

**VERMILION BUILDING DEPARTMENT
PLAN SUBMISSION CHECKLIST
2024 Ohio Building Code**

ADDRESS: _____ DATE: _____

BUSINESS: _____

SUBMITTER MUST COMPLETE THIS CHECKLIST. Verify submission of each item listed below by checking it off.

A. FOOTING/FOUNDATION/SHELL for a NEW BUILDING or ADDITION

1. ___ Five sets of plans, in accordance with Section 106 of the O.B.C., DRAWN TO SCALE, bearing the signature of the author.
2. ___ "Application for Certificate of Plan Approval" is COMPLETELY and ACCURATELY filled out.
3. ___ The site plan includes ALL of the following:
 - a. ___ Property lines with dimensions
 - b. ___ Streets, alleys, easements, water courses, curb cuts, driveways, and sidewalks
 - c. ___ Detailed parking plans (space dimensions, aisle widths, "van accessible" and other handicap spaces, proposed and existing spaces, surface material, and angle of spaces). Indicate type and location of buffering/screening.
 - d. ___ Locations and sizes of all utility lines including the locations of the two closest fire hydrants to the proposed construction. Show the precise distance from each hydrant to the nearest driveway serving the proposed building/addition.
 - e. ___ Locations and dimensions of proposed buildings and all existing buildings
 - f. ___ Setback and side yard distances between buildings
 - g. ___ Proposed grading and drainage plan
 - h. ___ Proposed watermain and sanitary sewer extension
4. ___ Construction drawings include ALL of the following:
 - a. ___ Footing and foundation details, cross sections, wall sections as may be required to describe the general building construction (include locations of fire walls).
 - b. ___ All elevations necessary to completely describe the exterior of the building including floor to floor dimensions and the total building height.
 - c. ___ First floor plan

B. CHANGE OF OCCUPANCY or ADDITION or ALTERATIONS or RELOCATION

1. ___ Construction Documents Shall be in conformance with the requirements of the 2024 Ohio Existing Building Code.
2. ___ Same as A1-A3 above
3. ___ The construction drawings shall comply with Section 106 of the O.B.C.
 - a. ___ Index
 - b. ___ Floor Plans, including plans of full or partial basements or cellars and full or partial attics or penthouses. Floor plans must show all relevant information, such as door swings, stairs, ramps, windows, shafts, etc. and must be sufficiently dimensioned to describe all relevant space sizes. Wall materials must be described by crosshatching (with explanatory key), by notation, or by other clearly understandable method. Spaces must be identified by code appellation, i.e. an "auditorium" may not be identified as "meeting room" if its size and function dictates it is an auditorium.
 - c. ___ All elevations necessary to completely describe the exterior of the building including floor to floor dimensions.
 - d. ___ Cross sections, wall sections and detail sections, to scale, as may be required to describe the general building construction; including wall, ceiling, floor and roof materials and construction, and details which may be necessary to describe typical connections, etc.
 - e. ___ Complete structural description of the building on the above drawings or on separate drawings, including size and location of all principal structural elements and a table of live loads used in the design of the building and computations, stress diagrams and other data sufficient to show correctness of plans

continued

- f. _____ Complete description of the mechanical and electrical systems of the buildings on the above drawings or on separate drawings, including plumbing schematics and principal plumbing, heating, ventilation and air conditioning duct and piping layouts and lighting and power equipment layouts. The plumbing drawings shall include a floor plan showing the layout of fixtures, isometric drawings of drainage, waste, and vent lines, a schematic drawing of water lines and an indication of backflow protections.
- g. _____ Plans, specifications and/or shop drawings for the installation of fire protection systems shall be submitted to indicate conformance with the O.B.C. and shall be reviewed by the Department prior to the issuance of the permit.
- h. _____ Location and size of all existing and proposed water services
- i. _____ Type of backflow device on existing water services
- j. _____ Location and rating of fire extinguishers
- k. _____ Existing and proposed water meter size
- l. _____ Oil and grease trap information
- m. _____ Industrial inspection manhole location
- n. _____ Additional graphic or text information as may be reasonably required by the Building Official to review special extraordinary construction methods or equipment.

C. INTERIOR ALTERATION of an EXISTING BUILDING, NOT INVOLVING A CHANGE OF OCCUPANCY

- 1. _____ **Four** sets of plans
- 2. _____ "Application for Certificate of Plan Approval" is COMPLETELY AND ACCURATELY filled out.
- 3. _____ Same as section B except elevation drawing is not required unless the alteration involves the exterior.

D. SPECIAL PROVISIONS

The following are special provisions:

- 1. When construction includes the use of industrialized units or alternative materials, designs and methods of construction or equipment approved by the Board, documentation shall be provided to the Building Official describing how they are to be used. A copy of the construction documents approved by the Board and details pertaining to on-site interconnection of modules or assemblies must be submitted before these items are installed.
- 2. Construction documents submitted that include construction of public swimming pools shall include documentation indicating approval of the pool construction documents by the Ohio Department of Health in accordance with Section 3109.1 of the O.B.C.
- 3. Construction documents submitted that include alterations or construction of, or additions to buildings where sales, displays, storage or manufacture of consumer fireworks, 1.4g or display fireworks, or 1.3g fireworks shall include documentation indicating that the applicant has received preliminary approval for construction issued by the Ohio Fire Marshall.
- 4. The elevation certificate and the dry floodproofing certificate, when required as per Section 1612. of the O.B.C. for buildings or structures located in identified flood hazard areas, shall be submitted to the Building Official. These certificates shall be prepared by a registered engineer.

Note: _____ If the construction project involves the installation of an automatic fire suppression system, fire alarm system, smoke control system, or other specially designed fire protection system five sets of construction documents, prepared by a registered design professional, are required and must be submitted under separate application.

All information required herein has been submitted as required.

Submitter's Signature: _____

Print Name: _____

Title: _____

Vermilion Building Department
 5511 Liberty Ave.
 Vermilion, OH 44089
 Phone (440)204-2410

**VERMILION BUILDING DEPARTMENT
5511 LIBERTY AVE.
VERMILION, OHIO 44089
PHONE #440-204-2410**

**APPLICATION FOR CERTIFICATE OF PLAN APPROVAL
FOR PLANS PREPARED UNDER THE 2024 O.B.C.**

SUBMIT ONE APPLICATION FOR EACH BUILDING OR STRUCTURE
PLEASE PRINT OR TYPE

1. Building Owner's Name: _____ 2. Contractor: _____
Company Name: _____ Address: _____
Mailing Address: _____ City, State, Zip: _____
City, State, Zip: _____ Phone: _____ Email: _____
Phone: _____ Email: _____ License/Registration #: _____

3. Business Owner's Name: _____ 4. Author of Plans: _____
Mailing Address: _____ Address: _____
City, State, Zip: _____ City, State, Zip: _____
Phone: _____ Email: _____ Phone: _____ Email: _____

5. PROJECT Address: _____
Intended Use (Church, Store, Restaurant, etc.): _____
Description of Work: _____

6. A. Type Of Project: (Check One)

New _____ Addition _____ Alteration _____ Change of Use _____
Industrialized Unit? Yes _____ No _____

B. Dimensions and Square Footage:

	New Building	Addition	Alteration	Existing Building
Basement	_____	_____	_____	_____
First Floor	_____	_____	_____	_____
Second Floor	_____	_____	_____	_____
Third Floor	_____	_____	_____	_____
Additional Floor	_____	_____	_____	_____
Total Sq. Ft.	_____	_____	_____	_____

PROJECT ADDRESS: _____

C. Existing Building Information:

Walls: Masonry _____ Metal _____ Wood Frame _____ Other (Specify) _____

Roof: Wood Frame _____ All Metal _____ Reinforced Concrete _____ Heavy Timber _____

Other (Specify) _____

Floors: Wood on Wood Joists _____ Concrete on Steel Joists _____ Reinforced Concrete _____

Slab on Grade _____ Other (Specify) _____

Ceilings: Exposed Steel Joists _____ Exposed Wood Joists _____ Plaster on Lathe _____

Regular Drywall _____ Fire-Rated Drywall _____ Other (Specify) _____

D. Change of Use: Existing or Previous Use _____

Proposed Use _____

7. Type of Construction (Chapter 6, O.B.C.)

IA _____ IB _____ IIA _____ IIB _____ IIIA _____ IIIB _____ IVA _____ VA _____ VB _____ IVB _____ IVC _____ IVHT _____

8. Proposed Use Group (Chapter 3, O.B.C.)

A. Assembly (303.1) A-1 _____ A-2 _____ A-3 _____ A-4 _____ A-5 _____ Business (304.1) B _____

Education (305.1) E _____ Factory: F-1 (306.2) _____ F-2 (306.3) _____ High Hazard: H-1 (307.3) _____

H-2 (307.4) _____ H-3 (307.5) _____ H-4 (307.6) _____ H-5 (307.7) _____ Institutional: I-1 (308.3) _____

I-2 (308.4) _____ I-3 (308.5) _____ I-4 (308.6) _____ Mercantile (309.1) M _____ Residential (310.1):

R-1 _____ R-2 _____ R-3 _____ R-4 _____ Storage: S-1 (311.2) _____ S-2 (311.3) _____ Utility (312.1) _____

Mixed Use: Nonseparated _____; Separated by Fire Separation Walls _____; Separated by Fire Walls _____

B. If building is Use Group S, are materials to be stored: Combustible _____; Noncombustible _____

C. If building is Use Group R-1, R-2, R-3 or R-4, specify the number of apartments or units: _____

D. If building is Use Group I-2, specify number of beds: _____

9. Maximum Occupant Load (Table 1004.1.2, O.B.C.): _____

10. List all major subcontractors (Separate applications and fees may be required)

Electrical _____ HVAC _____

Plumbing _____ Fire Alarm _____

Sprinkler System _____ Other _____

11. Estimated Cost of Construction (This estimate shall include heating, plumbing, electrical, fire suppression, fire alarm and all labor and material costs associated with the project):

\$ _____

Owner or Authorized Agent

Date

PROJECT ADDRESS: _____

Office Use Only-Do Not Write Below This Line

The following departments have received a copy of this application and one set of plans:

City Engineer Department
Date Submitted- _____

Fire Department
Date Submitted- _____

1st SUBMISSION

OBC: Date- _____ Plan Examiner- _____

Approved _____ ; Approved with Contingencies _____ ; Resubmit _____

ZONING: Date- _____ Plan Examiner- _____

Approved _____ ; Approved with Contingencies _____ ; Resubmit _____

FIRE DEPT: Date- _____ Plan Examiner- _____

Approved _____ ; Approved with Contingencies _____ ; Resubmit _____

ENGINEERING: Date- _____ Plan Examiner- _____

Approved _____ ; Approved with Contingencies _____ ; Resubmit _____

2nd SUBMISSION

OBC: Date- _____ Plan Examiner- _____

Approved _____ ; Approved with Contingencies _____ ; Resubmit _____

ZONING: Date- _____ Plan Examiner- _____

Approved _____ ; Approved with Contingencies _____ ; Resubmit _____

FIRE DEPT: Date- _____ Plan Examiner- _____

Approved _____ ; Approved with Contingencies _____ ; Resubmit _____

ENGINEERING: Date- _____ Plan Examiner- _____

Approved _____ ; Approved with Contingencies _____ ; Resubmit _____

Additional Comments: _____
