

**CITY OF ELYRIA**  
**PLAN SUBMISSION CHECKLIST**  
**Pursuant to §106 of the Ohio Building Code (OBC)**

ADDRESS: \_\_\_\_\_ DATE: \_\_\_\_\_

BUSINESS: \_\_\_\_\_

*ALL ITEMS MUST BE ADDRESSED ON THIS APPLICATION PRIOR TO SUBMITTING.  
THE DESIGN PROFESSIONAL MUST SHOW EXPIRATION DATE OF THEIR SEAL.*

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

1. \_\_\_\_\_ Five sets of plans DRAWN TO SCALE, bearing the signature of the author;
2. \_\_\_\_\_ “Application for Certificate of Plan Approval” **Fill out this application COMPLETELY and ACCURATELY**
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 plan (space dimensions, aisle width, “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 and distances between buildings.
  - g. \_\_\_\_\_ Proposed grading and drainage plan.
  - h. \_\_\_\_\_ Proposed water main 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 location of firewalls).
  - 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 USE or OCCUPANCY or construction of a NEW BUILDING or ADDITION**

1. \_\_\_\_\_ Same as A1-A3 above.
2. \_\_\_\_\_ The construction drawings shall comply with Section 106.1.1:
  - a. \_\_\_\_\_ Index.
  - b. \_\_\_\_\_ Floor plans, including plans of full or partial basements of cellars and full or partial attics or penthouses. Floor plans must show all relevant information, such as door swings, stairs, and ramps, windows, shafts, etc.; and must be sufficiently dimensioned to describe all relevant space sizes. Wall materials must be described by cross-hatching (with explanatory key), by notation, or by another clearly understandable method. Spaces must be identified by code appellation, ie, an “auditorium” may not be identified, as “meeting room” if its size and function dictates that 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 the correctness of plans.

- f. \_\_\_\_\_ A complete description of the mechanical and electrical systems of the buildings on the above drawings of 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 OBC and shall be reviewed by the department prior to 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 & proposed water meter size.
- l. \_\_\_\_\_ Oil and grease trap information.
- m. \_\_\_\_\_ Industrial inspection manhole location.
- n. \_\_\_\_\_ Additional graphics or test information as may be reasonably required by the Building Official to review special extraordinary construction methods or equipment.

**C. ALTERATION of an EXISTING BUILDING, NOT INVOLVING A CHANGE OF USE or OCCUPANCY:**

- 1. \_\_\_\_\_ **Four**, not five sets of plans.
- 2. \_\_\_\_\_ “Application for Certificate of Plan Approval” is COMPLETELY AND ACCURATELY filled out.
- 3. \_\_\_\_\_ Same as B2 except elevation drawings 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. Before these items are installed or used, the following shall be submitted:
  - a. A copy of the construction documents approved by the Board; and
  - b. Details pertaining to the on-site interconnection of modules or assemblies.
- 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 3109.3 of the OBC.
- 3. Construction documents submitted that include alterations or construction of, or additions to buildings where sales, display, storage or manufacture of consumer fireworks, 1.4g or display fireworks, 1.3g shall include documentation indicating that the applicant has received preliminary approval for construction issued by the Ohio Fire Marshal.
- 4. The elevation certification provided by a registered surveyor and dry floodproofing certification, when required in Section 1612.3 for buildings or structures located in identified flood hazard areas, shall be submitted to the building official.

Note: \_\_\_\_\_ If the construction project involves installation of an automatic fire suppression system, a fire alarm system, or smoke control system, or other specially designed fire protection systems, five sets of construction documents are required and must be submitted under separate permit application(s).

All information required herein have been submitted as required

Submitters Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title Position: \_\_\_\_\_

**NOTE: THE APPLICANT HAS THE OPTION OF HAND-CARRYING PLANS AND A COMPLETED APPLICATION TO THE FIRE PREVENTION BUREAU, LOCATED AT, 330 EAST BROAD STREET FOR ALL PROJECTS, OR TO THE FIRE PREVENTION BUREAU AND THE CITY ENGINEER, LOCATED AT 131 COURT ST. THIS IS FOR NEW CONSTRUCTION AND ADDITIONS, TO REDUCE PLAN REVIEW TIME.**

**CITY OF ELYRIA**  
**APPLICATION FOR CERTIFICATE OF PLAN APPROVAL**  
*FOR PLANS PREPARED UNDER THE CURRENT OBC*

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

1. Business owner's name: _____ Company name: _____ Mailing Address: _____ City, State, Zip: _____ Phone: _____ Fax: _____	2. Contractor: _____ Address: _____ City, State, Zip: _____ Phone: _____ Fax: _____ Registration #: _____
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3. Land owner's name: _____ Mailing address: _____ City, State, Zip: _____ Phone: _____ Fax: _____	4. Author of Plans: _____ Address: _____ City, State, Zip: _____ Phone: _____ Fax: _____
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5. PROJECT Address: \_\_\_\_\_  
 Intended us (Church, Store, Restaurant, etc.) \_\_\_\_\_  
 Describe use in detail \_\_\_\_\_  
 \_\_\_\_\_

6. A. Nature of Job (Check One):  
 New \_\_\_\_\_; Addition \_\_\_\_\_; Alteration \_\_\_\_\_; Change of Use \_\_\_\_; Section 3410 \_\_\_\_\_.

B. Dimensions and Square Footage:

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

**DO NOT WRITE BELOW THIS LINE**

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

Fire Prevention Bureau	City Engineering Dept.
Date/Time Received _____	Date/Time Received _____
Received By: _____	Received By: _____

PROJECT ADDRESS: \_\_\_\_\_

6. 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 lath \_\_\_\_\_,  
Regular Drywall \_\_\_\_\_, Fire-rated Drywall \_\_\_\_\_, Other (Specify) \_\_\_\_\_

D. Change of Use: Existing or Previous Use \_\_\_\_\_, Proposed Use \_\_\_\_\_

Describe existing or previous use of the building \_\_\_\_\_

7. Type of construction (Chapter 6, OBC):

I-A \_\_\_\_\_, I-B \_\_\_\_\_, II-A \_\_\_\_\_, II-B \_\_\_\_\_, III-A \_\_\_\_\_, III-B \_\_\_\_\_, IV \_\_\_\_\_, V-A \_\_\_\_\_, V-B \_\_\_\_\_.

8. Proposed Use Group (Chapter 3, OBC):

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 \_\_\_\_\_ (Mod-Haz, 306.2), F-2 \_\_\_\_\_ (Low-Haz, 306.3), High-Hazard: H-1 \_\_\_\_\_ (Detonation, 307.3).  
H-2 \_\_\_\_\_ (Deflagration/Acc Burn, 307.4), H-3 \_\_\_\_\_ (Support Combustion, 307.5); H-4 \_\_\_\_\_ (Health Haz, 307.6).  
H-5 \_\_\_\_\_ (HPM/Excess Quantities, 307.7), Institutional: I-1 \_\_\_\_\_ (308.3), I-2 \_\_\_\_\_ (308.4), I-3 \_\_\_\_\_ (308.5),  
I-4 \_\_\_\_\_ (308.6): Mercantile: M \_\_\_\_\_ (309.1) Residential: R-1 \_\_\_\_\_, R-2 \_\_\_\_\_, R-3 \_\_\_\_\_, R-4 \_\_\_\_\_, (310.1)  
Storage: S-1 \_\_\_\_\_ (Mod-Haz, 311.2): S-2 \_\_\_\_\_ (Low-Haz, 311.3): Utility (312.1): U \_\_\_\_\_

Mixed Use (Check One): Non-separated \_\_\_ Separated by Fire Separation Walls \_\_\_ Separated by Fire Walls \_\_\_

B. If building is Use Group S, are the materials to be stored? Combustible \_\_\_\_\_ Noncombustible \_\_\_\_\_

C. If building is Use Group R1, R2, R3, or R4, specify the number of apartments or units: \_\_\_\_\_

D. If building is Use Group I2, specify number of beds: \_\_\_\_\_

9. Maximum Occupant Load (Table 1004.1.2, OBC): \_\_\_\_\_

10. List all major subcontractors (Separate applications must be submitted and additional fees are required).

Electrical \_\_\_\_\_ HVAC \_\_\_\_\_

Plumbing \_\_\_\_\_ Fire Alarm \_\_\_\_\_

Sprinklers \_\_\_\_\_ Others \_\_\_\_\_

\_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

11. The 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).

\$ \_\_\_\_\_

12. Fee Schedule:

A. Plan Review	Greater of \$100.00 or \$3.00 per \$1,000 cost of construction (includes all sub trades)	\$ _____
B. Basic Fee	Greater of \$100.00 or 1/2 of 1% of the total cost of construction	\$ _____
C. Sq. Ft. Fee	3 cents/sq. ft. of new floor area	\$ _____
	2 cents/sq. ft. of altered floor area	\$ _____
D. Plan Resubmission due to disapproval	Greater of \$50.00 or 25% of first plan review cost	\$ _____
E. Subtotal	<b>Subtotal</b>	\$ _____
F. State Fee	Add 3% <b>Subtotal (times) the State fee</b>	\$ _____
		<b>Total Fees</b> \$ _____

13. Owner or Agent's Signature: \_\_\_\_\_

**WARNING: CONSTRUCTIONAL ALTERATION WITHOUT PLAN APPROVAL & A PERMIT IN HAND SHALL RESULT IN PAYMENT OF A DOUBLE FEE (1317.07, ELYRIA CODIFIED ORDINANCES). THE BUILDING PERMIT MUST BE CONSPICUOUSLY POSTED FOR PUBLIC VIEW.** Preferably in a front window.

**DO NOT WRITE BELOW THIS LINE**

**1<sup>st</sup> SUBMISSION**

OBC: Date \_\_\_\_\_ Plan Examiner \_\_\_\_\_

Approved \_\_\_\_\_, Approved With Contingencies \_\_\_\_\_, Resubmit \_\_\_\_\_

ZONING: Date \_\_\_\_\_ Plan Examiner \_\_\_\_\_

Approved \_\_\_\_\_, Approved With Contingencies \_\_\_\_\_, Resubmit \_\_\_\_\_

EFD: Date \_\_\_\_\_ Plan Examiner \_\_\_\_\_

Approved \_\_\_\_\_, Approved With Contingencies \_\_\_\_\_, Resubmit \_\_\_\_\_

**2<sup>nd</sup> SUBMISSION**

OBC: Date \_\_\_\_\_ Plan Examiner \_\_\_\_\_

Approved \_\_\_\_\_, Approved With Contingencies \_\_\_\_\_, Resubmit \_\_\_\_\_

ZONING: Date \_\_\_\_\_ Plan Examiner \_\_\_\_\_

Approved \_\_\_\_\_, Approved With Contingencies \_\_\_\_\_, Resubmit \_\_\_\_\_

EFD: Date \_\_\_\_\_ Plan Examiner \_\_\_\_\_

Approved \_\_\_\_\_, Approved With Contingencies \_\_\_\_\_, Resubmit \_\_\_\_\_

Additional Comments: \_\_\_\_\_