



Department of Commerce

Division of Industrial Compliance

John R. Kasich, Governor
Andre T. Porter, Director

Bureau Policy for Application for Annual Approval

❖ Introduction:

Section 105.1.5 Ohio Building Code allows that in lieu of an individual approval for each alteration to an existing electrical, mechanical, gas, plumbing, or piping installation, the building official may issue an annual approval to any person, firm, or corporation regularly employing individuals holding the related board certification in the building, structure, or on the premises owned or operated by the applicant for the approval.

❖ Annual approval project qualifications:

- Only alterations to electrical, mechanical, gas, plumbing, or piping installation in **existing buildings** can be qualified for an annual approval process. **New building construction and/or building additions are not qualified for this process.**
- The owner(s) of the property must regularly **employ** individuals who hold the related certificates issued by Ohio Board of Building Standards to perform the work in the buildings within premises.

❖ Annual approval procedures:

- The application for annual approval and required fees must be completed and submitted annually. For more information, please contact **Venise Carter at (614) 644-3253.**
- All information regarding the employees who hold board certificates must be listed on the form, a copy of each certificate, and a site plan listing all buildings and/or structures within the premises with their proper addresses must be submitted with the application.
- The person to whom an annual approval is issued shall keep a detailed record of alteration made under such annual approval. The building official and/or his designees shall have access to these records at all times and the records shall be submitted to the building official annually. These records shall include the applicable construction documents in accordance with section 105.1.5.1 Ohio Building Code.

❖ Annual approval certificate fees:

- An application fees of \$650.00 per each Board certificate holder and \$3.25 Board of Building Standards fees shall be submitted with the application.



OHIO APPLICATION FOR ANNUAL APPROVAL

Please print or type. All sections must be completed.
This form is also available at www.com.ohio.gov/dico/

1	Scope of annual approval:
<input type="checkbox"/> Electrical	<input type="checkbox"/> Piping
<input type="checkbox"/> Mechanical	
<input type="checkbox"/> Plumbing	
<input type="checkbox"/> Gas	

2	County:

3	Is this project located in an incorporated city or village?
<input type="checkbox"/> Yes <input type="checkbox"/> No	

4	Name of corporation or institution:		
Address:			
City:		State:	Zip:
Project Manager:		Title:	
Telephone No.: ()		Fax: ()	E-mail:

5	Name of person(s) holding BBS certification:	Type of Certificate and Certification Number
▪		
▪		
▪		
▪		
▪		

6	Location of work (Provide address)
<input type="checkbox"/>	Main building or campus
<input type="checkbox"/>	Branch location
<input type="checkbox"/>	Branch location
<input type="checkbox"/>	Branch location
<input type="checkbox"/>	Branch location
Attach a site layout(s) of all locations that will be approved as set forth by this application. Identify all buildings on the site layout that will be affected by this approval. Identify location, with address, and where record will be kept.	

8	Location of records (Provide address)
<input type="checkbox"/>	Main building or campus
<input type="checkbox"/>	Branch location
<input type="checkbox"/>	Other

7	Fees to be paid	
Annual approval fee		\$
Board of Building Standards		\$ 3.25
TOTAL		\$

9	I hereby certify that I am the
<input type="checkbox"/> Owner <input type="checkbox"/> Agent for the Owner	
and all information contained in this application is true, accurate and complete to the best of my knowledge. All official correspondence in connection with this application should be sent to my attention at the address shown above.	
_____	_____
Signature	Date

Print or type name of signer	

8	Fees paid by:
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit <input type="checkbox"/> ISTV	
Make check payable to:	
<i>Treasurer, State of Ohio</i>	

10	OFFICE USE ONLY
Date recd:	Application #:
Check #:	Verification #:
Processed by:	