

**City of Elyria**  
OBC  
**Permit Worksheet**

The purpose of this worksheet is to inform you of the requirements for this permit type and allow for you to calculate any fees prior to actually submitting the request for the permit. This worksheet is for your use only and does not qualify as an official permit application. Permit applications can be submitted through <https://www.cityofelyria.org/ePermits> or in person to the Building department at 131 Court Street, Suite 101

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**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”
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

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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).

**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.**

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Fee Schedule:

A. Plan Review	Greater of \$100.00 or \$5.00 per \$1,000 cost of construction (includes all sub trades)	\$ _____
B. Basic Fee	Greater of \$100.00 or ½ of 1% of the total cost of construction	\$ _____
C. Sq. Ft. Fee	5 cents/sq. ft. of new floor area	\$ _____
	4 cents/sq. ft. of altered floor area	\$ _____
D. Plan Resubmission due to disapproval	Greater of \$50.00 or 27% of first plan review cost	\$ _____
E. Subtotal	<b>Subtotal</b>	<b>\$ _____</b>
F. State Fee	Add 3%	<b>Subtotal (times) the State fee</b> \$ _____
		<b>Total Fees</b> \$ _____

**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.