



## Department of Commerce

Division of Industrial Compliance & Labor  
John R. Kasich, Governor  
David Goodman, Director

### Bureau Policy for “Phased” Plan Approval

#### ❖ Introduction:

Section 105.1.4 OBC allows for the building official to grant a phased plan approval provided that adequate information and detailed statements have been filed complying with pertinent requirements of the building code. **The holder of such approval may proceed with the approved portions of the work at his or her own risk with the building operation and without assurance that an approval for the entire structure will be granted.** This procedure will allow the building owners to commence the construction work while the remaining portions of plan and design are still under review.

#### ❖ Phased plan approval application procedures:

- Required documents:
  - **Application for certificate of building plan approval form (DIC3016) (available at [www.com.ohio.gov](http://www.com.ohio.gov) )**
  - Request for phased plan approval work sheet (attached with this policy)
  - Proper construction drawings and documents (See list below for various phases requirement),
  - Payment for the required fees; see application form for fee calculation.

The application can be submitted in one of the following methods:

- **Mail in** the application and all required documents, drawings, and fees;
- Make an appointment to **bring in** the application, drawings, documents, and fees in person.

A phased plan approval appointment must be made **no less than two business days** before the requested plan review date. To schedule for a phased plan approval appointment, please contact **Woody Nelson at (614) 644-2622**. It will be necessary for the project architect or engineer **who are directly involved in the preparation of the construction documents and are authorized to make changes in the documents** to walk the project through the phased plan review process. However, it is **not mandatory** for the design professional **who sealed** the drawings to be the one walking through the plan review process.

#### ❖ Phased plan approval requirements:

The following phases of construction are commonly requested phased plan approval and **the minimum requirements of drawings, documents, and information for each phase** to be considered adequate for review and phased plan approval:

- **Building footing and foundation:**
  - Site plan showing the location of the building in relation to the property lines, public streets, and/or adjacent buildings,
  - Building footing and foundation plan showing the depth, section, and all structural design data,
  - Building floor plan showing the use occupancy and construction type classification, building area, building height, number of story, means of egress, required fire rated wall locations, etc.,
  - Soil investigation report if required by section 1802 OBC.
  - Special inspections statement for footing and foundation if required by section 1704 OBC.
  
- **Building slab and perimeter insulation:**
  - All documents required for building footing and foundation phase,
  - Building slab and perimeter insulation details,
  - Underground utilities including electrical, water, gas, sewer, and fire protection lines and construction details,
  - Building energy conservation reports per 1301 OBC for new building constructions,
  
- **Building shell:**
  - All documents required for building footing, foundation, and slab and perimeter insulation,
  - Construction details for exterior wall, load bearing and non-load bearing walls, including the required fire resistance rating wall construction details,
  - Roof truss and/or floor truss shop drawings,
  - Roof construction details,
  - Electrical service and wiring for exterior walls and required means of egress lightings,
  
- **Building interior partitions:**
  - All documents required for building footing, foundation, and slab and perimeter insulation, and building shell,
  - Construction details for all interior partitions including the required fire resistance rating wall construction details,
  - Electrical, plumbing, and/or mechanical drawings if the finishes of interior partitions are a part of the request.
  
- **Building Systems:**
  - All documents required for building footing, foundation, and slab and perimeter insulation, and building shell, and interior partitions,
  - Construction drawings and details for building system such as electrical, plumbing, mechanical, fire protection systems separately if desired.
  
- **Other phases of construction:**
  - **If construction phases are defined as phases for various areas, rooms, sections, floors, etc. of the building, then the complete construction documents and drawings for each phase shall be submitted for review and approval.**
  - **A master plan showing all phases of construction and their schedules shall also be submitted,**

- **New Policy changes effective July 1, 2009 per section 115.2.5 OBC:**
  - The application fees for all applicable scopes of work for the entire project including building general, electrical, mechanical, fire protection systems, etc., shall be paid at the initial submission even if the complete set of construction drawings is not submitted.
  - The applicant is encouraged to provide the complete set of construction drawings at the initial submission. If the complete set of construction drawings is not provided at the initial submission, an additional processing fee of \$250.00 will be charged for each submission of subsequent phases of construction excluding fire protection drawings.
  - Exception to this fee is subject to the building official's approval.

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# Work Sheet for Phased Plan Approval

1. Project location and applicant information:

Building address: \_\_\_\_\_ County: \_\_\_\_\_  
Designer: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax No: \_\_\_\_\_  
\_\_\_\_\_ E-mail: \_\_\_\_\_

2. Check the type of work:

New Construction    Alterations    Change of Occupancy    Building Additions

Use group(s): \_\_\_\_\_ Construction type: \_\_\_\_\_

3. Phase of plan approval requested: (Please indicate all applicable phases you are requesting)

Building footing and foundation:

- Site plan showing the location of the building in relation to the property lines, public streets, and/or adjacent buildings,
- Building footing and foundation plan showing the depth, section, and all structural design data,
- Building floor plan showing the use occupancy and construction type classification, building area, building height, number of story, means of egress, required fire rated wall locations, etc.,
- Soil investigation report if required by section 1802 OBC.
- Special inspections statement for footing and foundation if required by section 1704 OBC.

Building slab and perimeter insulation:

- All documents required for building footing and foundation phase,
- Building slab and perimeter insulation details,
- Underground utilities including electrical, water, gas, sewer, and fire protection lines and construction details,
- Building energy conservation reports per 1301 OBC for new building constructions,

Building shell:

- All documents required for building footing, foundation, and slab and perimeter insulation,
- Construction details for exterior wall, load bearing and non-load bearing walls, including the required fire resistance rating wall construction details,
- Roof truss and/or floor truss shop drawings,
- Roof construction details,
- Electrical service and wiring for exterior walls and required means of egress lightings,

Building interior partitions:

- All documents required for building footing, foundation, and slab and perimeter insulation, and building shell,
- Construction details for all interior partitions including the required fire resistance rating wall construction details,
- Electrical, plumbing, and/or mechanical drawings if the finishes of interior partitions are a part of the request.

Building systems:

- All documents required for building footing, foundation, and slab and perimeter insulation, and building shell, and interior partitions,
- Construction drawings and details for building system such as electrical, plumbing, mechanical, fire protection systems separately if desired.

Other type of phased approvals: Please attach additional sheet(s) to explain.