



**City of Canal Winchester**  
 45 E Waterloo Street  
 Canal Winchester, Ohio 43110-2101  
 Office: (614) 837-7501 Fax: (614) 837-0145

|            |
|------------|
| Serial No. |
|------------|

## APPLICATION FOR OBC PLAN APPROVAL

Submit one application for each building or structure. Please print or type. All applicable sections must be completed or the application will be returned. Refer to the instructions sheet for completing this application.

|   |  |   |  |
|---|--|---|--|
| <b>1</b>  | <b>SCOPE OF PROJECT (OBC 107.1.2)</b>  | <b>2</b>  | <b>Located in a Flood Plain?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Flood Zone:  |
|   | <input type="checkbox"/> Structural <input type="checkbox"/> Automatic Sprinkler<br><input type="checkbox"/> Mechanical <input type="checkbox"/> Fire Alarm<br><input type="checkbox"/> Electrical <input type="checkbox"/> Industrialized Unit<br><input type="checkbox"/> Refrigeration <input type="checkbox"/> Listed/Labeled Products | <b>3</b>  | <b>Type of Project:</b><br><input type="checkbox"/> New Building <input type="checkbox"/> Alteration <input type="checkbox"/> Other _____<br><input type="checkbox"/> Addition <input type="checkbox"/> Demolition <input type="checkbox"/> Change of Occupancy<br><input type="checkbox"/> Repair/Replacement |
| <b>4</b>  | <b>Description of Work:</b>  |   |  |
| <b>5</b>  | <b>Name of Project:</b>  |   |  |
| Street Address:                                 |  |   |  |
| City, State Zip                                 |  |   |  |
| Located between:                                |  |   |  |
| Cross street _____ and _____ Cross street _____ |  |   |  |
| <b>6</b>  | <b>Property Owner</b>  |   | Attention:   |
| Owner Address                                   |  | City  | State      Zip   |
| Owner Phone (    )                              |  | Send by <input type="checkbox"/> Mail <input type="checkbox"/> Email:   |  |
| <b>7</b>  | <b>Name of Applicant</b>   |   |  |
| Address   |  | City  | State      Zip   |
| Phone (    )                                    |  | Send by <input type="checkbox"/> Mail <input type="checkbox"/> Email:   |  |
| <b>8</b>  | <b>Plans prepared by</b> <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Certified Sprinkler/Alarm Designer  |   |  |
| Name  |  |   |  |
| Address   |  | City  | State      Zip   |
| Phone (    )                                    |  | Send by <input type="checkbox"/> Mail <input type="checkbox"/> Email:   |  |
| Design Professional in Responsible Charge:      |  | Ohio Registration Number:   |  |
| <b>9</b>  | <b>OBC Type of Construction</b>  | <b>17</b> <i>I hereby certify that I am the (check one)</i><br><input type="checkbox"/> Owner <input type="checkbox"/> Agent for Owner<br><br><i>and all information contained in this application is true, accurate and complete to the best of my knowledge. All official correspondence in connection with this application should be sent to my attention at the address shown above.</i><br><br><hr/> Signature _____ Date _____<br><br>Print or type name of signer _____ |  |
| <b>10</b>                                       | <b>Current OBC Use Group</b>   |   |  |
| <b>11</b>                                       | <b>Proposed OBC Use Group</b>  |   |  |
| <b>12</b>                                       | <b>Value of Work</b> \$  |   |  |
| <b>13</b>                                       | <b>Square footage: Building</b>  |   |  |
|   | <b>Square footage: Mechanical</b>  |   |  |
|   | <b>Square footage: Electrical</b>  |   |  |
| <b>14</b>                                       | <b>Total lineal footage</b>  |   |  |
| <b>15</b>                                       | <b>Sprinkler square footage</b>  |   |  |
| <b>16</b>                                       | <b>Number of Alarm devices</b>   |   |  |
| <b>FOR BUILDING DEPARTMENT USE ONLY</b>         |  |   |  |
| Received  | Fees Due:  | Fees paid by:   | <input type="checkbox"/> Cash  |
| Reviewed  | \$   | Receipt #   | <input type="checkbox"/> Check #   |
| Issued  |  |   | <input type="checkbox"/> Credit Card   |

# *City of Canal Winchester Building Department*

## **DIRECTIONS FOR COMPLETING CITY OF CANAL WINCHESTER APPLICATION FOR OBC PLAN APPROVAL**

In accordance with Ohio Revised Code (ORC) Section 3791.04 and Ohio Building Code (OBC) Section 105, before beginning construction, erection, alteration, repair, moving of a building or structure or part of a building or structure, or replacement of electrical, plumbing, mechanical, or gas regulated by the OBC, the Owner shall first make application to the building official and obtain the required approval. Construction documents shall be submitted as required by OBC Section 105 and 106. The Owner shall submit at least four copies of all construction documents and/or drawings, when required, along with this application. The construction documents shall be prepared by a registered design professional and fees must be paid before approval will be issued.

***Application directions: Complete page 1 of the application as outlined below. Please print legibly (in blue or black ink) or type. All information in all boxes must be completed or the application will be returned.***

1. Check all boxes that apply to the scope of the project.
2. Respond in order to comply with federal law regarding proposed construction within a flood plain.
3. Refer to the Ohio Building Code (OBC) Chapter 2 for definitions of the types of projects.
4. Give a brief description of the work involved for this project.
5. List exact title of project or name of business. For inspection purposes, provide specific address and location including tenant space, building floor number, suite number, crossroads, landmarks, or other directional guidelines that might be helpful.
6. Provide the property owner's name, address, contact information, and a contact person representing the owner (if applicable).
7. Provide the applicant name, address, and contact information.
8. According to the OBC Section 106.2.1, the design professionals must be identified by completing all information, including their Ohio registration number and designating a design professional in responsible charge.
9. Refer to the OBC Chapter 6 for the types of construction.
10. List the current OBC use group and occupancy type if application is for an existing building. Otherwise, show N/A and go to Box 11.
11. Refer to the OBC Chapter 3 for use groups and occupancy types.
12. Indicate the total value of work covered in the scope of the project shown in Box 1.
13. List the square footage areas for structural, mechanical, and electrical work. Round up to the next square foot.
14. List the lineal footage of fence, underground service, or other types of non-square footage submissions.
15. List the square footage area that covers the installation of the sprinkler system only. Show "N/A" if there is no automatic sprinkler system.
16. If the project includes fire alarm system devices, show the total number of devices included in the project. Show "N/A" if there is no fire alarm system.
17. Application cannot be processed without the signature of the owner or agent for the owner. All correspondence will be sent to the name listed in this box.

Once the construction documents have been examined and approved, a Certificate of Plan Approval will be issued to the applicant along with one or more sets of construction documents. The building department will retain one copy of the documents until six months after the Certificate of Occupancy is issued. One set of construction documents must remain at the job site at all times during construction.

Inspections of improvements made in constructing, altering, or adding to non-residential structures are mandatory. To schedule inspections, the builder may call the City of Canal Winchester Building Department's inspection scheduling line at (614) 834-5104. Inspections requested by 4:00 p.m. will typically be completed the next business day.

***The design professional in responsible charge shall also evaluate the project regarding the required special inspection work items in accordance with OBC Section 1704. The statement of special inspections and the name(s) of the special inspectors must be submitted with the application and documents if required by OBC Section 1704.***