



Department of Building, Zoning & Housing
 26789 Highland Road
 Richmond Heights, Ohio 44143-1429
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 richmondheightsohio.org

Application for Non-Residential Plan Approval

Per Section 106 Construction documents of the Ohio Building Code. For convenience we copied this section at the bottom of this document.

Project/Building Location:

Building Name _____
Address _____
City, State, Zip _____

Scope of Project:

<input type="checkbox"/> Building General	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Sprinkler System
<input type="checkbox"/> Electrical	<input type="checkbox"/> Fire Alarm

Type of Project:

<input type="checkbox"/> New Building Construction	<input type="checkbox"/> Repairs
<input type="checkbox"/> Building Addition	<input type="checkbox"/> Change of Occupancy
<input type="checkbox"/> Building Alterations	<input type="checkbox"/> Request Existing Bldg. C of O

Brief Description of the Scope of Work Covered Under this Application:

Building Owner Information:

Name _____
Address _____
City, State, Zip _____
Phone No. _____ Fax _____
Email _____

Applicant Information (Owner or designated representative):

Name _____
Address _____
City, State, Zip _____
Phone No. _____ Fax _____
Email _____

Registered design professional information:

<input type="checkbox"/> Architect	Ohio Registration No.:
<input type="checkbox"/> Engineer	Ohio Registration No.:
<input type="checkbox"/> Certified Fire Protection System Designer	Ohio Registration No.:
Designer _____	
Address _____	
City, State, Zip _____	
Phone No. _____ Fax _____	
Email _____	



General building code information:

Use Group(s):				
<input type="checkbox"/> A-1	<input type="checkbox"/> A-2	<input type="checkbox"/> A-3	<input type="checkbox"/> A-4	<input type="checkbox"/> A-5
<input type="checkbox"/> B	<input type="checkbox"/> E	<input type="checkbox"/> F-1	<input type="checkbox"/> F-2	
<input type="checkbox"/> H-1	<input type="checkbox"/> H-2	<input type="checkbox"/> H-3	<input type="checkbox"/> H-4	
<input type="checkbox"/> I-1	<input type="checkbox"/> I-2	<input type="checkbox"/> I-3	<input type="checkbox"/> I-4	<input type="checkbox"/> M
<input type="checkbox"/> R-1	<input type="checkbox"/> R-2	<input type="checkbox"/> R-3	<input type="checkbox"/> R-4	
<input type="checkbox"/> S-1	<input type="checkbox"/> S-2	<input type="checkbox"/> U		
Mixed use groups? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Separated <input type="checkbox"/> Non-separated				

Construction Type:				
<input type="checkbox"/> I A	<input type="checkbox"/> I B	<input type="checkbox"/> II A	<input type="checkbox"/> II B	
<input type="checkbox"/> III A	<input type="checkbox"/> III B	<input type="checkbox"/> IV	<input type="checkbox"/> V A	<input type="checkbox"/> V B

Check appropriate floor(s):	Total square footage per floor:
<input type="checkbox"/> Basement	
<input type="checkbox"/> First Floor	
<input type="checkbox"/> 2, 3, 4, 5, 6	
<input type="checkbox"/> Additional floors	
Total Building Square Footage	

Compliance with energy code:
<input type="checkbox"/> I have submitted documentation with this submittal showing compliance with the energy code.

Fire protection systems:

(Enter the type of system such as NFPA 13, NFPA 72, etc., if known. Enter "N/A" if not applicable)	
<input type="checkbox"/> Building sprinkler system:	<input type="checkbox"/> Smoke detection system:
<input type="checkbox"/> Limited area sprinkler system:	<input type="checkbox"/> Fire detection system:
<input type="checkbox"/> Building fire alarm system:	<input type="checkbox"/> Hood suppression:

Cost of Construction:

Cost of the work covered by this application:

Certification:

I certify that I am the owner agent for the owner, 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.
Signature _____
Print Name _____ Date _____

This Application for Non-residential Plan Approval must be submitted along with the Professional Service Fee Acknowledgment form and associated fee in accordance with Richmond Heights Codified Ordinance Section

THE AREA BELOW IS FOR OFFICIAL USE ONLY:

Date received:	Application No.:
Amount of Professional Service Fee:	Check No.:
Processed by:	

Please review this section for required information on construction documents.

Ohio Building Code Section 106

Construction documents

106.1 Submittal documents. *Construction documents, statement of special inspections required and other data shall be submitted in two or more sets with each application for an approval. Before beginning the construction of any building for which construction documents are required under section 105, the owner or the owner's representative shall submit construction documents to the building official for approval. When construction documents have been found to be in compliance with the rules of the board of building standards in accordance with section 107 by a certified building department, that determination of compliance shall be deemed sufficient to obtain approval for construction pursuant to section 105.2 and the building official shall issue the certificate of plan approval. Construction documents for the installation of industrialized units shall be submitted to the building official for approval in accordance with the provisions of section 106.1.2(1).*

Exception: *No construction documents need be filed with the division of industrial compliance for site installation of industrialized units used exclusively as one-, two-, or three-family dwellings.*

106.1.1 Information on construction documents. *Construction documents shall be dimensioned and drawn upon suitable material. Electronic media documents are permitted to be submitted when approved by the building official. Construction documents shall be coordinated and of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code. Construction documents, adequate for the scope of the project, shall include information necessary to determine compliance with the building, mechanical, plumbing, fire, electrical, energy, and fuel gas codes such as:*

- 1. Index.** *An index of drawings located on the first sheet which shall also include all occupancy classification(s), type(s) of construction, the area in gross square feet for each level, the maximum design occupant load, the structural design loads, and the seismic design category and site class;*
- 2. Site plan.** *A site plan showing a north orientation arrow, the size and location of new construction and all existing structures on the site, all property and interior lot line locations with setback and side yard dimensions and distances from buildings to lot lines, the locations of the nearest streets, the established street grades, the locations, types and sizes of all utility lines, the location of any fences, and the elevations of all proposed finished grades; and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The building official is authorized to waive or modify the requirement for a site plan when the application for approval is for alteration or repair or when otherwise warranted.*

2.1 Buildings or structures located in flood hazard areas. *Construction documents submitted for buildings or structures located in communities with identified flood hazard areas, pursuant to section 1612, shall include the current FEMA "Flood Hazard Boundary Map" (FHBM), "Flood Insurance Rate Map" (FIRM) or "Flood Boundary Floodway Map" (FBFM) for the project location. The required site plan shall include building elevations using the same datum as the related flood hazard map. The owner shall be*

responsible for the compliance with local flood damage prevention regulations for additional critical elevation information for the project site.

2.2 Site Accessibility Plan. *Information in plan view and details shall be submitted indicating compliance with the accessibility provisions of this code for the exterior of the building in addition to accessible features of the interior. When applicable, the plans shall include: the exterior accessible route between all facilities required to be connected; ramp locations and elevations along the exterior accessible route; number of and details for the required accessible van and car parking spaces and passenger loading areas; location and detail of required accessibility signage; grade/topographic elevations before and after proposed grading when site impracticality is intended to be applied.*

3. Floor plans. *Building configuration layout drawings with all walls and partitions shown including: plans of full or partial basements and full or partial attics and penthouses, grade elevations at the building perimeter, and references to other details and elevations. Floor plans must show all relevant information such as door swings, stairs and ramps, windows, shafts, all portions of the means of egress, plumbing fixtures, built-in fixtures, special equipment, vertical transportation, etc., and shall be sufficiently dimensioned to describe all relevant space sizes. Spaces shall be identified by appropriate code appellations (an "auditorium" may not be identified as a "meeting room" if its attributes indicate that it is an auditorium). The construction documents shall designate the number of occupants to be accommodated on every floor, and in all rooms and spaces;*

4. Demolition. *In the case of demolition, the floor plan shall identify construction to be demolished and the location, arrangement, and dimensions of existing construction that is to remain.*

5. Roof plan. *Roof outline, overall dimensions and dimensions of setbacks, slope of roof, drainage, reference to other details, roof materials, penetrations through roof, and roof-mounted equipment;*

6. Exterior elevations. *Vertical dimensions, floor-to-floor heights, opening heights, references to other details, floor lines, elevations of major elements, grade lines, foundation lines, material indications and notes, symbols for window schedule, gutters, signs and windows, doors, and all other openings.*

7. Building sections. *Vertical dimensions, elevations of the top of structural components and finish floor lines, materials, footings and foundations, reference to other details, ceiling lines, and major mechanical services.*

8. Exterior building envelope. *The exterior envelope shall be described in sufficient detail to determine compliance with this code and the referenced standards. Details shall be provided which describe flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves, or parapets, means of drainage, water-resistive membrane details around openings, location and type of vapor retarders, window and door "U"-values, and insulation location and "R"-values. The supporting documentation shall fully describe the exterior wall system, which was tested, where applicable, as well as the test procedure used.*

9. Wall Sections. *Face of wall dimensions to other components, vertical dimensions from foundations to parapet relating all elements to top of structural elements, all connection methods, wall, ceiling, floor, foundation, and roof materials and construction details.*

10. Interior elevations. Vertical dimensions to critical elements, references to other details, openings in walls, wall finishes, built-in items, and locations of switches, thermostats, and other wall-mounted equipment.

11. Schedules. Information or tables that describe the room finishes, doors, windows, and door hardware and controls. Wall and floor materials shall be described by cross-hatching (with explanatory key), by notation, or by other clearly understandable method.

12. Structure. Complete structural description of the building including size and location of all structural elements and a table of live, wind, snow, and seismic loads used in the design of the building and other data as required to fully describe the structural system.

13. Fire suppression system. Areas of protection, fire suppression system occupancy hazard classification, and water supply data.

14. Fire-resistance Ratings. The fire-resistance ratings of all structural elements as required by this code, data substantiating all required fire resistance ratings including details showing how penetrations will be made for electrical, mechanical, plumbing, and communication conduits, pipes, and systems, and the materials and methods for maintaining the required structural integrity, fire-resistance rating, and firestopping.

15. System descriptions. Complete description of the plumbing, mechanical and electrical systems, including: materials, insulation "R"-values, general routing and sizes of all piping; location and type of plumbing fixtures and equipment; plumbing schematics and isometrics; materials, insulation "R"-values, general routing and sizes of all ductwork, vents, and louvers; location and type of heating, ventilation, air conditioning, and other mechanical equipment; location and type of all fire alarm, lighting and power equipment; type and size of all electrical conductors.

16. Operations. Information shall be provided regarding operations, the types, quantities, and arrangement of flammable, combustible, or hazardous materials proposed to be produced, used, dispensed, or stored in the facility; material safety data sheets for hazardous materials produced, used, or stored in the facility, the commodity and arrangement of high piled or rack storage, control areas, etc.

17. Additional information. Additional information required by the building official to determine compliance with this code.

106.1.1.1 Fire protection system drawings. Construction documents shall be approved prior to the start of system installation. Related product listing information shall be provided and drawings shall contain all information as required by the installation standards referenced in Chapter 9. In the event that the product listing information is not known at the time of plan examination, conditional plan approval shall be granted subject to subsequent submission of the listing information prior to installation of any part of the fire protection systems

106.1.1.2 Special inspections. Where application is made for construction as described in this section, the owner or the registered design professional in responsible charge acting as the owner's representative shall identify those special inspections needed during construction on the types of work listed under section 1704.