility.

7. ____ Show a footprint or floor plan outline of the entire building
8. ____ Means of Egress
 - a. All exit doors with direction of door swing
 - b. Rooms with doors directly to the exterior, indicate steps, ramp or level of exit discharge.
 - c. Exit Corridors

Other permits to be submitted with Application:

4. ____ Approved Zoning permit for use and/or construction in zoned townships and municipalities.
5. ____ The most recent fire safety inspection report for the building indicating no violations shall be submitted prior to issuance of a Certificates of Occupancy.

9. ____ Restroom Locations
 - a. Genders served
 - b. Fixture Count
 - i. Water closets/Toilets
 - ii. Urinals
 - iii. Lavatories/sinks
 - c. Handicapped Accessibility- grab bars, lever handles, etc.

Floorplans(s) and Documentation:

6. ____ Cover Letter indicating:
 - a. Present use of building or space and how long that use has been.
 - b. Total Number of children and staff
 - c. Hours of Operation
 - d. Handicapped Accessible Provisions

10. ____ Room Labels
 - a. Use of Rooms
 - b. Number of Children in each room
 - c. Ages of Children in each room
 - d. Room Dimensions or square footage

Special Notes

- Work that is required as a result of a code compliance inspection shall be separately permitted and may require drawings that are prepared and sealed by an Ohio registered design professional (architect/engineer).
- All life safety devices shall be of an approved design and in proper working condition.
- All commercial electrical and mechanical work shall be performed by a contractor Licensed by the State of Ohio.
- Existing Buildings shall meet provisions of Chapter's 11 and 34 of the Ohio Building Code as well as the ADAAG (1994 edition).