

## **REQUIRED DOCUMENTS AND**

## PROCEDURES FOR COMMERCIAL

PLAN REVIEW; NEW AND

**EXISTING STRUCTURES** 



#### **INITIAL SUBMITTAL OF PLANS**

- 1) Three (3) sets of plans stamped by a Professional engineer or Ohio Registered Architect (including plumbing, hvac and electrical).
- 2) Completed "Application for Building Permit" and "Plan Submittal Code Form".
- 3) Submit to the Building Department for review, along with the appropriate plans examination fee.

#### **REVIEW PROCESS**

- 1) Plans will be reviewed in accordance with the 2011 Ohio Building, Mechanical and Plumbing codes. All three (3) sets will be stamped with review status.
- 2) Correction letter (gray form) will be completed by the Plans Examiner.
  - When approved, the three (3) sets of plans will be marked BUILDING DEPARTMENT, KEEP AT SITE AND AUTHOR OF DRAWINGS.
  - When the representative comes to the office, they must sign the correction letter before the drawings will be released.
  - The set of plans stamped "Keep at Site" must be available at all times at the site for inspection.
  - If plans are <u>not approved</u>, they must be REVISED AND RESUMBITTED as instructed on the correction letter.

#### **RE-SUBMISSION OF PLANS**

- 1) Applicant shall complete the following steps:
  - a) Submit three (3) complete sets of revised plans in compliance with the correction letter; or
  - b) One written response to correction letter by "Author of Drawings".
  - c) Attach additional items requested such as truss drawings, soil reports, electrical drawings, etc.
- 2) The plans examiner will review documents again and coordinate with original comments.
- 3) If approved during the second review, drawings will be processed and the building/zoning permit will be issued.

The correction letter must also be kept at the job site and becomes part of the approved drawings.

If plans are rejected, they will be so stamped and another re-submittal will be required.



#### 1301.11 PLAN EXAMINATION FEES.

(a) There shall be an application and processing fee as indicated below for all plans submitted for code compliance review per OBC, including one, two and three family dwelling units. This shall include structural, HVAC, Electrical, Plumbing, Heating and ADA requirements, Automatic Sprinkler & Fire Suppression, Industrialized Units. Submission may be separate or a total package.

(b)

Plans Examination	Application Fee	Fee (square foot)
General	\$100.00	\$0.02 per Sq. Ft
Plumbing	100.00	0.02 per Sq. Ft.
HVAC	100.00	0.02 per Sq. Ft.
Electrical	100.00	0.02 per Sq. Ft.
Hoods	100.00	
Automatic Sprinkler& Fire Suppression	100.00	0.02 per Sq. Ft.
Industrialized Units	100.00	0.02 per Sq. Ft.

- (c) A three percent (3%) state assessment fee will be charged on plan review fees.
- (d) An additional fee of fifty percent (50%) of the original fee will be charged after the second re-submittal. (Ord. 123-2010. Passed 12-6-10.)



### **COMMERCIAL FEES EFFECTIVE JANUARY 3, 2011**

#### 1301.10 PERMIT FEES.

(1)	Standard Permit fee (Includes only the final inspection)	\$ 50.00
(2)	Each Rough Inspection	\$ 30.00
(3)	Inspection for Cert. Of Occupancy	\$100.00
(4)	Re-inspection fee for code violation	\$ 35.00
(5)	No Show re-inspection fee	\$ 75.00
(6)	Not requesting a Final Inspection	\$100.00

- (7) Overtime Inspection. Inspector's overtime, those hours worked on Saturday, Sunday, holidays and before 7:30 a.m. or after 4:00 p.m. on workdays, shall be the responsibility of the contractor and will be billed by the City to the contractor at \$75.00.
- (a) <u>New Construction and Additions</u> under the Ohio Building Code. New Construction and additions regulated by the Ohio Building Code (4-unit residential or greater, commercial, or industrial) shall be based upon the contract value of the improvement, as set forth in the following table, plus payment of the standard permit fee and such additional inspection fees as are required.

\$0.00- \$100,000.00	\$.50 per \$100.00 estimated cost of Construction
Over \$100,000.00	\$500.00 plus \$ .10 per \$100.00 of estimated cost

(b) <u>Remodeling and Alterations</u>. Remodeling and alterations of any existing structure, whether residential, commercial, or industrial shall be based upon the contract value of the improvement, as set forth in the following table, plus payment of the standard permit fee and such additional inspection fees as are required.

\$0.00- \$100,000.00	\$.50 per \$100.00 estimated cost of Construction
Over \$100,000.00	\$500.00 plus \$ .10 per \$100.00 of estimated cost

(c) All fees shall be paid in full prior to issuance of the final approval and or the certificate of occupancy for the structure.

A 3% State Assessment Fee will be added to the total permit fee.

# Effective July 1, 2002 CITY OF MASSILLON PLAN SUBMITTAL CODE FORM One James Duncan Plaza, Massillon, Ohio 44646

PROJECT ADDRESS		_ PLAN EXAM NO	
SUITE OR ROOM NO TENANT NAME			
DESCRIBE IN DETAIL PROF	POSED WORK		
3			
REGISTERED	NAME	TELEPHONE()	
DESIGN PROFESSIONAL	ADDRESS	FAX()	
(COMPANY)	CITY, STATE, & ZIP		
PROJECT DESIGNER	NAME	TELEPHONE()	
(CONTACT PERSON)		EMAIL	
PROJECT OWNER	NAME	TELEPHONE()	
OR TENANT	ADDRESS	FAX()	
	CITY, STATE, & ZIP		
ESTIMATED PROJECT COS	TS:		
	DN BUILDING ALTERATION		
	PROPOSED USE GROUP:	(OBC 302.1)	
B. MIXED USE: [ ] N (REGISTERED DESIGN F	NA [ ] SEPARATED [ ] NON-SEPARATED PROFESSIONAL MUST SUBMIT DIAGRAM INDICATING FIRE AREA	(OBC 302.3) AS AND SQ.FT. OF EACH AREA)	
C. EXISTING CONSTRUCTI	ON CLASSIFICATION: NEW CLASSIFICATION	V:(OBC 602.1)	
D. TOTAL GROSS FLOOR A	AREA: PROPOSED OR ALTERED	(OBC 106.1.1)	
BUILDING AREA EACH F BUILDING HT. NO. OF STORIES	FLOORSF. PROPOSED FLOOR AREA PROPOSED BUILDING HT PROPOSED NO. OF STORIE	(OBC 503)	
E. AREA LIMITATIONS:	[ ] GENERAL LIMITATION [ ] UNLIMITED AREA BUIL	DING (OBC 507)	
F. FIRE SUPPRESSION:	EXISTING [] NONE [] PARTIAL [] TOTAL [] NEW [] NONE [] PARTIAL [] TOTAL []	(OBC 903) (OBC 903)	
G. IS STRUCTURE IN A FLOOD PLAIN: [] NO [] YES (MASSILLON BUILDING CODE)			
H. FOR NEW BUILDINGS O	R ADDITIONS: ATTACH ENERGY CALCULATIONS	(OBC 1301.1)	
I. OCCUPANT LOAD BY SF.	METHOD: ACTUAL/PROPOSED: EN	MPLOYEE NO.: (OBC 1003.1)	
BEAR THE IDENTIFICATION	N DOCUMENTS, INCLUDING THIS FORM, WHEN SUBMITTED FOR I OF THE REGISTERED DESIGN PROFESSIONAL PRIMARILY RES AND SANITATION SHOWN THEREIN.		
SIGNATURE:		DATE:	

PRINT NAME: \_\_\_\_\_

## CITY OF MASSILLON, OHIO Department of Public Safety—Building Division

FEE \$\_\_\_\_\_

# **Application for Building Permit**

Massillon, OH		
TO THE INSPECTOR OF BUILDINGS: Application is hereby made for PERMIT to The acceptance of which shall constitute an	agreement on Owner's part to abide by all	
with all Ordinances of the City of Massillon and the	_	
Owner		
Elec. Contr.		
Plumb. Contr.	Address	Phone
Heating Contr.	Address	Phone
Gen. Contr.	Address	Phone
LOCATION AND	DESCRIPTION OF BUILDING AND	PROPERTY
Street and No.		Footer
Side of Street. Sublot No	Allotment	FoundationRough(s)
Lot ] ft. front ft. deep on t	he side Were Drawings	Additional
being ft. rear ft. deep on t	heside Approved?	Penalty
		Other
Number of stories and basement Estin		Base
Size of Building: Width Depth	Total Height	\$0-\$100,000, \$.50\100
Type of Construction: GRAME GCOMPOSITE G	MILL SLOW BURNING FIRE PROOF	Over \$100,000 \$1.00\1000
Sq. ft. of contents How is building to be occur	mied? CLASS OF BUILDING	Subtotal
		3% BBS
Is Street Curb in to establish grade in front of building	g?Bldg. grade necessary	Total
Remarks		
		¢
The applicant, agent, owner of this building and the under (2) Responsible to verify that the job location is with-in making arrangements for all inspections. (6) General less than 48 hours in advance of excavation. (ORC 3781.	rsigned (1) Agrees to conform to applicable the city limits. (3) No refund will be issued. contractor shall notify all utility companies in	(4) The address is correct. (5) Responsible for
YOU ARE HEREBY GRANTED PERMISSION to:		Pront
	The state of the s	SLOCE.
a structure at		
in the City of Massillon, Ohio, in accordance with your a Until that time you have permission to occupy one-third in width at least, as high as the curb line, must be constru- height above the walk, but at all times, you are to comply struction and erecting of buildings.	of the street in front of said lots. If the sidewa toted around the obstruction and the side toward with all ordinances of the City of Massillon	alk is obstructed, a temporary sidewalk, four feet rds the street to be tightly boarded up to 3 feet in and the laws of State of Ohio relative to the con-
AND IN ADDITION THERETO, the recipient of corporation that may be damaged through erection of the		the City of Massilion of any private individual or
The Contract of the Contract o		, Building Official