



CLARK COUNTY OHIO

COMMUNITY & ECONOMIC DEVELOPMENT

3130 East Main St., Springfield, OH 45503, Suite 1A | Phone: 937.521.2160 | Email: communitydevelopment@clarkcountyohio.gov

CLARK COUNTY APPLICATION FOR NON RESIDENTIAL PLAN APPROVAL

This form is also available at www.clarkcountyohio.gov Submit one application per building or structure; all sections must be complete. See instruction sheet for details.

APPLICATION # \_\_\_\_\_

1. PROJECT / BUILDING LOCATION: (OBC 107.2) PARCEL NO: \_\_\_\_\_
Building Name \_\_\_\_\_ Street Address \_\_\_\_\_
City/Township \_\_\_\_\_ Zip Code \_\_\_\_\_
Directions \_\_\_\_\_

2. SCOPE OF PROJECT: (OBC 107.2)
[ ] Building General [ ] Gasline [ ] Fire Alarm
[ ] Mechanical [ ] Wet Sprinkler Refrigeration
[ ] Electrical [ ] Alternative Fire Suppression
(Seperate application and fees are required for each)
3. TYPE OF PROJECT:
[ ] New Building
[ ] Alteration/Repairs
[ ] Building Addition
[ ] Change of Occupancy
[ ] Request Certificate of Occupancy

4. BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION: (OBC 107.2.)
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

5. APPLICATION RELATED INFORMATION:
Is this application being submitted as a result of a Notice of Violation or Adjudication Order that you received?
[ ] No [ ] Yes, please provide the adjudication order number: \_\_\_\_\_
Is this project / building located in a flood plain? [ ] Yes [ ] No
Has flood plain administrator been contacted for requirements? [ ] Yes [ ] No

6. PLANS SUBMITTED: [ ] Site Plan [ ] Architectural Plans [ ] Structural Plans [ ] Mechanical
[ ] Electrical Schematic [ ] Fire Suppression with Calculations [ ] Fire Alarm with Calculations
Design Professional's signature and SEAL shall be on all plans, unless pre authorized by Chief Building Official.

7. BUILDING CODE INFORMATION:
(Information applied to construction area in a mixed use groups building, or the entire building if a single use group building)
Current use group(s) \_\_\_\_\_ Proposed use group(s) \_\_\_\_\_
Occupancy Description: \_\_\_\_\_

**8. GENERAL BUILDING INFORMATION:**

**Building Information:** (The following information applies to the **entire building**, not just construction area.) (OBC 107.2.3.)

Building Valuation \_\_\_\_\_ Square Footage \_\_\_\_\_  
Use group (s) \_\_\_\_\_ Mixed use groups?  Yes  No  Separated  Non-separated  
Construction type? \_\_\_\_\_ Building height (FT)? \_\_\_\_\_ No. of stories? \_\_\_\_\_  
Occupant load? \_\_\_\_\_ Storage height (FT)? \_\_\_\_\_ Storage aisle width (FT)? \_\_\_\_\_

**Project Information:** (The following information applies to project/construction area.)

Project Valuation \_\_\_\_\_ Project Square Footage \_\_\_\_\_  
Use group (s) \_\_\_\_\_ Mixed use groups?  Yes  No  Separated  Non-separated  
Construction type? \_\_\_\_\_ Building height (FT)? \_\_\_\_\_ No. of stories? \_\_\_\_\_  
Occupant load? \_\_\_\_\_ Storage height (FT)? \_\_\_\_\_ Storage aisle width (FT)? \_\_\_\_\_

List USE GROUP below for mixed use building.	List Occupancy Type for associated use group below.

**Method of Demonstrating Energy Code Compliance:** (Please check the year and method being used)

IECC  ASHRAE 90.1  COMCheck  
 Prescriptive Table  Performance Analysis Software

**Fire Protection Systems:** (Enter the type of system such as NFPA 13, NFPA 72, etc., if known.)

Building sprinkler system? \_\_\_\_\_ Sprinkler demand @base of riser (PSI)? \_\_\_\_\_  
Limited area sprinkler system? \_\_\_\_\_ Type 1 hood suppression? \_\_\_\_\_ In-Rack sprinkler system? \_\_\_\_\_  
Building fire alarm system? \_\_\_\_\_ Fire detection system? \_\_\_\_\_ Smoke detection system? \_\_\_\_\_

**9. BUILDING OWNER INFORMATION:**

Name of owner \_\_\_\_\_ Attention: \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone No. \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**10. APPLICANT / CONTRACTOR INFORMATION: (Owner or designated representative) (OBC 107.2)**

Applicant \_\_\_\_\_ Attention: \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone No. \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**11. REGISTERED DESIGN PROFESSIONAL INFORMATION:**  Architect  Engineer  Fire system designer

Registration/Certificate No.: \_\_\_\_\_ Designer \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone No. \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**12. CERTIFICATION:** (OBC 107.2.5)

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 \_\_\_\_\_

**13. THE AREA BELOW IS FOR OFFICIAL USE ONLY:**

**Upfront Application fees \$103.00 + 3% OBBS State Fee = \$106.09**

*\*Balance will be due once the application has been approved.*

Walk in  Mail  E-Mail  
Date received: \_\_\_\_\_ Upfront fee paid \$ \_\_\_\_\_  
Processed by: \_\_\_\_\_  
Plans Approved by \_\_\_\_\_  
Date \_\_\_\_\_  
Balance Due \$ \_\_\_\_\_  
Notified By \_\_\_\_\_ Date \_\_\_\_\_  
Date Picked Up \_\_\_\_\_

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### DIRECTIONS FOR COMPLETING CLARK COUNTY APPLICATION FOR BUILDING PLAN APPROVAL

In accordance with Ohio Administrative Code (OAC) Chapter 4101: 1-1-01, pursuant to Ohio Revised Code (ORC) Section 3791.04, before beginning the construction, erection, or manufacture of any building for which construction documents are required, the owner shall submit four (4) copies of construction drawings to this division for approval. The construction documents shall be accompanied with the application form and attached (scope/fees) worksheets. The construction documents shall be prepared by a registered design professional pursuant to OAC 4101:1-1-01. An examination and inspection fee will be assessed at the time of submittal as outlined in OAC 4101:1-1-01.

**Application Directions: Complete page one and two of the application and attached worksheets as outline below. All boxes, 1 through 13, must be completed in full or the application will be returned. Send this completed form along with all required documents and application fee of \$103 to "Clark County Community & Economic Development, 3130 E. Main Street, Suite 1A, Springfield, Ohio 45505".**

1. **PROJECT/BUILDING LOCATION:** Please provide complete information identifying the location of the building where the construction or renovation will occur. This will help the department determine the proper jurisdiction for the project.
2. **SCOPE OF PROJECT:** Check all the boxes that apply to the scope of work proposed in this project. Every scope of work checked must be accompanied with the appropriate fees. Without establishing the proper scope of work, the department will be unable to establish the inspection schedule for the project. Please note that "Building General" refers to all "general trade" work in the building including ceiling panels/grids, non-load bearing partitions, flooring, etc.; NOT just structural load bearing components of the building.
3. **TYPE OF PROJECT:** Check on the types of projects from the list.
4. **BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION:** Please provide a brief description of the scope of work. Please include the names of the areas or rooms affected by the construction when only a portion of building is covered under the permit application. The description provided will be shown on your certificate of use and occupancy.
5. **APPLICATION RELATED INFORMATION:** Answer each of the questions in this block and provide additional information accordingly. Complete answers to the questions will help the division process and review the project accurately.
6. **PLANS:** four (4) copies of construction drawings; fire suppression/alarm and kitchen hoods.
7. **BUILDING CODE INFORMATION:** Information provided applies to the construction area in a mixed use groups building, or the entire building if it is a single use group building. For change of occupancy, the term "Current use group" refers to the approved use group under the previous occupancy. For information concerning the term "Proposed use group", please refer to Chapter 3 and 6 of the Ohio Building Code for the proper classification.
8. **GENERAL BUILDING INFORMATION:** The information provided applies to the entire building and is not limited to the construction area. Even when the proposed project is a partial building renovation or a building addition, the information for the entire building is required. The information provided will be shown on your certificate of use and occupancy in accordance with Section 111 of the Ohio Building Code.
9. **BUILDING OWNER INFORMATION:** Please provide complete answers to each item. If the building is owned by a corporation, please provide the name of the corporation and identify the contact person, in the section called "Attention".
10. **APPLICANT INFORMATION:** Please complete information. All project correspondences will be directed to the project applicant.
11. **DESIGNER INFORMATION:** Section 106.2 of the Ohio Building Code requires that the design professional be identified including the design professional's Ohio registration number.
12. **CERTIFICATION:** The application cannot be processed if this section is not complete.
13. **OFFICE USE ONLY.** This section is reserved for our office use only. Please do not mark in this area.

Once the plans have been examined and approved, a Certificate of Plan Approval will be issued to the owner along with two sets of construction documents. One of the sets of construction documents must remain at the job site at all times during construction pursuant to OAC 4101:1-1-01. Inspections can be obtained from the Clark County Community & Economic Development Office phone number by calling before 3:30 p.m. at least one day prior to the inspection. The phone number is (937) 521-2160. Once all inspections have been obtained a final Certificate of Occupancy will be issued pursuant to OAC 4101:1-1-01.