



Department of Commerce

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

Bureau Policy for Preliminary Plan Review

❖ Introduction:

A preliminary plan review before the project design stage has proven to be beneficial for both our customers and our plan examiners in the past. This preliminary plan review process will provide the following benefits:

- It provides opportunity for design professional to get examiner's interpretations for potential code violations in the project design.
- It provides a process for initiating code variance appeal if potential code violations can not be resolved in the preliminary plan review meeting.

❖ Preliminary plan review qualifications:

- The preliminary plan review meeting for a **brand new building construction** will be conducted in our office unless special circumstances exist as approved by the building official.
- **Only existing building alterations and/or additions with complicated scope of work or existing building conditions that can not meet the current building code requirements** can be qualified for an **on-site preliminary plan review** (see **on-site preliminary plan review policy for details**).

❖ Preliminary plan review procedures:

- The preliminary plan review meeting is scheduled by appointment only. An appointment must be made **no less than five business days** before the requested plan review date. To schedule for an appointment, please contact Venise Carter at **(614) 644-3253**.
- The project designer should fax a brief description of the project and a list of code questions to be discussed in the meeting to **Venise Carter at (614) 644-3145** as soon as the appointment is scheduled.
- The State plan examiner(s) will meet with the project designer(s) and/or property owner(s) to go over the general scope of work and review possible code issues prior to the project design phase.
- It is possible to obtain a correction letter/adjudication order through the preliminary review if unusual conditions exist that cannot comply with the code. This will facilitate an early opportunity to appear before the Ohio Board of Building Appeals for relief. Otherwise, the designer should write up a meeting note summarizing all the discussion and conclusions for all issues discussed and mail it to our office for our file.

❖ Preliminary plan review fees:

- Preliminary plan review fees will be based **ONLY** on the actual time spent by the plan examiner for the meeting @ \$130.00 per hour. An invoice will be mailed to the customers after the meeting.
- **No document or letter other than invoice will be mailed to the submitter until the review fees are paid.**



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Bureau Policy for **On-Site** Preliminary Plan Review

❖ Introduction:

In the past, preliminary plan reviews were typically conducted in our office. However, we have recently given customers the option of conducting the preliminary reviews at the project location. Site visits by our plan examiners in the preliminary stage of the project has proven beneficial for both our customers and our plan examiners. This new policy is generated based on the following benefits:

- It eliminates the needs for detailed drawings for the preliminary review meeting and therefore saves time and money for both design professionals and the owners.
- The plan examiner gets a better understanding of the code concerns by seeing first hand the building conditions, is able to provide a more accurate code compliance suggestions,
- The plan examiner may be able to point out other potential code issues in the existing building or the proposed design at this time, and possibly eliminate design and construction problems in the future.

❖ On-site preliminary plan review qualifications:

- **Only existing building alterations and/or additions with complicated scope of work or existing building conditions that can not meet the current building code requirements** can be qualified for an **on-site preliminary plan review**.
- The preliminary plan review meeting for a **brand new building construction** would typically be conducted in our DIC office. **(See Preliminary Plan Review Policy)**

❖ On-site preliminary plan review procedures:

- The on-site preliminary plan review meeting is scheduled by appointment only. An appointment must be made **no less than five business days** before the requested plan review date. To schedule for an appointment, please contact Venise Carter at **(614) 644-3253**. **The preferable appointment time** is between **10:00 am to 2:00 pm**. Monday through Friday excluding holidays to allow travel time for the examiner(s).
- The project designer should fax the completed work sheet for preliminary plan review, a list of code questions to be discussed in the meeting, the driving directions to the site, and on-site parking instructions to **Venise Carter at (614) 644-3145** as soon as the appointment is scheduled.
- The DIC plan examiner(s) will meet with the project designer(s) and/or property owner(s) on-site at the building where the alteration or addition will take place to go over the general scope of work and review possible code issues prior to the project design phase.
- It is possible to obtain a correction letter/adjudication order through the preliminary review if unusual conditions exist that cannot comply with the code. This will facilitate an early opportunity to appear before the Ohio Board of Building Appeals for relief. Otherwise, the designer should write up meeting minutes summarizing all the discussion and conclusions for all issues discussed and mail it to DIC office for our file.

❖ On-site preliminary plan review fees:

- On-site preliminary plan review fees will be based **ONLY** on the actual time spent by the plan examiner for the meeting and any subsequent preliminary review time @ \$130.00 per hour. **Customers will NOT be charged for travel time**. An invoice will be mailed to the customers after the meeting. **No document or letter other than invoice will be mailed to the submitter until the review fees are paid.**



OHIO APPLICATION FOR PRELIMINARY PLAN REVIEW

**Submit one application for each building or structure. Please print or type. All sections must be completed.
Refer to the instruction sheet for completing this application. This form is also available at www.com.ohio.gov/dico/**

1 SCOPE OF PROJECT <input type="checkbox"/> Structural <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Sprinklers <input type="checkbox"/> Fire alarm Request meeting place: <input type="checkbox"/> On Site <input type="checkbox"/> In State's office	2 County:	3 Is this project located in an incorporated city or village? <input type="checkbox"/> Yes <input type="checkbox"/> No	4 Is this project located within your local flood plain? <input type="checkbox"/> Yes <input type="checkbox"/> No
		5 Enter number of sheets in one set of your drawings	6 Type of project <input type="checkbox"/> New Building Construction <input type="checkbox"/> Alteration <input type="checkbox"/> Addition <input type="checkbox"/> Change of Occupancy
		7 Previous or related Certificate of Plan Approval (CPA) Number(s)	
8	Name of project		Project No.
Exact address of project			
City		Zip	
Directions			
9	Owner of project		Attention
Address		City	State Zip
Phone ()		FAX ()	E-Mail:
10	Name of submitter		
Address		City	State Zip
Phone ()		FAX ()	E-Mail:
11	Plans prepared by <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Certified sprinkler/Alarm designer (check one)		
Name		Ohio Registration Number	
Address		City	State Zip
Phone ()		FAX ()	E-Mail:
12	Type of construction	16	I hereby certify that I am the (select one) <input type="checkbox"/> Owner <input type="checkbox"/> 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: _____ Date: _____ _____ Print or type name of the submitter:
13	Current use group		
14	Proposed use group(s)		
15	Fees paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit card <input type="checkbox"/> ISTV		
17	THE AREA BELOW IS FOR OFFICIAL USE ONLY		
Fees to be paid: _____ Hours x \$130.00 = \$ _____		Date received:	
CPA No.:		Verification No.:	
Processed by:		<input type="checkbox"/> Mail In <input type="checkbox"/> Walk In	

** See directions for completing this form and also complete and submit the worksheet with this application.

DIRECTIONS FOR COMPLETING OHIO APPLICATION FOR PRELIMINARY PLAN REVIEW

Application Directions: Complete page one of the application and attached worksheets as outlined below. All boxes, 1 through 16, must be completed in full or the application will be returned. Send the completed application form along with all required documents, worksheets, and payment to “Department of Commerce, Division of Industrial Compliance, Bureau of Building Code Compliance, 6606 Tussing Road, Reynoldsburg, Ohio 43068-9009”.

1. Check all boxes that apply to the proposed project. If you wish to apply for the on-site preliminary plan review (Only existing building alterations and/or additions with complicated scope of work or existing building conditions that can not meet the current building code requirements can be qualified for a on-site preliminary plan review) for the project, check the proper box.
2. List the County where the proposed project is located.
3. In order to establish the proper building department jurisdiction, please check yes or no.
4. Please respond in order to comply with federal law regarding proposed construction within a flood plain.
5. Enter the number of sheets included in one set of your drawings.
6. Refer to Ohio Building Code (OBC) Chapter 2 for definitions.
7. List any previous or related Certificate of Plan Approval (CPA) number(s) associated with this submission.
8. List exact title of project or name of business. For inspection purposes provide specific address and location including tenant space, building floor number, suite numbers, crossroads, landmarks or any other directional guidelines.
9. Provide owner name, their address, telephone, and a contact person.
10. Provide submitter name, their address, and telephone. All correspondence will be sent to the submitter.
11. According to the OBC Section 106.3.4, the design professionals must be identified by completing all information including their Ohio registration number.
12. Refer to OBC Chapter 6 for Types of Construction.
13. Provide current use group and occupancy type if submission is for an existing building. Otherwise, show N/A and move on to 14.
14. Transcribe from plans or refer to OBC 302.1 for the new use group and occupancy type.
15. Please check the method of payment.
16. Application cannot be processed without the name of the owner or agent for the owner.
17. For DIC office use only.

Revised 07-01-2009

**WORK SHEET FOR
OHIO APPLICATION FOR PRELIMINARY PLAN REVIEW**

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
 Chapter 34 Existing Building / Structure Temporary Building / Structure

3. Building use group and construction type:

- Single use group Mixed use groups, Separated Mixed use groups, non-separated

Current use group(s) _____ Proposed use group(s): _____

4. Building information:

- Fire Alarm System Sprinkler System Fire Detection System Standpipe System

Building Height: _____ Building Area (s.f.): _____
No. of Story: _____ Construction Area (s.f.) _____

5. Is the purpose of this preliminary plan review to obtain an adjudication order?

- No Yes, list the potential code violations with building code section references

6. List of code questions and/or potential code violations that you wish to discuss:

** Use additional sheets if necessary.