



# Building Department

## Plan Review Requirements

### Commercial Building & Alterations

4 COMPLETE SETS OF ADEQUATE PLANS SUBMITTED WITH THE PLAN REVIEW APPLICATION  
USE THE MOST RECENT OHIO BUILDING CODE (OBC)

- (A) Plans drawn to scale. Note scale on plans
  - 1. Sufficiently clear, comprehensive, detailed, and legible
  - 2. Adequate for City Architect to determine if all proposed improvements and equipment will conform to Code.
- (B) If substantive changes to the building are contemplated after plan approval, changes must be approved prior to execution of work.
- (C) Plans shall designate:
  - 1. Use Group, i.e.: A, B, E, F, H, I, M, R, S, U;
  - 2. Type of construction i.e.: 1A, 1B, 2A, 2B, 2C, 3A, 3B, 4, SA, 5B;
  - 3. Fireresistance rating of all structure elements, in hours. Include supporting data substantiating required fireresistance ratings.
- (D) Plans shall include:
  - 1. How penetrations will be made for electrical, mechanical, plumbing, and communication conduits, pipes, and systems
  - 2. Also include the materials and methods for maintaining the required structural integrity, fire resistance rating, and firestopping.
- (E) Plan shall include:
  - 1. Index of drawings on first sheet;
  - 2. A plot plan showing all existing and proposed buildings
    - Setback and sideyard dimensions;
    - Distances between buildings including structures on adjacent parcels
    - Location and sizes of all utility lines, easements, driveways and private & public sidewalks
    - Drainage facilities and compliance with Water Management and Soil Conservation Regulations
    - Existing and proposed grades for subject and adjacent properties.
  - 3. Floor plans, including basement plans.
    - One page, per floor, showing existing structure.
    - One page, per floor, showing proposed renovations, if applicable.
    - Show door swings, stairs, ramps, windows, etc., sufficiently dimensioned to describe all relevant space sizes. All spaces must be identified as to proposed use.
  - 4. Exterior building elevations including floor to floor dimensions
  - 5. Cross sections, wall sections and detail sections, to scale; Wall, ceiling, floor and roof materials and construction.
  - 6. Size and location of all principal structural elements.
    - Include all common walls with adjacent tenants, if applicable.
    - Table of live loads used in the design of the building.
    - Computations, stress diagrams and other data sufficient to show correctness of plans
  - 7. Complete description of mechanical and electrical systems.
    - Plumbing schematics.
    - HVAC duct and piping layouts.
    - Lighting and power equipment layouts.
  - 8. Demonstrate compliance with OBC Chapter 13, Energy Conservation, using an approved method.
    - Mechanical (HVAC) and water heating systems in addition to envelope compliance.
    - Water conservation requirements in accordance with the Ohio Plumbing Code.

**Plans shall bear the name, address and phone number of the person primarily responsible for preparing the plans.  
An Ohio registered design professional's seal is required on construction documents submitted**