

# OHIO BOARD OF BUILDING STANDARDS

## 2013 Residential Code of Ohio Building Department Resource Package

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# 2013 RCO Building Department Resource Package

## ***INTRODUCTION:***

Throughout Ohio, Building departments have developed various departmental forms, procedures, and policies to assist in enforcement responsibilities and communications with office, field staff and constituents in the jurisdictions they serve.

Many newly formed departments have struggled in developing these processes and forms, or have not implemented them as the Board's rules require in administration sections of Chapter 1 of the building codes as basic vehicles of legal communication. The lack of department forms and multiple variations of them have made enforcement inconsistent in the State of Ohio.

Though great strides have been made, the Board of Building Standards has identified the need to correct these issues and ensure uniformity of all building department operations. Board staff, along with the contributions of building officials, has developed this Building Department Resource Package as a first step toward ensuring uniform enforcement throughout the State among all building departments that the Board certifies. The intent of this Building Department Resource Package is to provide Certified Building Officials with the tools needed to implement consistent building department administration.

The Building Department Resource Package is to be used to revise or replace current department forms which may lack the key elements found in Chapter 1 of the RCO. The implementation of these forms can be easily incorporated by amending the headers and footers of the forms with the specific department identifying information. All modifiable forms are produced in 'Word' software format for easy modification. Reference documents included in the package can be read with 'Adobe' software.

The Building Department Resource Package will be available in PDF format on the Board of Building Standards website. WORD format forms are available from the Board upon request. If you have questions or feedback to this package, please contact the Board of Building Standards. Any modifications required to the 2013 RCO Building Department Resource Package will be posted on the OBBS website for downloads and updates.

March 2015

Residential Building Department Resource Package

# **Why do I Need Approvals and Inspections?**

## **BBS Form 0-3**

## **ORC 3791.04**

March 2015



7. Swings and other playground equipment accessory to a one, two, or three-family dwelling.
8. Window awnings supported by an exterior wall which do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.
9. Decks  $\leq$  200 SF and  $\leq$  30 inches above grade at any point, not attached to the dwelling, nor serve an exit door.

**Electrical:**

Repairs and maintenance: *Approval* shall not be required for minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

**Gas:**

1. Portable heating, cooking or clothes drying appliances.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
3. Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

**Mechanical:**

1. Portable heating appliance.
2. Portable ventilation appliances.
3. Portable cooling unit.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
6. Portable evaporative cooler.
7. Self-contained refrigeration systems containing 10 pounds (4.54 kg) or less of refrigerant or that are actuated by motors of 1 horsepower (746 W) or less.
8. Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

**Plumbing:**

The repair and stopping of leaks in drains, water, soil, waste or vent pipe; provided, however, that if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and *an approval* shall be obtained and inspection made as provided in this code.

The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

**Design is the Key**

While codes cannot prevent every disaster, they are meant to provide reasonable tools for managing risk for the construction, use, and occupancy of buildings. These risk management tools are minimum standards for the health, safety, and welfare of the occupants and, secondarily, protection of the structure. A good building design can provide safety and sanitation without sacrificing aesthetic value, functionality, and cost efficiency.

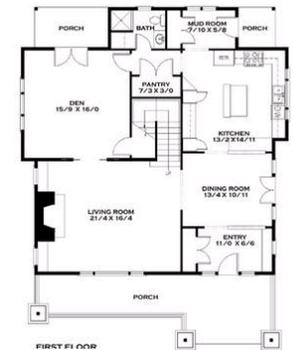
**Local building departments are committed to preserving the public health, safety, and welfare in all jurisdictions under their jurisdiction through the effective, efficient use, and enforcement of the building code requirements in Ohio.**

**Should you have any questions regarding codes or construction, please feel free to your local your certified building department's certified Residential or Non-residential Building Official or call the Ohio Board of Building Standards.**

# Why do I Need Approvals and Inspections?

March 2015

**An explanation of the importance of building codes and inspection services**



**The Ohio Board of Building Standards**

6606 Tussing Road, PO Box 4009  
 Reynoldsburg, OH 43068-9009  
 614-644-2613

[www.com.state.oh.us/dic/dicbbs.htm](http://www.com.state.oh.us/dic/dicbbs.htm)  
[dic.bbs@com.state.oh.us](mailto:dic.bbs@com.state.oh.us)

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## • Who Writes the Codes?

Building codes are developed in a way similar to the law making process. Many groups of people are involved; building officials, fire officials, developers, material suppliers, the public, engineers, architects, builders, research and testing labs, and governmental leaders.

Several years ago the three major code organizations - BOCA (Building Officials and Code Administrators), ICBO (International Council of Building Officials) and SBCCI (Southern Building Code Congress) - merged to form ICC (International Code Council). Hearings are held every 18 months for code changes. Anyone who would like to make a change to the code can submit a code change.

One-, two-, and three-family residential dwellings are regulated locally by certified residential building departments. Residential buildings are required to comply with the requirements of the Residential Code of Ohio (RCO). The RCO is based upon the International Residential Code and adopted by the Ohio Board of Building Standards (BBS). Construction regulated by the Residential Code of Ohio will be inspected by BBS certified departments using certified inspectors.

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## • What is a Plan Approval and why is it needed?

Plan approval is simply a review of your projects' drawings and specification to ensure compliance with the building codes for your project and does so in a way that assures that it is safe and sanitary. A Certificate of Plan Approval establishes your legal right (license to build), as provided for in Ohio law, to build what is described on the approved construction documents. Construction of a building project in accordance with approved drawings and specifications is the best way to make sure you are getting the end result you desire, that it is

safe for use or occupancy, and the assurance that you had secured your right to build an approved design.

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## • Why do inspections need to be made?

It could easily be said that an owner's cheapest form of "insurance" is that of getting inspections made at the appropriate times during construction. Few owners are familiar enough with or qualified to perform the variety of work necessary in a construction project, alteration, or addition. Alterations, additions, or modifications to structural, electrical, mechanical, or plumbing systems require specialized skills and, by obtaining an approval and inspections, there is a much higher level of assurance that the project complies with safety codes and that the structural, electrical distribution grounding and bonding, gas piping, plumbing, and mechanical systems are installed properly. Additionally, not only does the law require owners to obtain approvals and inspections, but lending institutions and insurance companies want to protect the asset that they are funding or insuring. If a problem develops, having obtained approvals and inspections will support an owner's claims if problems develop during and after construction. The process ultimately ends with the building owner receives a Certificate of Occupancy.

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## What about Non-residential Buildings?

In Ohio, all non-residential buildings (other than 1-, 2-, and 3-family dwellings, and agricultural buildings) are required to comply with the requirements of the Ohio Building, Mechanical, and Plumbing Codes. These are based upon the International Code Council's model code documents and are adopted by the Ohio Board of Building Standards (BBS) with modifications to fit Ohio's laws, climate, and geology.

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## • What is covered by the Ohio Residential code and what isn't?

The most important thing an owner can do when contemplating a building project is to talk to the Residential Building Official first to get an idea of things that the owner should consider before proceeding with a project. This should be an open discussion in which the Building Official's experience can be a benefit to the owner's planning. Many issues, if discussed on the front end of a project, can have little or minimal impact on a project and it makes the process a smooth one for the owner.

**Work that is exempt from approval.** There is some work that does trigger the building code and can be done without approvals and inspections. It must be remembered, however, that exemption from the requirements of the code do not grant authorization for any work to be done in any unsafe or hazardous manner in violation of the provisions of the code, laws, or ordinances of the local jurisdiction. Approvals are not required for the following: (Refer to OBC and RCO 102.10 for other exemptions.)

### **Building:**

1. One-story detached accessory structures, provided the floor area does not exceed 200 square feet.
2. Fences not over 6 feet high.
3. Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
4. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
5. Sidewalks and driveways not more than 30 inches above adjacent grade and not over any basement or story below.
6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.

Residential Building Department Resource Package

# **Residential Building Department Processes**

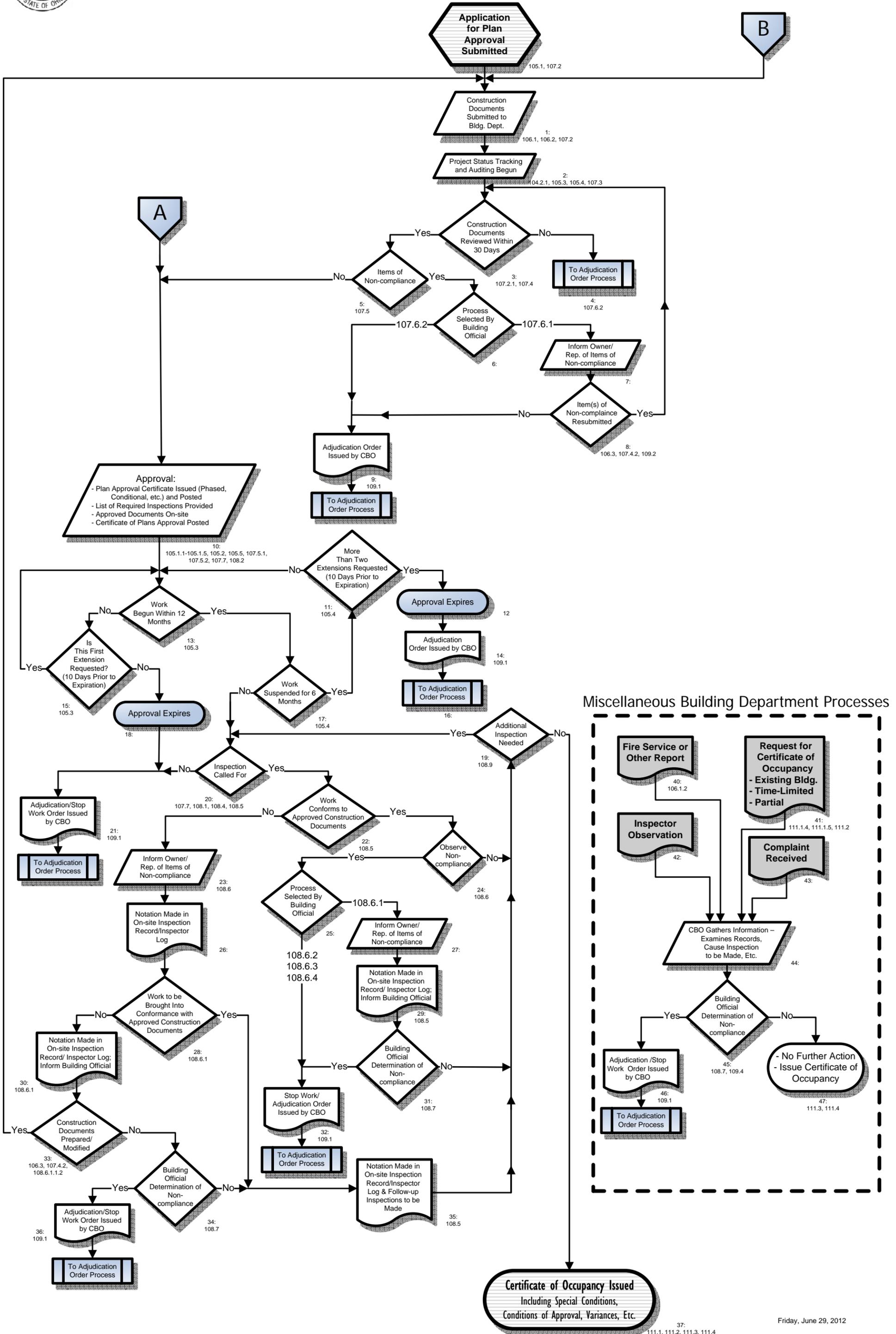
## **Flow Chart**

### **BBS Form 1-1**

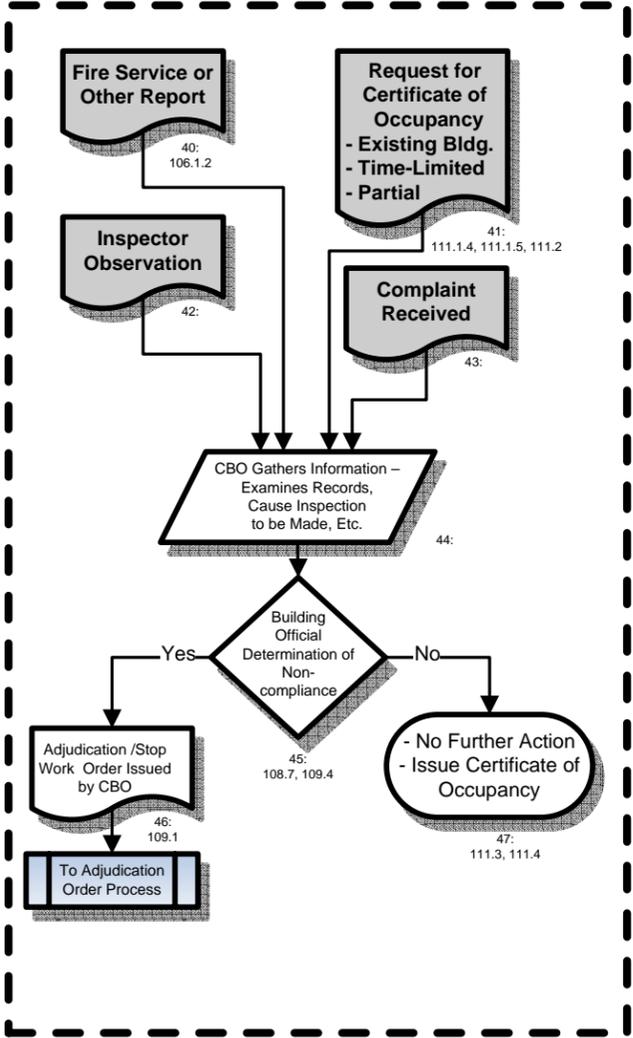
March 2015



# Building Department Processes Flow Chart



## Miscellaneous Building Department Processes



Residential Building Department Resource Package  
**Application for Plan Approval**  
**BBS Form 1-2**  
**RCO 105.1 & 107.2**

March 2015

**MY JURISDICTION**  
**APPLICATION FOR RESIDENTIAL  
 PLAN APPROVAL**

RCO 105.1 & 107.2

This form is also available at [www.MYJURISDICTION.com](http://www.MYJURISDICTION.com) Submit one application per building or structure; all sections must be completed, See instruction sheet for details.

LOGO  
HERE

<b>1 SCOPE OF PROJECT: (RCO 107.2.1)</b> <input type="checkbox"/> Building General <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Mechanical <input type="checkbox"/> Fence (over 6' tall) <input type="checkbox"/> Electrical <input type="checkbox"/> Other: <input type="checkbox"/> Sprinkler System <input type="checkbox"/> Other: <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Other: <input type="checkbox"/> Plumbing <input type="checkbox"/> Other:	<b>2 TYPE OF PROJECT:</b> <input type="checkbox"/> New Building Construction <input type="checkbox"/> Building Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair/Maintain/Replacement <input type="checkbox"/> Accessory Building <input type="checkbox"/> Request Existing Bldg C of O	<b>3 PHASED PLAN REVIEW:</b> <input type="checkbox"/> Foundation <input type="checkbox"/> Framing: <input type="checkbox"/> Other: <input type="checkbox"/> Other: <input type="checkbox"/> Other: <input type="checkbox"/> Other:										
<b>4 DESCRIPTION OF THE EXTENT OF WORK INCLUDED IN APPROVAL: (RCO 107.2.1)</b> _____ _____ _____ _____ _____												
<b>5 PROJECT LOCATION: (RCO 107.2.2)</b> Legal description _____ Street Address _____ City/Township _____ Zip Code _____ County _____ Directions _____ <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border: none;"> <input type="checkbox"/> Is this project/building located in a flood plain?                 </td> <td style="width: 10%; border: none;"></td> <td style="width: 10%; border: none; text-align: center;">Yes</td> <td style="width: 10%; border: none;"></td> <td style="width: 10%; border: none; text-align: center;">No</td> </tr> <tr> <td style="border: none;"> <input type="checkbox"/> Has flood plain administrator been contacted for requirements?                 </td> <td style="border: none;"></td> <td style="border: none; text-align: center;">Yes</td> <td style="border: none;"></td> <td style="border: none; text-align: center;">No</td> </tr> </table>			<input type="checkbox"/> Is this project/building located in a flood plain?		Yes		No	<input type="checkbox"/> Has flood plain administrator been contacted for requirements?		Yes		No
<input type="checkbox"/> Is this project/building located in a flood plain?		Yes		No								
<input type="checkbox"/> Has flood plain administrator been contacted for requirements?		Yes		No								
<b>6</b> ----- _____ _____ _____												
<b>7 BUILDING OWNER INFORMATION: (RCO 107.2.4)</b> Name of owner _____ Attention: _____ Street Address _____ City _____ State _____ Zip _____ Phone No. _____ Fax _____ E-mail _____												
<b>8 APPLICANT INFORMATION: (Owner or Owner's authorized agent) (RCO 107.2.4)</b> Applicant _____ Attention: _____ Street Address _____ City _____ State _____ Zip _____ Phone No. _____ Fax _____ E-mail _____												

<b>9</b>	<b>REGISTERED DESIGN PROFESSIONAL –IF APPLICABLE: (RCO 106.1.1-2, 106.2)</b>	___ Architect      ___ Engineer      ___ Certified Fire protection system installer (RCO 106.1.1.3)	
Designer _____		Registration /Certificate No.: _____	
Street Address _____		City _____	State _____ Zip _____
Phone No. _____		Fax _____	E-mail _____
<b>10</b>	<b>EVIDENCE OF RESPONSIBILITY: (RCO 106.2)</b> (Required residential construction documents when submitted for review as required under RCO section 107 shall bear the identification of the person primarily responsible for their preparation. No 'seal' is required for any documents per Ohio Revised Code Section 3791.04 (A)(2)(b).		
Document Preparer Name : _____		Title/Company: _____	
Address: _____		City: _____	State: _____ Zip: _____
<b>11</b>	<b>INDUSTRIALIZED UNITS INFORMATION:</b> (The following information applies to the INDUSTRIALIZED UNITS and alternative materials, designs, methods of construction or equipment approved by the State of Ohio, Board of Building Standards Industrialized units (IU) program.) (RCO 106.1.4, Section 114)		
■ Authorized Manufacturer and project Information: Approval number: _____ Approval Date: _____ Board approved documents submitted to local Building Official?      YES _____ NO _____ Details of on-site interconnection of modules or assemblies submitted to BO?      YES _____ NO _____			
<b>12</b>	<b>CONSTRUCTION DOCUMENTS REQUIREMENTS:</b> ( Refer to RCO 106.1-3(1-9) for specific construction document requirements )		
■ (Refer to attached examples of worksheets for Plumbing, Mechanical and Electrical submission requirements.)			
<p><b>Time limitation of Application: (RCO 107.2.1)</b> <i>The approval of construction documents under this section is a "license" and the failure to approve such construction documents as submitted within <u>thirty days after filing</u> or the disapproval of such construction documents is an "adjudication order denying the issuance of a license" requiring the opportunity for an "adjudication hearing" as provided by sections 119.07 to 119.13 of the Revised Code and as modified by sections 3781.031 and 3781.19 of the Revised Code. In accordance with section 109, an adjudication order denying the issuance of a license shall specify the reasons for such denial.</i></p>			
<b>13</b>	<b>CERTIFICATION: (RCO 107.2.5)</b>  I certify that I am the _____ Owner _____ Owner Authorized Agent 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 and copied to the Owner.   Signature _____ Print Name: _____ Date _____	<b>14</b>	<b>THE AREA BELOW IS FOR OFFICIAL USE ONLY:</b>  Date received _____ Appl. No.: _____ Check No.: _____ Verification # _____ Processed by: _____      ___ Walk in      ___ Mail in

*"An Equal Opportunity Employer and Service Provider"*

**Notes:**

This area is designated for the incorporation of fee schedules as established by the locally adopted fee schedule as indicated by ordinance.

## **APPLICATION FOR RESIDENTIAL 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 (two or more) 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.

**Residential Building Department Resource Package**

# **Plan Review Process**

## **BBS Form 2-0**

March 2015

# Ohio Board of Building Standards Plan Review Process

**Applicant submits application for plan approval of construction documents.**

## **Approval vs. Permit**

The term “Approval” is a term used in the Ohio Revised Code section 3791.04 to describe the action taken by the building department after plans, drawings, specifications, and other data have been reviewed and determined to be in compliance with the rules of the board. This “Approval” of plans is a “license” to build in accordance with the approved plans.

In its administrative rules, the Board has further defined the “Approval” process and the different types of approvals in RCO section 105 and defines the term “Approved” in RCO Chapter 2, Definitions, as follows: “Determined to be in compliance by the authority having jurisdiction in accordance with the rules of the board”. Upon approval of the construction documents, the building official is required to furnish a “Certificate of Plan Approval” to the owner in accordance with RCO section 105.5.

In contrast to an “Approval”, model building codes and many local Ohio jurisdictions use the term “Building Permit”. These terms are often used interchangeably, creating confusion and misunderstandings. The term “Building Permit”, while not used or defined in the rules of the BBS, is generally used to identify the whole collection of approvals needed in a jurisdiction before construction is allowed to begin, the “Certificate of Plan Approval” being only one of the required approvals for the development.

Other such approvals could be zoning approval, architectural review board approval, fire department approval, etc. Once all approvals are granted, then the “Building Permit” is issued.

**Step 1: Cursory Review/Familiarize yourself with the project**

- Examine application for scope of project  
( i.e. new construction, change of use, alteration, addition, etc.)
- Determine applicability of code  
(RCO 101.2, 102.10 and 102.11)
- Determine type of review required  
(i.e. foundation, structural, architectural, mechanical, plumbing, electrical, fire protection)

**Step 2: Verify if other agency/ department approvals/determinations are required**

- Local fire department involvement in plan review (RCO 102.11.1)
- BBS approval of Industrialized Units (RCO 106.1.4, 1-2))
- Municipal, township or county Board of Health approval of plumbing systems.
- Sewerage and drainage systems (RCO 102.11.3), private water supplies (OPC 601.1), and private sewage disposal systems (OPC 701.1)
- Ohio Environmental Protection Agency approval if no connection to public sanitary sewer (OPC 701.2 and 701.4) and for gray water re-use systems (OPC 301.3, exception 1)
- Flood plain administrator determination (RCO Section 322)

**Step 3: Determine adequacy of construction documents for review (RCO 107.4.1)**

- Use RCO 106.1.3 as your general guide for construction document contents
- Use NFPA standard checklists for minimum information necessary to perform fire protection working plan reviews (NFPA 13-2010 section 22.1.3 and NFPA 72-2010 section A10.18.1.2)
- Only ask for information necessary to perform plan review as determined by scope of project – this differs for each project**

- Ensure that adequate detail and documentation is provided so that inspectors can perform their jobs.
- Keep in mind: Construction documents (bid set) vs. Shop or Working Drawings (prepared by successful bidder)

**Step 4: Identify who is taking responsibility for construction documents (RCO 106.2)**

- Ohio Seal Law (Ohio Revised Code and RCO 107.4.3 requires construction documents to bear the seal of a registered design professional if the construction documents are prepared by an Ohio registered design professional.)
- Ohio Revised Code 3791.04 (A)(2)(b) indicates that no seal is required for 1, 2 and 3 family dwellings unless prepared by an Ohio registered design professional which invokes the Seal Law.

**Important Exceptions regarding RCO 106.1.2, and ORC 3781.105:**

- Residential Fire protection system designs submitted under the signature of an individual certified in accordance with ORC 3781.105
  - Fire protection system documents per RCO 106.1.3.1 are required to be submitted by either a registered design professional or a BBS certified fire protection system designer...not both.
  - The BBS certifies fire protection system designers for Automatic Sprinkler System Designers
  - A list of BBS certified designers is maintained on the BBS website for verification of certification status and BBS certification number.

**Step 5: Check plans for compliance with applicable code sections and manufacturers installation instructions.**

- Review all provisions of the codes and determine applicability on a project by project basis
- Use checklists to ensure impartiality and consistency in plan review
- Review as much information as submittal will allow
- If it would help, use highlighters to mark up different systems
- For construction documents sealed by a registered design professional or submitted under the signature of a BBS certified fire protection system designer, the construction documents may only be reviewed to the extent necessary to determine compliance with prescriptive sections of the code. In other words, calculations involving technical design analysis may not be critiqued except for design assumptions. If you happen to notice obvious technical errors that could affect safety, of course, you should notify the design professional as a professional courtesy only.

**Step 6: Identify any discrepancies and areas of perceived non-compliance.**

- Plan examiners should identify areas of noncompliance by using correction sheets or another form of documented communication/report approved by the building official
- Code sections are required to be cited on correction sheets
- Remember, the plan examiner is not the designer...be careful to not take on the liability of that role.
  - o **Do not provide or suggest design solutions**
  - o **Do not mark up or correct construction documents**
- Prepare a complete list of discrepancies rather than multiple lists (again, review as much information as submittal will allow)
- When reviewing re-submittals, limit the review only to the items on the correction lists previously issued. **Do not re-review the project**, starting the plan review process from the beginning. (RCO 107.4.2)

**Step 7: Communicate your findings to the building official.  
(RCO 107.5)**

**Step 8: The building official may ask you to communicate any discrepancies between code and construction documents with the submitter. If so, follow the steps below. In some cases, the building official may choose to issue an adjudication order or may choose to communicate directly with the submitter, ending your involvement.**

- Notify owner of discrepancies and applicable code sections in writing.
- Ask submitter how discrepancies will be resolved. Two options per RCO 107.6.1 and 2:
  - Revise drawings, or
  - Refer to building official for determination of noncompliance
- Keep records of communication identifying how submitter plans to resolve outstanding issues (create and keep phone conversation records or e-mail correspondence with your plan review records)

**Step 9: Communicate the submitter's intentions to the building official.**

- Building official will then decide whether to issue an order or an approval (or both) to the owner and the owner's representative

Residential Building Department Resource Package  
**Plan Examination Check List**  
**BBS Form 2-1**  
**RCO 107.4 and 5**

March 2015





# EXAMPLE RESIDENTIAL PLAN REVIEW CHECKLIST

Typical location of information (may be found elsewhere in construction documents)	Code Section	In compliance	Not in Compliance (add these to correction list)	N/A	Insufficient information on documents (add these to correction list)	Notes
<b>Title Sheet or Application</b>	RCO 106.1.3 (1), 107.2					
<b>Applicability of Code</b>	RCO 101.2 exceptions					
<b>Exempt from Approval</b>	RCO 102.10					
<b>Scope of Work</b>	RCO 101.2					
New	RCO 101.2					
Existing	RCO 102.7, 113					
Change of Occupancy	RCO 113.7					
Alteration	RCO 113.5					
Addition	RCO 113.4					
Industrialized Unit	RCO 106.1.4, 107.2					
Mixed Occupancy	RCO 101.2, Ex 3 OBC 310.1					
Accessory Structure	RCO 101.2, 102.10(1), 202					
Detached Garage	RCO 101.2, 202, 309					
Deck	RCO 102.10(9), 301.5, 317, 502.2.2					
Two-Family Dwelling	RCO 302.3					
Three-Family Dwelling	RCO 302.2					
Four -Family and above (Exclusively Group R-3 Dwelling Units)	RCO 302.2 OBC 310.1					
Attached Garage	RCO 302.5-302.6, 309					
Post Frame Accessory Structure	RCO 324					
Storm Shelter	RCO 323					
Separation of units	RCO 302.2, 302.3					
<b>Site Plan</b>	RCO 106.1.3(2)					
Building Separation Distance/Location on Lot	RCO 302.1					
Exterior wall fire resistance rating	RCO 302.1					
<b>Site Accessibility plan</b> (4 or more dwelling units)	RCO 106.1.3(2.1), 320					
<b>Site connection details for Industrialized Units</b>	RCO 106.1.4					
Finish grade	RCO 401.3, 403.3.3					
<b>Flood Maps</b> (if within flood hazard area)	RCO 106.1.3(2.1)					
Utility line and meter locations, sizes, and point of entry into building	RCO 2415.4, 2415.10, 2415.12 OPC 305.5 NEC 300.5					

<b>Typical location of information (may be found elsewhere in construction documents)</b>	<b>Code Section</b>	<b>In compliance</b>	<b>Not in Compliance (add these to correction list)</b>	<b>N/A</b>	<b>Insufficient information on documents (add these to correction list)</b>	<b>Notes</b>
<b>Structural Plan and Sections</b>	RCO 106.1.3 (4), (5) & (6)					
<b>Building Height</b>	RCO 101.2, Ex 2					
Story Height	RCO 301.3					
<b>Footing Details</b>	RCO 403					
Materials	RCO 403.1					
Depth of Footing	RCO 403.1.4					
Size of Footing	RCO 403.1.1					
Deck Footing	RCO 403.5					
Footings adjacent to slopes	RCO 403.1.7					
Insulation	RCO Ch 11					
Precast Concrete Foundation Footings	RCO 403.4					
<b>Soil Type</b>	RCO 401.4, 405.1					
Assumed Design Soil Bearing Pressure	RCO 401.4.1					
Soil Test Reports	RCO 401.4					
<b>Design Loads</b>	RCO 301					
Live Loads/Dead Loads	RCO 301.5					
Snow Load	RCO 301.2.3, 301.6					
Wind Load	RCO 301.2.1					
Seismic Design Category	RCO 301.2.2					
<b>Flood-Resistant Design</b>	RCO 322, 2404.7					
<b>Foundation Construction Details</b>	RCO Ch 4					
Materials	RCO 402, 403.1, 404					
Masonry walls	RCO 404.1.1					
Reinforcement	RCO Tables 404.1.1					
Concrete walls	RCO 404.1.2					
Strength of Concrete	RCO 402.2					
Reinforcement	RCO 404.1.2.3.7					
Anchorage	RCO 403.1.6					
Insulation	RCO 409.1 RCO Ch 11					
Precast Concrete Foundations	RCO 404.5					
Frost Protected Shallow Foundations	RCO 403.3					
Underground utilities/foundation penetrations	RCO 2415.4, 2415.10, 2415.12 OPC 305.5 NEC 300.5					
Termite protection	RCO 318					
<b>Foundation Drainage</b>	RCO 405					
Backfill	RCO 401.2					
Dampproofing	RCO 406.1					
Waterproofing	RCO 406.2					
<b>Crawl space</b>	RCO 408					
Ventilation	RCO 408.1					
Access	RCO 408.4					
<b>Columns</b>	RCO 407					

<b>Typical location of information (may be found elsewhere in construction documents)</b>	<b>Code Section</b>	<b>In compliance</b>	<b>Not in Compliance (add these to correction list)</b>	<b>N/A</b>	<b>Insufficient information on documents (add these to correction list)</b>	<b>Notes</b>
<b>Structural Plan and Sections (Continued)</b>	RCO 106.1.3 (4), (5) & (6)					
<b>Floor Construction</b>	RCO Ch 5					
<b>Wood Floor Framing</b>	RCO 502					
Grade mark	RCO 502.1					
Allowable joist spans	RCO 502.3					
Allowable girder spans	RCO 502.5					
Wood I-Joists	RCO 502.1.4					
Wood floor trusses	RCO 502.11					
Bridging	RCO 502.7					
Drilling and notching	RCO 502.8					
Exterior decks	RCO 317.4, 502.2.2, 502.1.7					
Floor sheathing	RCO 503					
<b>Floor protection</b>	RCO 502.14					
Fireblocking	RCO 302.11, 502.13					
Draftstopping	RCO 302.12, 502.12					
<b>Steel Floor Framing</b>	RCO 505					
<b>Wall Construction</b>	RCO Ch 6					
Vapor retarders	RCO 601.3					
<b>Insulation</b>	RCO Ch 11					
Flame spread	RCO 302.10, 302.13					
<b>Weather Protection</b>	RCO 703					
Siding attachment	RCO Table 703.4					
Water resistive barrier	RCO 703.2					
Wind resistance	RCO 703.1.2					
Sealing/Air Barrier	RCO Ch 11					
Exterior Plaster (Stucco)	RCO 703.6					
Stone & Masonry Veneer	RCO 703.7					
<b>Wood Wall Framing</b>	RCO 602					
Grade mark	RCO 602.1					
Stud spacing	RCO 602.3.1					
Fire blocking	RCO 302.11, 602.3, 602.8					
Drilling and notching	RCO 602.6					
Headers	RCO 602.7					
Wall bracing	RCO 602.10					
Methods	RCO 602.10.4					
Wall sheathing	RCO 602.10.4.2, 602.10.6.4, 604, 605					
Anchor bolts	RCO 403.1.6					
<b>Steel Wall Frame</b>	RCO 603					
<b>Wood Structural Panels</b>	RCO 604					
<b>Masonry Walls</b>	RCO 606					
Reinforcement	RCO 606.9.1, 606.11					
Lintels	RCO 606.10					
Mortar	RCO 607.1					
Multiple wythe	RCO 608					
<b>Concrete Walls</b>	RCO 611					

<b>Typical location of information</b> (may be found elsewhere in construction documents)	<b>Code Section</b>	<b>In compliance</b>	<b>Not in Compliance</b> (add these to correction list)	<b>N/A</b>	<b>Insufficient information on documents</b> (add these to correction list)	<b>Notes</b>
<b>Structural Plan and Sections (Continued)</b>	RCO 106.1.3 (4), (5) & (6)					
<b>Windows and Doors</b>	RCO 612					
Flashing	RCO 703.8					
Testing & Labeling	RCO 612.6					
Garage Doors	RCO 309.4, 612.7					
Performance	RCO 612.5 & RCO Ch 11					
Emergency Escape Windows	RCO 310					
<b>Structural Insulated Panels (SIPS)</b>	RCO 613					
<b>Roof Construction</b>	RCO 802.2					
<b>Wood Framing</b>	RCO 802.3					
Cutting & Notching	RCO 802.7					
Bridging	RCO 802.8					
Truss drawings	RCO 802.10					
Truss/wall connection	RCO 802.10.5					
Rafter tie	RCO 802.3.1					
Tie-down	RCO 802.11					
Lateral support & Bridging	RCO 802.8					
Roof Sheathing	RCO 803.2					
<b>Steel Framing</b>	RCO 804					
Attic Access	RCO 807					
Roof ventilation	RCO 806					
<b>Weather Protection</b>	RCO 903					
Roof coverings	RCO 905					
Ice Guard	RCO 301.2(1), 905.2.7.1					
Flashing	RCO 905					
Insulation	RCO 906 RCO Ch 11					
Flame Spread	RCO 302.10, 302.13					
<b>Architectural Floor Plan, Sections, &amp; Details</b>	RCO 106.1.3(3), (5), (7)					
<b>Minimum room dimensions</b>	RCO 303-305					
<b>Fire Resistance</b>	RCO 302					
Separation of units	RCO 302.2, 302.3,					
Penetration fire stopping details	RCO 302.4, 302.5					
Fire resistance of structural members	RCO 302.1, 302.2, 302.3, 302.14					
<b>Means of Egress</b>	RCO 311					
Number of exits	RCO 311.2					
Size of exit	RCO 311.2					
Arrangement of exit	RCO 311.1					
Stairways	RCO 311.7					
Risers and treads	RCO 311.7.4					
Door hardware	RCO 311.2					
Guards	RCO 312					
Handrails	RCO 311.7.7					
<b>Elevators</b>	RCO 102.8.2, 321					
Platform lifts	RCO 102.8.2, 321					

<b>Typical location of information</b> (may be found elsewhere in construction documents)	<b>Code Section</b>	<b>In compliance</b>	<b>Not in Compliance</b> (add these to correction list)	<b>N/A</b>	<b>Insufficient information on documents</b> (add these to correction list)	<b>Notes</b>
<b>Architectural Floor Plan, Sections, &amp; Details (Continued)</b>	RCO 106.1.3(3), (5), (7)					
<b>Accessibility</b> (4 family and above)	RCO 320 and ANSI A117.1					
<b>Plumbing fixtures</b>	RCO 306-307 RCO Ch 25 and OPC T403.1					
<b>Chimneys &amp; Fireplaces</b>	RCO Ch 10					
Masonry Fireplace	RCO 1001					
Masonry Chimney	RCO 1003					
Factory Built Fireplace	RCO 1004					
Factory Built Chimney	RCO 1005					
Exterior air supply	RCO 1006					
Fireblocking	RCO 302.11					
Draftstopping	RCO 302.12					
<b>Interior finishes and ratings</b>						
Walls and ceilings	RCO 302.9, 702, 805					
Foam Plastics	RCO 302.8, 316					
<b>Doors, windows, and glazing</b>						
Windows & Doors	RCO 309.4, 612					
Glazing	RCO 308					
Emergency escape windows	RCO 310					
Performance	RCO Ch 11					
<b>Energy Efficiency</b>	RCO Ch 11					
Method of demonstrating compliance identified	RCO 1101.2					
Certificate	IECC 401.3 or RCO 1101.9 or RCO 1105.1.8					
Insulation (foundation, wall, roof-ceiling)	IECC 402.2 or RCO 1102.2 or RCO 1105.2.2					
Window & Door Performance	IECC 402.3 or RCO 1102.3 or RCO 1105.2.3					
Sealing of Envelope	IECC 402.4.1 or RCO 1102.4 or RCO 1105.2.4					
Programmable Thermostat	IECC 403.1.1 or RCO 1103.1.1 or RCO 1105.3.1.1					

<b>Typical location of information (may be found elsewhere in construction documents)</b>	<b>Code Section</b>	<b>In compliance</b>	<b>Not in Compliance (add these to correction list)</b>	<b>N/A</b>	<b>Insufficient information on documents (add these to correction list)</b>	<b>Notes</b>
<b>Mechanical System Description</b>	RCO 106.1.3(8) & RCO Ch 12-24					
Listing and labeling of appliances	RCO 1302.1					
Installed in accordance with Manufacturer's Installation Instructions	RCO 106.1.3.2, 1307.1					
Combustion air (fuel burning appliances other than fuel gas appliances)	RCO Ch 17					
Elevation of ignition source (fuel burning appliances other than fuel gas appliances)	RCO 1307.3					
Access and service space	RCO 1305					
Notching and boring	RCO 1308.1					
<b>Proper sizing of HVAC equipt.</b>	RCO 1401.3					
Minimum efficiency of HVAC equip	RCO Ch 11					
Minimum indoor temperature	RCO 303.8					
Fuel-burning appliance venting (other than fuel gas appliances)	RCO Ch 18					
Clearance to combustibles (other than fuel gas appliances)	RCO 1306					
<b>Ducts</b>	RCO Ch 16					
Size	RCO 1601.1					
Insulation	RCO 1601.3, 1601.4.5, Ch 11					
Sealing	RCO 1601.4.1					
Return air	RCO 1602					
Outdoor air	RCO 1602					
Specific appliance requirements (other than fuel gas appliances)	RCO Ch 14					
Clothes dryer exhaust-Electric	RCO 1502					
Maximum length	RCO 1502.4.4					
Length identification	RCO 1502.4.5					
Minimum ventilation levels	RCO 303.1					
Natural or mechanical ventilation required	RCO 303.1					
Mechanical ventilation rates	RCO 303.1 and 1507					
Plenums	RCO 1601.5					
Kitchen range exhaust hood	RCO 1503					
Makeup air for exhaust hood	RCO 1503.4					
Hood capacity	RCO 1507.3					
Kitchen microwave oven	RCO 1504					
<b>Refrigeration piping</b>	RCO 1411					
Refrigeration piping insulation	RCO 1411.5					
Refrigerant access port caps	RCO 1411.6					

<b>Typical location of information (may be found elsewhere in construction documents)</b>	<b>Code Section</b>	<b>In compliance</b>	<b>Not in Compliance (add these to correction list)</b>	<b>N/A</b>	<b>Insufficient information on documents (add these to correction list)</b>	<b>Notes</b>
<b>Mechanical System Description (Continued)</b>	RCO 106.1.3(8) & RCO Ch 12-24					
<b>Hydronic piping</b>	RCO Ch 21					
Materials	RCO Table 2101.1					
Piping insulation	RCO Ch11					
Floor heating	RCO 2103					
Thermal barriers	RCO 2103.2					
<b>Boilers</b>	RCO Ch 20, 2452					
<b>Water heaters</b>	RCO Ch 20, 2448 OPC Ch 5					
<b>Fuel gas piping and appliances</b>	RCO Ch 24					
Listing and labeling of fuel gas appliances	RCO 1302.1 & 2404.3					
Installed in accordance with Manufacturer's Installation Instructions	RCO 106.1.3.2, 1307.1 & 2408					
<b>Combustion air for fuel gas appliances</b>	RCO 2407					
<b>Elevation of ignition source for fuel gas appliances</b>	RCO 2408.2					
Access and service space for fuel gas appliances	RCO 1305 & 2409.4.6					
Clearances for fuel gas appliances	RCO 1306, 2408 & 2409					
Fuel gas piping	RCO 2412-2419					
Sizing	RCO 2413					
Materials	RCO 2414					
Electrical Bonding	RCO 2411					
<b>CSST</b>	RCO 2414.5.3					
Bonding	RCO 2411.1.1, NFPA 70, and Manufacturer's Installation Instructions					
Location of fuel gas piping	RCO 2415					
<b>Separate piping system into each townhouse</b>	RCO 2415.1					
Shutoff valves for fuel gas piping	RCO 2420					
Regulators	RCO 2421					
<b>Vents and chimneys for fuel gas appliances</b>	RCO 2425-2430					
Specific fuel gas appliances	RCO 2431-2452					
<b>Clothes dryer exhaust-Fuel Gas</b>	RCO 2439					
Makeup air	RCO 2439.4					
Size and material	RCO 2439.5.1					
Length	RCO 2439.5.5					
Length identification	RCO 2439.5.6					
Shield plates	RCO 2439.5.3					

<b>Typical location of information</b> (may be found elsewhere in construction documents)	<b>Code Section</b>	<b>In compliance</b>	<b>Not in Compliance</b> (add these to correction list)	<b>N/A</b>	<b>Insufficient information on documents</b> (add these to correction list)	<b>Notes</b>
<b>Plumbing System Description</b>	RCO 106.1.3(8) & RCO Ch 25					
<b>Connection to sanitary drainage system</b>	RCO 306.3, OPC 301.3 & 701.2					
<b>Connection to water supply</b>	RCO 306.4, OPC 301.4					
3 <sup>rd</sup> party tested or certified pipe, fittings, and components	OPC 303.3 & 303.4					
Physical protection of piping	OPC 305					
Notching and boring	OPC 307.2					
Welding and brazing	OPC 315					
<b>Minimum number of fixtures</b>	RCO 306 & OPC T403.1					
<b>Specific fixtures</b>	OPC Ch 4					
<b>Water heaters</b>	OPC Ch 5					
<b>Water distribution piping</b>	OPC Ch 6					
Materials	OPC 605					
Sizes	OPC 604					
Stop valves	OPC 606					
Backflow	OPC 608					
<b>Drainage, Waste, and Venting</b>	OPC Ch 7					
Materials	OPC 702					
Sizes	OPC 710					
<b>Venting method identified</b>	OPC Ch 9					
Air Admittance Valve (AAV)	OPC 917 & Manufacturer's Installation Instructions					
<b>Storm drainage</b>	OPC Ch 11					
Cleanouts	OPC 708					
<b>Indirects</b>	OPC Ch 8					
Traps	OPC 1002					
Trap Seals	RCO 2501.1.1 & OPC 1002.4					
Interceptors	OPC 1003					
Subsoil Drains	RCO 401.3, 405.1 OPC 1111					
Sump pump and pit	OPC 1113					
<b>Sprinkler System (optional)</b>	RCO 102.8.1, 2904, NFPA 13, 13R, or 13 D					
<b>Electrical System Description</b>	RCO 106.1.3(8) & RCO Ch 34					
Suitability of electrical equipment	NEC 110.3					
Number of services	NEC 230.2					
Service conductor sizing	NEC 230.23 or 230.31					
Service entrance conductor sizing	NEC 230.42, 310.15					
Disconnects	NEC 230.70					
Overcurrent protection	NEC 210.20 & 240.4					
System grounding	NEC 250					
Branch circuit load calcs	NEC 220.5-220.14					

<b>Typical location of information (may be found elsewhere in construction documents)</b>	<b>Code Section</b>	<b>In compliance</b>	<b>Not in Compliance (add these to correction list)</b>	<b>N/A</b>	<b>Insufficient information on documents (add these to correction list)</b>	<b>Notes</b>
<b>Electrical System Description (Continued)</b>	RCO 106.1.3(8) & RCO Ch 34					
Wiring methods	NEC 300					
<b>Arc-Fault Circuit-Interrupter (AFCI) Protection</b>	NEC 210.12 (A)					
<b>Ground-Fault Circuit-Interrupter (GFCI) Protection</b>	RCO 3401.1 and NEC 210.8 (A)					
Conduit size	NEC Chapter 9					
Working space/dedicated electrical space	NEC 110.26					
Receptacle outlets	NEC 210.50 & 406					
<b>Tamper Resistant Receptacles</b>	NEC 406.12					
Minimum lighting levels	RCO 303					
Lighting outlets	NEC 210.70					
High Efficacy Lighting	RCO Ch 11					
Appliances	NEC 422					
Standby System (optional)	NEC 701					
<b>Carbon Monoxide Alarms</b>	RCO 315					
<b>Single and multiple station smoke alarms</b>	RCO 314 & NFPA 72: Ch 29					
Detector locations	RCO 314.3					
Power Supply	RCO 314.4					
Wiring	RCO 314.4					

Residential Building Department Resource Package  
**Document Examination Review**  
**Record and Report**  
**BBS Form 2-2**  
**RCO 107.5 and 6**  
March 2015



DOCUMENT EXAMINATION REVIEW RECORD AND REPORT TO BUILDING OFFICIAL (RCO 107.5-6)

Plan Examiner \_\_\_\_\_.

Project Number \_\_\_\_\_.

Date of Review \_\_\_\_\_.

Project Description \_\_\_\_\_.

Table with 5 columns: Item #, Code Citation, Observed item of non-compliance, Action necessary to correct item, \*Owner option#. The table contains 15 empty rows for data entry.


*(This form can be expanded or reduced based on the number of items cited.)*

**Recommended Conditions and Approval Type by examiner to Building Official (RCO 107.5)**

- Nonconformance approval \_\_\_\_\_
- Conditional approval \_\_\_\_\_
- Previous approval \_\_\_\_\_
- Phased approval \_\_\_\_\_

Note: Approval types indicated in RCO Section 105.

Notes:

\* Non compliance process selected by Owner per RCO 107.6.1.

1.1. The owner will revise the drawings and resubmit to the department.

1.2 The items of noncompliance will not be brought into compliance and will be referred to the building official as indicated in item 4 below.

4. If the owner or the owner’s representative indicates that the work will not be brought into compliance with the rules of the board or requests an adjudication order, the plan examiner shall report to the building official in accordance with section 107.6.2.

107.6.2 Building official determination of noncompliance. The building official shall evaluate the plans examiner’s report and any reports received from the fire official as described in section 102.11.1 and render a final determination as to whether the items of non-compliance are to be communicated to the owner in the form of an adjudication order complying with section 109. The building official shall also determine whether any approvals are possible, and issue the appropriate approval as described in section 105.

**Has Fire Official Recommendations (RCO 102.11.1) been received for review and incorporation? Y/N**

**Residential Building Department Resource Package**

**Certificate of Plan Approval**

**BBS Form 2-3**

**RCO 105.5**

March 2015



# Certificate of Plan Approval (RCO 105.5)

Office of the Building Official (City of, County of...)

<b>Property Address:</b>	<b>Certificate No.</b>				
<b>Scope of Project:</b> <b>Description of proposed work</b> <input type="checkbox"/> Proposed New Structure <hr/> <input type="checkbox"/> Proposed Change of Occupancy <hr/> <input type="checkbox"/> Proposed Alteration <hr/> <input type="checkbox"/> Proposed Addition <hr/> <input type="checkbox"/> Other _____	<b>Owner Name / Address:</b> <small>(ORC 3791.04)</small>				
<b>Scope of Plan Approval:</b> <b>Notes</b> <input type="checkbox"/> Full approval <hr/> <input type="checkbox"/> Nonconformance approval <hr/> <input type="checkbox"/> Conditional approval	<b>Conditions &amp; Variances:</b>				
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%; text-align: left;">Type(s)</th> <th style="text-align: left;">Description(s)</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <b>Residential Use:</b>  <input type="checkbox"/> Primary Residential Structure  <input type="checkbox"/> Accessory Building  <input type="checkbox"/> Deck / Patio  <input type="checkbox"/> Fence -6' or greater  <input type="checkbox"/> Other (Describe) _____               </td> <td style="vertical-align: top;">                 This approval is conditional upon proceeding with construction in accordance with the approved construction documents. The building official shall be notified of any changes from the approved construction documents. Such changes shall be submitted and approved by the building department prior to their implementation; Sections 105.2, 106, 107.4.2, &amp; 107.6.1 of the Residential Code of Ohio (RCO).   <i>The approval is invalid if construction work has not commenced within 12 months. One extension shall be granted for an additional 12-month period if requested by the owner at least 10 days in advance of the expiration of the approval and upon payment of a fee not to exceed \$100.00. (RCO 105.3)</i>   <i>If in the course of construction, work is delayed or suspended for more than 6 months, the approval is invalid. Two extensions shall be granted for 6 months each if requested by the owner at least 10 days in advance of the expiration of the approval and upon payment of a fee for each extension of not more than \$100.00. (RCO 105.4)</i> </td> </tr> </tbody> </table>	Type(s)	Description(s)	<b>Residential Use:</b> <input type="checkbox"/> Primary Residential Structure <input type="checkbox"/> Accessory Building <input type="checkbox"/> Deck / Patio <input type="checkbox"/> Fence -6' or greater <input type="checkbox"/> Other (Describe) _____	This approval is conditional upon proceeding with construction in accordance with the approved construction documents. The building official shall be notified of any changes from the approved construction documents. Such changes shall be submitted and approved by the building department prior to their implementation; Sections 105.2, 106, 107.4.2, & 107.6.1 of the Residential Code of Ohio (RCO).  <i>The approval is invalid if construction work has not commenced within 12 months. One extension shall be granted for an additional 12-month period if requested by the owner at least 10 days in advance of the expiration of the approval and upon payment of a fee not to exceed \$100.00. (RCO 105.3)</i>  <i>If in the course of construction, work is delayed or suspended for more than 6 months, the approval is invalid. Two extensions shall be granted for 6 months each if requested by the owner at least 10 days in advance of the expiration of the approval and upon payment of a fee for each extension of not more than \$100.00. (RCO 105.4)</i>	<p style="text-align: center;"><b>This Certificate of Plan Approval is a license to build in accordance with Ohio Revised Code 3791.04.E and is issued pursuant to the provisions of RCO Sections 105 and 107.</b> This certificate of plan approval shall be posted (RCO 107.5.2) in a conspicuous location on the site. The owner and contractor shall preserve &amp; keep the certificate posted until all inspections have been completed and a Certificate of Occupancy is issued to the Owner.</p>
Type(s)	Description(s)				
<b>Residential Use:</b> <input type="checkbox"/> Primary Residential Structure <input type="checkbox"/> Accessory Building <input type="checkbox"/> Deck / Patio <input type="checkbox"/> Fence -6' or greater <input type="checkbox"/> Other (Describe) _____	This approval is conditional upon proceeding with construction in accordance with the approved construction documents. The building official shall be notified of any changes from the approved construction documents. Such changes shall be submitted and approved by the building department prior to their implementation; Sections 105.2, 106, 107.4.2, & 107.6.1 of the Residential Code of Ohio (RCO).  <i>The approval is invalid if construction work has not commenced within 12 months. One extension shall be granted for an additional 12-month period if requested by the owner at least 10 days in advance of the expiration of the approval and upon payment of a fee not to exceed \$100.00. (RCO 105.3)</i>  <i>If in the course of construction, work is delayed or suspended for more than 6 months, the approval is invalid. Two extensions shall be granted for 6 months each if requested by the owner at least 10 days in advance of the expiration of the approval and upon payment of a fee for each extension of not more than \$100.00. (RCO 105.4)</i>				
<b>Fire Protection Systems:</b> <input type="checkbox"/> N/A <input type="checkbox"/> Included <input type="checkbox"/> Sprinkler <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Other _____ <input type="checkbox"/> NFPA 13R <input type="checkbox"/> CO2 <input type="checkbox"/> Limited Area <input type="checkbox"/> Smoke Detection <input type="checkbox"/> Single-/Multiple-Station Smoke Alarms	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">           This Certificate indicates conformance with the applicable provisions of the RCO and Chapters 3781. And 3791 of the Ohio Revised Code.             Approved pursuant to the following edition of the RCO: _____         </td> <td style="width: 30%; padding: 5px; vertical-align: bottom;">           Building Official Signature _____             Date _____         </td> </tr> </table>	This Certificate indicates conformance with the applicable provisions of the RCO and Chapters 3781. And 3791 of the Ohio Revised Code.  Approved pursuant to the following edition of the RCO: _____	Building Official Signature _____  Date _____		
This Certificate indicates conformance with the applicable provisions of the RCO and Chapters 3781. And 3791 of the Ohio Revised Code.  Approved pursuant to the following edition of the RCO: _____	Building Official Signature _____  Date _____				



**Residential Building Department Resource Package**

**Project Permit Sign-Off Sheet**

**BBS Form 2-4**

**(Includes Certificate of Plan Approval RCO 105.5  
and 107.2.1)**

**RCO 102.11**

**March 2015**



# Project Permit Sign off Sheet

(RCO 105.5 and 107.2.1)

City of... County of ..., Ohio

Work shall not proceed until each stage of construction has been verified after inspection and is constructed according to the approved plans.

Note: The Certificate of Plan Approval issued by the building department shall be posted by the owner at the job site per RCO 107

<b>Date Issued:</b>	<b>Permit/ Project No.</b>
<b>Address of Project:</b>	<b>Owner Name / Address:</b> <i>(ORC 3791.04)</i>
<b>Plan Approval Certification:</b>	<b>Planning and Zoning Approval:</b>
Building Official Signature and Date	Planning and Zoning Officer and Date
<b>Engineering Approval:</b>	<b>Water Department Approval:</b>
City Engineer Signature and Date	Water Superintendent Signature and Date
<b>Health Department Approval:</b>	<b>Architectural Review Board Approval:</b>
Health Commissioner Signature and Date	Architectural Review Board Chairman Signature and Date
<b>Flood Plain Approval:</b>	<b>Fire Department Review: (Approval if required)</b>
Flood Plain Administrator Signature and Date	Fire Official Signature and Date



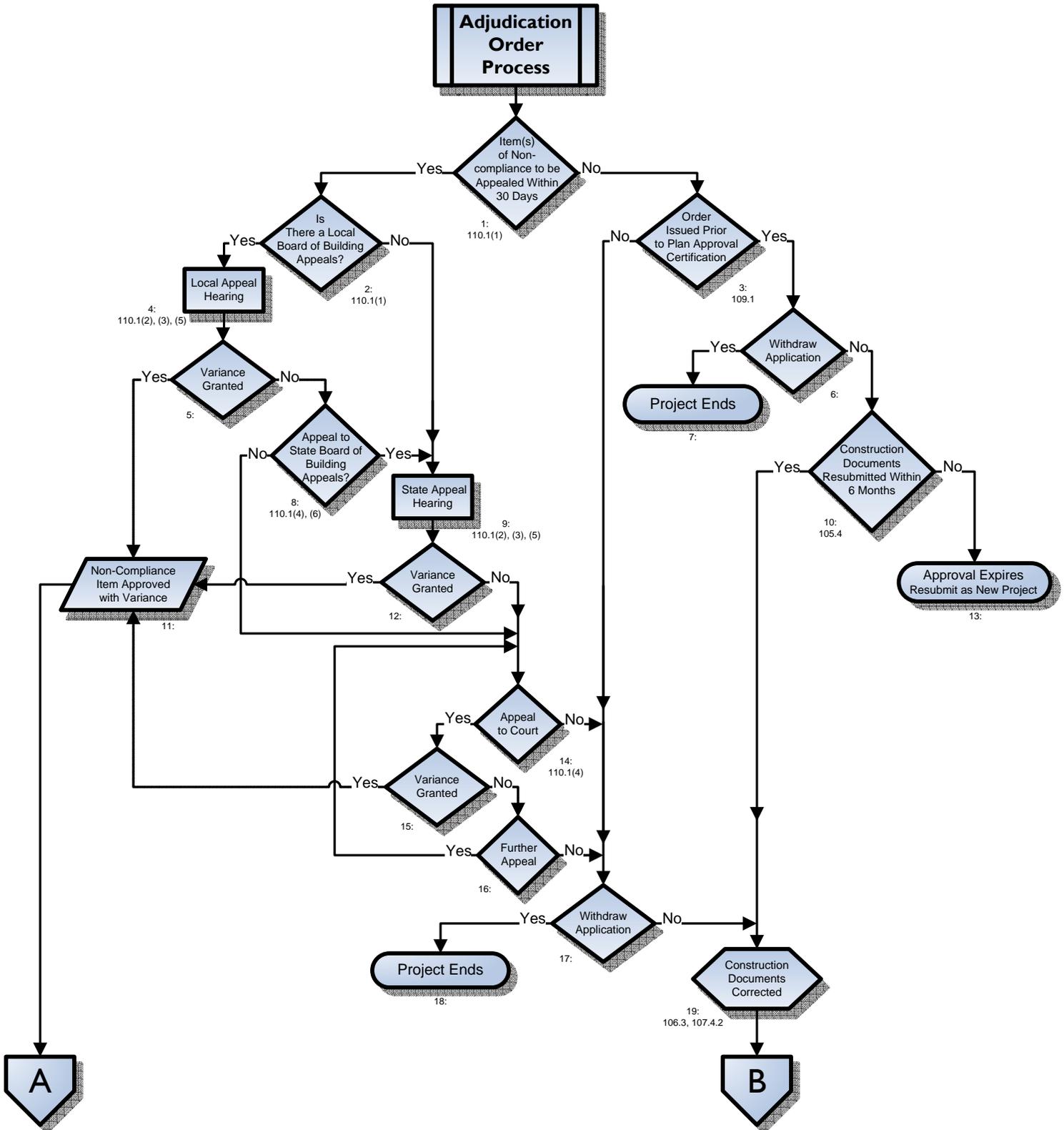
# **Adjudication Order Process Flow Chart**

## **BBS Form 3-1**

March 2015



# Adjudication Order Process Flow Chart



NOTE: Refer to Building Department Processes Flow Chart – Form 1-1

**Residential Building Department Resource Package**

**Adjudication Order**

**BBS Form 3-2**

**RCO 109.1**

**March 2015**



Office of the Residential Building Official / Name of the Department  
123 Main Street  
Somewhere, Ohio 43000-0000

Adjudication Order No. \_\_\_\_\_

Residential Code of Ohio, Section 109

**Date:** April 27, 2015

**Project:** M.Y. Company Building  
Address  
City, Ohio Zip 00000

**Owner/Owner's Authorized Agent:** M.Y. Company / Built to Code, Inc. (Applicant)  
Address  
City, Ohio Zip 00000

In response to the (Plan review completed to determine compliance with the 2013 Residential Code of Ohio for the Application for Plan Approval dated 1/1/15), or (Inspector Report indicating findings of non-compliance for inspections dated 4/21/15,) it has been determined that violation(s) exist to the following section(s) of the law or rules adopted by the Ohio Board of Building Standards pursuant to Chapters 3781 and 3791 of the Ohio Revised Code.

Item #	Law/rule violation <i>RCO Section 109.1 (1)</i>	Finding of Non-Compliance	Specific revision required
1	109.1.1 (1.1)	<i>Provide a description of the violation to Accessibility</i>	<i>Provide information /action /procedure /change to comply with the order.</i>
2	109.1.2(2.1)	<i>Stop Work: <u>Specific</u> work that shall cease (Specify time to cease)</i>	<i>Indicate conditions which the cited work shall be permitted to resume.</i>

Submit **2 or more** sets of revised construction documents to the building department by identifying changes by 'clouding' the revision or otherwise indicating how items of non-compliance are resolved. The review for compliance shall be limited to the items of non-compliance. The owner shall bring these items listed into compliance within **30** calendar days.

**Items listed in RED above shall be amended by the Building Official. The length of the compliance date shall be reasonable to the scope of work and normal expectations for compliance, unless the item of non-Compliance represents a serious hazard that requires an immediate response of abatement by the Owner.**

An appeal may be requested to the appeals board listed below within 30 days of this certified mailing notice.

Notify the building department of your appeals request. You have the right to be represented by counsel, present arguments or contentions orally or in writing, and present evidence and examine witnesses appearing for or against you.

File a request to:

The Board of Building Appeals (having Jurisdiction)  
P.O. Box #  
My Jurisdiction Road  
Mytown, Ohio 40000-0000  
Phone (000) 000-0000

In addition to the provisions of the Revised Code, the municipal, county, or state board of building appeals, as the agency conducting the adjudication hearing, may reverse or modify the order of the enforcing agency if it finds that the order is contrary to the Revised Code or to a fair interpretation or application of such laws or rule, or that a variance from the provisions of such laws or any rule, in the specific case, will not be contrary to the public interest where a literal enforcement of such provisions will result in unnecessary hardship.

If an appeal is waived, failure by the owner to respond to the order to comply per RCO 109.2 could result in prosecution and subject to a fine of a maximum of \$500.00 as provided for in section 3791.04 of the Ohio Revised Code.

Residential Building Official Signature: \_\_\_\_\_

*Residential Building Official Name*, BO

Cert. # \_\_\_\_\_

# **ADJUDICATION ORDERS**

## **KEY ELEMENTS**

### **Correction letters or failure to approve:**

- Failure to approve or disapprove such plans within 30 days of application date is an automatic adjudication order denying the issuance of a license requiring the opportunity for an adjudication hearing per RCO 107.2.1.

### **Adjudication orders (109 RCO):**

- Orders/actions of the building official (plan rejection/refusal to approve, violations related to non-conformance with approved plans, stop work, serious hazards, etc.) must be placed into an adjudication order and contain the following:
  - The name and address of the owner and the project address.
  - Specific and clear indication of the law and/or rules (code sections) violated as well as all violations related to accessibility.
  - Specific indication of what action, changes, and procedures would be necessary to resolve the issue or otherwise comply.
  - A description of the procedure for appeal and their right to an appeal hearing if requested within 30 days of the order. Include references to their right to representation, written and oral arguments, evidence for and against, witnesses for and against, whom to contact and where, etc.
  - An adjudication order number
  - The signature of the building official

Residential Building Department Resource Package  
**Required Inspections Check List  
And Guide for Inspector Use  
BBS Form 4-1  
RCO 108.2**

March 2015

# Required Inspections Check List and Guide for Inspector Use

A list of inspection(s) shall be provided at the time the plan approval is issued per **RCO 108.2**. The list indicates which inspections are required for the project and the items an inspector should be verifying at a minimum to ensure work constructed is in compliance with the Approved construction documents. The following are those inspections listed in Chapter 1 that ***must*** occur and be included on the list for the project. This Check list may be abbreviated when given with the Certificate of Plan Approval. Inspections are performed in part or in whole. An On-Site Inspection Record (RCO 108.5) is also required to accompany the approval and can be combined or used as the Required Inspection Check List.

Required inspection for this Plan Approval	Inspection description	Inspector's notes	OK to proceed
Y / N	<b>Lot Line Marking (RCO 108.2.1)</b>		✓
	1. Verification of building location & utilities 2. Distance to lot lines 3. Distance to other on-site buildings 4. Distance to public way 5. Distance to easements, etc. 6. Other _____		
Y / N	<b>Excavation for footings and underground utilities (RCO 108.2.2)</b>		
	1. To include soil bearing capacity verification 2. Forming: dimensions, depth, height, steps 3. Reinforcing ties & steel, dimensions to forms 4. Concrete quality check if on-site 5. Other _____		
Y / N	<b>Foundation (RCO 108.2.2)</b>		
	1. Forming: dimensions, depth, height, steps, cantilevers 2. Relationship to footings, piers, caissons, etc. 3. Reinforcing ties & steel, dimensions to forms 4. Concrete quality check if on-site 5. Other _____		
Y / N	<b>Concrete slab &amp; under-floor inspection (RCO 108.2.3)</b>		
	1. To be performed after all equipment, pipes, insulation, etc. is installed but before concrete poured or sheathing installed 2. Other _____		
Y / N	<b>Lowest floor elevation verification (RCO 108.2.4)</b>		
	1. Approved construction documents must indicate whether or not the building is to be located in flood hazard area...if it is, the documents will have the specified elevation of the lowest floor that must be verified 2. Other _____ (Chapter 1 commentary)		

Req. inspection for this approval	Inspection description	Inspector's notes	OK to proceed
Y / N	<b>Frame Inspection (RCO 108.2.5)</b>		
<p><b>To be called for &amp; performed after:</b></p> <ol style="list-style-type: none"> <li>1. Rough mechanical</li> <li>2. Rough electrical</li> <li>3. Rough water supply</li> <li>4. Rough sanitary</li> <li>5. Chimneys &amp; vents installed</li> <li>6. Structural framing is complete through roof sheathing</li> <li>7. Fire blocking/stopping is in place</li> </ol> <p>Other _____</p>			
	<p><b>Verify:</b></p> <ol style="list-style-type: none"> <li>1. Construction</li> <li>2. Materials</li> <li>3. Assemblies</li> <li>4. Methods</li> <li>5. Fastening</li> <li>6. Forming: dimensions, depth, height, steps, cantilevers</li> <li>7. Relationship to footings, piers, caissons, etc.</li> <li>8. Reinforcing ties &amp; steel, dimensions to forms</li> <li>9. Concrete quality check if on-site (see exception &amp; handout materials)</li> </ol>		
Y / N	<b>Frame Inspection</b>		
	<ol style="list-style-type: none"> <li>1. Dimensions of structural &amp; non-structural members</li> <li>2. Grade &amp; species, gage and type of metal, concrete assemblies &amp; other special inspection related construction</li> <li>3. Bearing/fastening of materials, connections, welds, etc.</li> <li>4. Location of bearing and non-bearing walls</li> <li>5. Square footage and height of spaces and ridge/building height</li> <li>6. Some penetration protection</li> <li>7. Other _____</li> </ol>		
Y / N	<b>Lath, Gypsum Board Inspection (RCO 108.2.6)</b>		
<p><b>to be requested after lath and/or gypsum board are installed before plastering, joint filling and finishing occurs. Ideally, the inspection would occur before all board is hung so the inspector can verify assemblies have proper elements within...in the alternative, random disassembly can be requested:</b></p>			
	<ol style="list-style-type: none"> <li>1. Verify materials</li> <li>2. Design# and actual section of assembly, lateral force &amp; STC rating</li> <li>3. Size: thickness,</li> <li>4. Type: interior, exterior, cement, gypsum, water resistant, fire resistant, etc. Fire-Shield, Sound Break, Shaft liner, X</li> <li>5. Type of fasteners, size, spacing and depth, etc.</li> <li>6. Orientation of Board: vertical, horizontal, overlap of joints (spacing)</li> <li>7. Internal additional parts: resilient metal furring channel, U, Z &amp; N spacing metal, stud type and spacing, cavity fill material(s)</li> </ol>		

Req. inspection for this approval	Inspection description	Inspector's notes	OK to proceed
Y / N	<b>Fire-resistive assemblies and penetration inspection (RCO 108.2.7)</b>		
<b>To be requested before concealment.</b>			
	<ol style="list-style-type: none"> <li>1. Verify materials</li> <li>2. Design # and actual section of assembly</li> <li>3. Size: thickness,</li> <li>4. Type: interior, exterior, cement, gypsum, water resistant, fire resistant, etc. Fire-Shield, Sound Break, Shaft liner, X</li> <li>5. Type of fasteners, size, spacing and depth, etc.</li> <li>6. Orientation of materials or board: vertical, horizontal, overlap of joints spacing)</li> <li>7. Internal additional parts, particularly important for rated assemblies: resilient metal furring channel, U, Z &amp; N spacing metal, stud type and spacing, cavity fill material(s)</li> <li>8. Check for back to back penetrations: outlets; boxes; cabinets, etc.</li> <li>9. Rated openings: Door, windows, shutters, etc.: design #s; label matches design#; parts are compatible with listing and rating of assembly; closers; reveals; opening/closing force; latching; etc.</li> <li>10. Other _____</li> </ol>		
Y / N	<b>Energy Efficiency/envelope Insp. (RCO 108.2.8)</b>		
<b>To be requested before concealment.</b>			
	<ol style="list-style-type: none"> <li>a. Verify materials <ol style="list-style-type: none"> <li>i. Type</li> <li>ii. Size: thickness</li> <li>iii. U &amp; R values</li> <li>iv. Infiltration protection method: putties; weather-striping; door &amp; window specifications and manufacturer's instructions; ductwork wrap and sealing; infiltration wraps</li> </ol> </li> <li>b. Equipment efficiency: furnace/AC unit; water heater; humidifier; dehumidifier; etc. manufacturer's plate to match spec &amp; installation in accordance with manufacturer's installation instruction (check against listing)</li> </ol>		

Y / N	<b>Building Services Equipment Systems inspections: (RCO 108.2.9)</b>		
	<ol style="list-style-type: none"> <li>1. Electrical</li> <li>2. Plumbing</li> <li>3. Sanitary</li> <li>4. Water Supplies</li> <li>5. Subsurface &amp; surface water disposal</li> <li>6. Specialty</li> <li>7. Mechanical</li> <li>8. Heating</li> <li>9. Ventilation</li> <li>10. Exhaust</li> <li>11. Cooling</li> <li>12. Fire Protection Systems <ul style="list-style-type: none"> <li>• Rough .....</li> <li>• Progressive .....</li> </ul> </li> <li>13. Final/operative inspections to verify that <ul style="list-style-type: none"> <li>• Equipment</li> <li>• Materials (pipe, conduit, duct, etc.)</li> <li>• Methods of installation</li> <li>• Fixtures</li> </ul> </li> </ol> <p>are installed in accordance with the approved construction documents, listings, manufacturer's installation instructions and that all tests required have been conducted</p>		
Y / N	<b>Other inspections required by Bldg. Official based on project scope. (RCO 108.2.10)</b>		
	<ol style="list-style-type: none"> <li>1. <b>Accessibility</b> - exterior &amp; interior</li> <li>2. <b>Special Inspections</b> - reports &amp; records of findings and sequence of corrections, etc.</li> <li>3. <b>Industrialized units</b> – transportation damage, unit matching approval, site completion work, tests, etc.</li> <li>4. <b>Roof assemblies</b> – design details, installation of underlayment/sub-base &amp; exposed surface, fastening, wind exposed edge detail....installed in accordance with manufacturer's installation instructions and approved construction docs</li> <li>5. <b>Weather</b> - exposed other surfaces</li> <li>6. <b>Egress systems</b> – width and height clearances, door swings, posting of occupant loads, and adequacy of elements in means of egress system, assembly seating, lighting of the path of travel, exit signs, etc.</li> </ol>		

**Residential Building Department Resource Package**

**On Site Inspection Record**

**BBS Form 4-2**

**RCO 108.5**

March 2015







Residential Building Department Resource Package

**Owner Compliance Options Matrix**

**BBS Form 4-3**

**RCO 108.6, 108.7**

March 2015

# Owner Compliance Options Matrix

## Inspections: Process for Non Compliant work with approved construction documents (Observation of violations, unsafe conditions and serious hazards.)

When any inspector determines that the construction, installation, testing, equipment, materials or methods used, are contrary to what has been shown on the approved construction documents or specifications, the following process of options shall proceed per RCO 108.6.1 and 108.7 by the Building Official:

Option A (RCO 108.6.1.1.1.1)	Option B (RCO 108.6.1.1.1.2)	Option C (RCO 108.6.1.1.1.3, 108.6.1.4, 108.7)
<b>Item of non compliance <u>is to be corrected</u> on the site:</b>	<b>On-site representative indicates that <u>approved construction docs/specs will be revised per RCO 107.4.2 to match work:</u></b>	<b>Item of non compliance <u>will not be brought into compliance/ corrected:</u></b>
<p><b>Step 1.</b> A notation shall be made in the on-site inspection record and inspector's log. (RCO 108.6.1.2)</p> <p><i>(Notations for both shall indicate inspectors name, date, inspection type, items of noncompliance, option chosen and compliance/follow-up inspection dates.)</i></p>	<p><b>Step 1.</b> The inspector shall ask when the building department should expect the revisions and a notation on the on-site inspection record and inspectors log will be made by the inspector. The Building Official shall be contacted with the change indication and when the building department will receive the revisions.</p>	<p><b>Step 1.</b> A notation shall be made in the on-site inspection record (RCO 108.6.1.2) and inspectors log, and, inspectors will contact the Building official and explain the nature of the change.</p>
<p><b>Step 2.</b> Indicate whether a follow-up inspection to verify the correction is necessary and communicate this to the owner's on-site representative.</p>	<p><b>Step 2.</b> When revisions to the plan approval are required, it is necessary for the owner and/or the owner's representative/designer to submit revisions in writing (written description, revised construction documents and/or specifications defining these changes).</p>	<p><b>Step 2.</b> The Building Official shall determine if an adjudication order (either a notice of violation or stop work type) is to be written.</p>
<p><b>Step 3.</b> Indicate to the on-site representative when the department must be contacted when the correction has been made so a follow-up inspection may be scheduled to verify satisfactory inspection of the correction.</p>	<p><b>Step 3.</b> The Plan Examiner will review the changes to determine compliance.</p>	<p><b>Step 3.</b> If an order is to be written, the building official shall contact the inspector who will write and give a report on the specifics of the issue. The building official shall issue an order per RCO 109 to the owner.</p>
	<p><b>Step 4.</b> Once approved, the revisions will be sent to the site, and copies will be attached to the on-site and in-house set of plans. Inspections will then be done to determine compliance with the modified construction documents and/or specifications.</p>	<p><b>Step 4.</b> If the Building official determines an order is unnecessary, the inspector shall be informed of the Building official's determination. The inspector shall note the reason in the inspection record.</p>

Inspectors shall communicate the nature of the difference to the owner on site representative and ask if the issue will be corrected or if the construction documents and/or specifications will be changed/resubmitted, or not brought into compliance, and indicate this in the On site inspection record and the inspectors log, and/or communicated to the Building Official. The owner or representative shall indicate the option per RCO 108.6.1.2

- Minor or cosmetic changes can be made without implementing the above steps. Minor or cosmetic changes are those items where there is no code compliance issues affected by the change or no judgment of compliance is required to be rendered by the building official.
- The building official shall be the direct contact point.

Residential Building Department Resource Package

**Inspector Report to Building Official**

**BBS Form 4-4**

**RCO 108.7**

March 2015

**OFFICE OF JURISDICTION**  
**123 Main Street Anytown, Ohio 40000**  
**Full Name, Building Official**

**INSPECTOR REPORT**

(FOR DETERMINATION OF NON-COMPLIANCE BY BUILDING OFFICIAL- RCO 108.6.1.4 & 108.7 WHERE OWNER HAS INDICATED WORK WILL NOT BE BROUGHT INTO COMPLIANCE)

DATE: \_\_\_\_\_

APPROVAL #: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

OWNER or REPRESENTATIVE: \_\_\_\_\_

SUMMARY REPORT BY INSPECTOR:

Where does the work not conform to approved construction documents?:

In what respect does the work or equipment NOT conform?

INSPECTOR NAME: \_\_\_\_\_

OFFICE USE ONLY BELOW THIS LINE

Building Official Determination Summary:

Are any approvals possible? Y / N \_\_\_\_\_ TYPE? \_\_\_\_\_

ADJUDICATION ORDER REQUIRED? \_\_\_\_\_ DATE: \_\_\_\_\_

BUILDING OFFICIAL SIGNATURE: \_\_\_\_\_

Residential Building Department Resource Package

**Contractor Test Completion Certification  
for Plumbing Systems**

**BBS Form 4-5**

**RCO 108.8**

March 2015



# **Contractor Test Completion Certification for Plumbing Systems** **(RCO 108.8)**

*This certification document was prepared by the Ohio Board of Building Standards (BBS) staff as a tool for building departments and health departments that are charged with the responsibility for approval of building plumbing systems. The plumbing inspector cannot always be present to witness all required tests. As a result, to help ensure that the plumbing systems installed within their jurisdiction have been tested in accordance with the rules of the Board, this certification document must be completed prior to final system inspection and acceptance and issuance of the certificate of occupancy.*

## **Instructions:**

In accordance with RCO 108.8, advanced notice of the test schedule shall be given to the building official. If their schedule permits, the building official may require that the tests be conducted in the presence of the building official or the plumbing inspector.

Upon completion of the system installation, required tests shall be conducted by the contractor's representative and witnessed by the property owner or the owner's representative and, if required, the building official or the plumbing inspector. All leaks and/or defects shall be corrected and the system shall be re-tested prior to final system acceptance and issuance of the certificate of occupancy.

This certificate shall be filled out by the contractor's representative and signed by both the contractor's representative and the owner's representative. Insert N/A in all unused lines. Attach additional sheets, as necessary, to provide a complete record of the testing (i.e. for multiple story buildings). Copies of this test certificate shall be made available to the building department, health department, owner, and contractor. It is understood that the signature of the owner's representative on this certificate in no way prejudices any claim against contractor for faulty material, poor workmanship, or failure to comply with the Ohio Plumbing Code and/or the conditions of the contract.

**Property Name &  
Description:** \_\_\_\_\_  
\_\_\_\_\_

**Owner's Name:** \_\_\_\_\_

**Owner's Representative:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_  
\_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Contractor's Representative:** \_\_\_\_\_

**Certificate of Plan Approval Number:** \_\_\_\_\_ [RCO 105.5]

**Are approved plumbing plans and manufacturer's installation instructions on site? [RCO 107.7]**

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, explain: \_\_\_\_\_

**Was the plumbing system installed in accordance with the approved plans and the manufacturer's installation instructions?**

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, explain \_\_\_\_\_

## Contractor Test Completion Certification for Plumbing Systems

TYPE OF PIPING SYSTEM	TEST or PROCEDURE REQUIRED	TEST PRESSURE or METHOD	TEST DURATION	LEAKAGE PERMITTED or RESULT	CODE SECTION REFERENCE	DATE(S) TEST(S) CONDUCTED
Drainage and Vent	Water pressure test	10-foot head of water	15 minutes	None	OPC 312.2	
	or					
	Air pressure test (not for plastic pipe)	5 psi or sufficient to balance a 10-inch column of mercury	15 minutes	None	OPC 312.3	
	Final air test (after fixtures are connected) maybe with smoke or peppermint	1 inch water column	15 minutes prior to inspection	None	OPC 312.4	
	Shower Liner	Plug shower drain. Fill floor/receptor to 2 inch depth	15 minutes	None	OPC 312.9	
Plumbing Fixture Water Supply	Water pressure test	10% > working pressure	15 minutes	None	OPC 312.5	
	or					
	Air pressure test (not for plastic pipe)	50 psi	15 minutes	None	OPC 312.5	
	Disinfection	Flush with potable water until clear, fill with water/chlorine solution, stand for designated time, flush with potable water	Standing time is 3 hours or 24 hours (depending upon water/chlorine solution concentration)	N/A	OPC 610.1	
Storm Drainage	Water pressure test	10-foot head of water	15 minutes	None	OPC 312.2	
	or					
	Air pressure test (not for plastic pipe)	5 psi	15 minutes	None	OPC 312.3	

### Signatures

#### Contractor Certification

I certify that the contractor has conducted all required tests in accordance with the Ohio Plumbing Code on the designated dates and that the system performed without leakage or defect.

For Contractor: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

#### Witness Certification

Owner or owner's representative: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Residential Building Department Resource Package**

**Certificate of Occupancy**

**BBS Form 5-1**

**RCO 111.1**

**March 2015**



# Certificate of Occupancy (RCO 111.1)

## Office of the Building Official

**(#1) Plan Approval Application Number:**

**(#2) Property Owner Name /Address:**

**(#3) Description of structure for certificate issued:**

**Approved As:**

New Structure

Addition

Alteration

Existing (Condition-No Change) Residential Building

Partial Occupancy

Time-limited Occupancy

Temporary Structures Occupancy

**(#5) Approved pursuant to the following editions of:**

OPC \_\_\_\_\_ RCO \_\_\_\_\_ OMC \_\_\_\_\_

**(#6) Fire Protection Systems:**

N/A

Required

Non-Required

System Type:

Location:

**(#7) Stipulations, Conditions, Variances:**

This Certificate represents an approval that is valid only when the building and its facilities are used as stated and is conditional upon all building systems being maintained and tested in accordance with the applicable Ohio Board of Building Standards rules and applicable equipment or system schedules. This certifies conformance with Chapters 3781. and 3791. of the Revised Code and the applicable provisions of the rules of the Ohio Board of Building Standards.

**(#4) Building Official:**

**Date:**



# INSTRUCTIONS FOR COMPLETING A CERTIFICATE OF OCCUPANCY

The Certificate of Occupancy is *the only* document issued and used to indicate that the building has been approved and under what conditions it can be used and how it must be maintained. It is effectively a contract between the owner and the building department. It is essential that it is complete and accurate.

In addition to any other information the building department believes is necessary, the following **must be** included on the Certificate of Occupancy:

1. Plan approval application number.
2. Name and address of the Property Owner.
3. Description of the portion of the building for which the approval is issued with reference to previous, existing approvals still valid
4. Date of approval with signature of building official (s). When more than one residential building official has jurisdiction for a building (when the certification of the residential building department is limited for such systems as plumbing or piping systems) each shall sign the certificate of occupancy with an indication of the scope of their individual approvals.
5. Edition of the residential code when plan approval is issued (for proposed work or change of occupancy)
6. When an automatic sprinkler system is provided, the type and description of the system shall be indicated.
7. Any special stipulations, conditions and variances related to the requirements of the building code /approval.

**Making Request for a Certificate of  
Occupancy  
for an existing building.**

If you are in need of a Certificate of Occupancy (C of O) for an existing building, you can apply for one by using Section 111 of the Residential Code of Ohio (RCO 102.7, 111.2). This provision allows the owner (or authorized agent) to secure a building approval for an existing use under certain conditions:

- The building or structure has been previously and continues to be used for the purpose(s) the approval is being requested for. Evidence of this “continued” use can, in some way, be verified.
- A request for a Certificate of Occupancy must be made in writing to the building department. A determination must be made regarding which building department has authority.....*you* must check with the local jurisdiction (county, city or township) to see if they have a building department *currently* certified to enforce the RCO related to the type of occupancy the building is used for. If there is no local department certified, the state’s building department has jurisdiction.
- There are no outstanding orders pending against the building.
- After inspection, the building official determines the building/structure to be free of serious hazards.

*Although the rules do not require a submission of plans for this process, it is important to establish what each area of the building is used for. Some version of a floor plan should be attached with a legend indicating how all the spaces are used. (Most people use a copy of the evacuation plan for this purpose.)*

**The following is an example format of a letter containing the type of information the building official should be provided to begin the process. Even if the building department has a form or application they require to be filled out, a cover letter should be used to convey the required information:**

Date

Mr./Ms. B.D. Official, CBO  
My City Building Department  
000 Main Street  
Anywhere, OH 43000-0000

Re: Request for a Certificate of Occupancy: 00000 My Avenue

Dear Ms. Official:

I am not in possession of an approval for the building(s) located at the above address, and, as the owner, pursuant to section 111.2 of the Residential Code of Ohio, I respectfully request a Certificate(s) of Occupancy.

Prior to when I purchased the property, 3 years ago, it had been used as a single family home with an attached apartment, and I continue to use the building(s) for that purpose . To the best of my knowledge, your department has no orders pending against this property or any of the accessory buildings).

For your reference, I have included an un-scaled floor plan sketch (evacuation plan) indicating the use of each area of the building. You may note where the apartment rooms are identified in the plan. Each of these rooms has facilities for cooking and living and sleeping. It is my understanding that this unit was designed and intended for this purpose.

I understand you will need to schedule inspection(s) to check for serious hazards; you can contact my home office anytime at 000/000-0000 to assure your inspectors have access to the areas they need to see at their convenience.

**Residential Building Department Resource Package**

**Time Limited**

**Certificate of Occupancy**

**Process BBS Form 5-2**

**RCO 111.1.4**

**March 2015**

# USING BUILDING SPACES FOR SHORT TERM & EMERGENCY PURPOSES

## **Emergency Planning, Temporary Conditions, and Special Events often occur without proper coordination and approvals.**

Throughout Ohio and the US, emergency planning includes an anticipated use of community located buildings designed and approved for purposes other than the potential use under emergency conditions. Additionally, special events are planned and occur frequently in structures not designed for the short term, unusual purposes. Communities must anticipate and prepare for these occurrences with coordinated professional involvement of the proper agencies.

## **Winter-Cold Weather Increases Likelihood Some Buildings Will Be Offered To Those In Need.**

Church groups and other social service organizations have in the past, and will continue to try to provide help to the homeless and others who may not be able to assure warm and safe environments for their families. Although a community may recognize this need as a social priority, it is extraordinarily critical that any building used for alternate purposes, particularly housing, be evaluated and approved so that an assurance of basic safety occurs.

## **Appropriate Resolution Requires involvement of both the Building & Fire Code Enforcement Personnel**

Where the proposed short term change is intended to occur, the certified building department and the local fire prevention personnel must work together with the building owner to establish a legal strategy that will result in a safe use of the facility.

Where the location of the facility is in a geographic location without a certified building department, the state's building department will have jurisdiction.

Contact: Division of Industrial Compliance  
Chief Building Official Geoff Eaton – 800/523-3581

Both the Division of State Fire Marshal and the Board of Building Standards can be called on as resources to help explain how to work through an approval process.

Contacts: Division of State Fire Marshal: Code Enforcement Bureau  
888/252-0803

Ohio Board of Building Standards  
Staff – 800/523-3581 or 614/644-2613

The RCO has a provision (Time-Limited Occupancy Approval Method) that can be used to properly respond to these issues.

## **Using the Time-Limited Occupancy Approval Method**

The Certificate of Occupancy section of the Residential Code of Ohio (currently section 111), was revised a few years ago to specifically provide a useful and practical option to building owners, building and fire departments struggling with code compliance for temporary conditions like haunted houses, emergency shelters/housing, exhibits, tents for special events, etc.

Located in RCO section 111.1.4, the *Time-Limited Occupancy* provisions offer a method to approve short term changes in occupancy for a portion of or an entire building. This provision gives the building official discretion to approve a condition intended to occur for a short period of time.

*The following is extracted from the Board's Chapter 1 Commentary:*

**111.1.4 Time-limited occupancy.** A residential building or structure hereafter changed in part from one occupancy to another for a limited time may receive a certificate of occupancy reflecting that time-limited occupancy provided:

1. There are no violations of law or orders of the residential building official pending;
2. It is established after inspection and investigation that the proposed use is not deemed to endanger public safety and welfare safely;
3. The residential building official has approved the use for an alternative purpose on a temporary basis;
4. The residential building official has issued a certificate of occupancy indicating any special conditions under which the building or part of the building can be used for the alternative purpose within the time limit specified.

*The residential building official has the latitude to permit time-limited occupancy of a building or structure or some portion. The occupancy, however, is permitted if it is possible to assure that the building's occupants can do so safely without being endangered.*

*The language does not require residential building officials to allow time-limited occupancy; it only states the residential building official **may** issue a time-limited certificate of occupancy. This language is permissive to allow the residential building official some latitude when evaluating the methods to be used to assure safe occupancy. If the residential building official feels that adequate provisions can be made to permit safe occupancy, the time-limited certificate of occupancy can be issued.*

*The occupancy must be issued as time-limited and it is the residential building official's responsibility to track the issuance of a time-limited certificate of occupancy. The content of the certificate should comply with section 111.3.*

## Using the Time-Limited Occupancy Process

- Step 1. **Form a team** – It is imperative to have the owner (or owner's representative who has decision making authority), a plans examiner, the CBO and fire official with fire prevention responsibilities (and other decision makers with a stake in the event/project) all on the same page and at the project discussion meeting.
- Step 2. **Hold a project discussion meeting** - The applicant must provide a **comprehensive description of what they intend to use the space or building for and for what amount of time.** Since each building is different, and ideas on how to use buildings are infinite, the information necessary and the questions to ask will vary with each case. Some examples:
- Minimum & maximum number of persons using the space
  - Times of the day the space/building will be used for the purpose
  - Types of materials/commodities that would/could change with the temporary use
  - What additional fuel and/or ignition sources will be used
  - Identification of combustible materials location
  - Types of fire protection and egress systems are currently in place
  - Travel distances to safety
  - What alternate areas of refuge can be used
  - Staffing available to used for alternate protection methods
  - What methods are being planned as alternative protection methods
  - How will other spaces within the building be secured to limit the alternate use to specified areas
  - How will the evacuation plan be changed
  - What fire drill planning or event announcements will occur
  - Evaluation of the RCO's requirements for the proposed time limited occupancy and if the proposal accounts in some way for the risks the code provides for
- Step 3. **Process the application for a time-limited change of occupancy** – In order to perform an inspection to verify existing conditions, it is necessary for the department to have a request in writing that describes the proposed temporary use. While it may be very beneficial to have a set of existing building plans available, they will not always be retrievable. In all cases, the owner must provide a footprint layout of the spaces (evacuation plan) indicating what each space is currently being used for and what spaces are intended to be used temporarily for the limited purpose. An inspection (joint building & fire department) should be conducted to verify the evacuation plan and to check for any serious hazards.
- Step 4. The team should **discuss the options for what systems to have in place** in order for the building official to approve the time-limited occupancy....when an agreement is reached, the Time-Limited Certificate of Occupancy should be prepared with all the understood conditions listed. If any of the options included changes to the building or the building systems that had not been inspected, a verifying inspection(s) must occur before the C of O is issued.

*It should be noted and clearly understood that this process must be limited to short time periods (hours, days, weeks) but generally not used for times exceeding a month and that the approval is used once...any intent to use this process after the expiration of the approval must require a new application and evaluation.*

Residential Building Department Resource Package

# **Type A Family Daycare Checklist**

## **ORC 5104.051 (A) (2)**

*Refer to the Ohio Department of Job and Family Services (ODJFS)  
Website form JFS 01336 located for download at*

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01336>

Type A Family Daycare facilities are currently exempt from the code.  
(See OBC 101.2, exception #5)

A Building inspector may be requested to complete the form required for licensing at  
the time of initial occupancy.

March 2015