



Department of Commerce

Division of Industrial Compliance

John R. Kasich, Governor
Jacqueline T. Williams, Director

Bureau Policy for Tent Permit

❖ Introduction:

- Occasionally we receive applications for erecting temporary or permanent tents at schools or commercial establishments. This policy is generated to give a general guideline for the tent approval procedures and documentation.
- Section 3102 Ohio Building Code provides general guidelines for membrane structures. Chapter 24 of International Fire Code and section 1301:7-7-24 Ohio Fire Code also provides some guidelines for the construction of tents and membrane structures.

❖ Code Requirements and References:

- **Tents and membrane structures, for temporary or permanent use, having an area larger than 200 square feet and canopies (open without sidewalls or drops on 75% or more of the perimeter) larger than 400 square feet will require approvals from the building official. Exceptions are given for the following conditions (i.e. a permit application is not required):**
 - ❖ Tents used exclusively for recreational camping purposes,
 - ❖ Canopies open on all sides and meeting all the following criteria:
 1. Individual canopy having a maximum 700 square feet in size,
 2. The aggregate area of multiple canopies not exceeding 700 square feet in area and placed side by side with a minimum clearance of 12 feet.
 3. A minimum clearance of 12 feet to all structures and other tents.
- Height and area limitations of tent structures:
The height and area limitations for tent structures shall be evaluated in accordance with table 503 and section 506 OBC based on the use group and construction type classifications as specified in chapter 3 and section 3102.3 OBC.
 - For tents with non-combustible (steel, etc.) frames or poles (2B Construction type) used for assembly purposes (A-2/A-3/A-4 use groups):** a single tent or a group of tents with aggregate areas of not more than 9,500 square feet can be applied under one application for approval.
 - For tents with combustible (wood, etc.) frames or poles (5B Construction type) used for assembly purposes (A-2/A-3/A-4 use groups):** a single tent or a group of tents with aggregate areas of not more than 6,000 square feet can be applied under one application for approval.
 - A single tent or a group of tents under one permit shall be separated from another tent or group of tents, or other existing structures by a minimum distance of 20 feet. Otherwise, the adjacent sides of the tent(s) shall have a minimum one-hour fire resistance rating tested and approved by acceptable standards in OBC.**
- See section 3102 OBC for other requirements of various types of tent structure.

❖ **Tent Permit approval procedures:**

▪ **Application form and fees:**

- ❑ **For permanent tent(s): processed through a regular building plan approval application. Complete and submit the form “Ohio application for building plan approval” (DIC3016) and associated fees for each scope of work including electrical and sprinkler if required and provided.**
- ❑ **For temporary tent(s): processed through inspection without sealed plan application. Complete and submit the form “Application for inspection not requiring sealed plans” (DIC3018) and associated fees for each scope of work including electrical and sprinkler if required and provided.**

▪ **Plan requirements:**

1. Submit **three (3) sets** of construction drawings showing the size of each tent, the location of tents including distances to property lines, adjacent buildings, structures, or other tents, and construction details of the tent structure(s).
 2. Plans shall also include electrical design, cooking equipment, and fire suppression system if required and provided for tents intended for interior lighting, cooking and dining activities.
 - a. For tents housing **cooking activities**, submit drawings for type and layout with dimensions of all cooking appliances, type of exhaust hood and/or hood suppression system, etc., if applicable in accordance with code requirements.
 - b. For tents of **assembly use purpose with food and/or drink consumption (A-2)**, submit sprinkler system design if the fire area exceeds **5,000 square feet** or occupant load exceeds **100 people** in the tent or in the group of tents. **For temporary tents, a “fire watch plan” approved by the local fire authority may be submitted in lieu of sprinkler system design.**
 - c. For tents of **assembly use purpose without food and/or drink consumption (A-3 or A-4)**, submit sprinkler system design if the fire area exceeds **12,000 square feet** or occupant load exceeds **300 people** in the tent or in the group of tents. **For temporary tents, a “fire watch plan” approved by the local fire authority may be submitted in lieu of sprinkler system design.**
 3. Submit **certificate(s)** for membrane materials meeting the provisions of section 703.4 OBC or fire propagation performance criteria in **NFPA 701** and the manufacturer’s test protocol.
- A walk-in plan review appointment can be scheduled for tent approvals. Call Woody Nelson at (614) 752-1380 to schedule an appointment.

▪ Applicant shall be responsible to call for the required inspections when the work is ready.

Revised 09/04/2013



APPLICATION FOR INSPECTION NOT REQUIRING SEALED PLANS

(This form is also available at www.com.ohio.gov/)

| | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|-------------------------|---------------|----|--|----------|----|------------------------|----------|----|----------------------|----------|----|--|---------|----|---|--------|----|------------------------|--|----|----|---|--|
| 1 | Scope of Project: <input type="checkbox"/> Structural <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing | 2 | County: _____ | 3 | Is this project located in an incorporated city, village, or township? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | | | | | | | | | | | | | | |
| 4 | Type of Application: <input type="checkbox"/> Electrical Upgrade <input type="checkbox"/> Temporary Electrical <input type="checkbox"/> Minor Construction <input type="checkbox"/> Type A Day Care | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Describe the scope of work: (Submit 3 sets of floor plan and/or electrical one-line diagram indicating the work items) _____ _____ | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Name of Project: _____ Project Address: _____ City: _____ Zip: _____ Direction to Project: _____ | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Owner of Project: _____ Attention: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____ E-mail: _____ | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Name of submitter: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____ E-Mail: _____ | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Use Group: _____ Construction Type: _____ Cost of Work: _____ | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Existing Building Information: (The following information applies to the entire building) Mixed use groups? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Separated? <input type="checkbox"/> Non-Separated? Building height (FT)? _____ No. of Stories? _____ Storage height (FT)? _____ Occupant Load? _____ Fire Protection System: (Enter the type of system such as NFPA 13, NFPA 72, etc., Enter N/A if non-applicable) Building sprinkler system? _____ Sprinkler demand @ base of riser (PSI)? _____ Limited area sprinkler system? _____ Type 1 hood sprinkler? _____ In-rack sprinkler? _____ Building fire alarm system? _____ Fire detection system? _____ Smoke detection? _____ | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Is this application submitted as a result of a Notice of Violation? <input type="checkbox"/> No <input type="checkbox"/> Yes Order No: _____ | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Fees to be Paid from the Scope of Project: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">-Structural inspection:</td> <td style="width: 10%; text-align: right;">\$150.00</td> <td style="width: 20%; text-align: right;">\$</td> </tr> <tr> <td>-Mechanical inspection</td> <td style="text-align: right;">\$150.00</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>-Electrical inspection</td> <td style="text-align: right;">\$150.00</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>-Plumbing inspection</td> <td style="text-align: right;">\$150.00</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>-Certificate of Use and Occupancy (Not required for plumbing only)</td> <td style="text-align: right;">\$65.00</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>-Board of Building Standards fee (Not required for plumbing only)</td> <td style="text-align: right;">\$3.25</td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: right;">Total fees to be paid:</td> <td></td> <td style="text-align: right;">\$</td> </tr> </table> | -Structural inspection: | \$150.00 | \$ | -Mechanical inspection | \$150.00 | \$ | -Electrical inspection | \$150.00 | \$ | -Plumbing inspection | \$150.00 | \$ | -Certificate of Use and Occupancy (Not required for plumbing only) | \$65.00 | \$ | -Board of Building Standards fee (Not required for plumbing only) | \$3.25 | \$ | Total fees to be paid: | | \$ | 13 | I hereby certify that I am the (check one) <input type="checkbox"/> Owner <input type="checkbox"/> Agent for the owner and all information contained in this application is true, accurate, and complete to the best of my knowledge. Signature: _____ Print name: _____ Date: _____ | |
| -Structural inspection: | \$150.00 | \$ | | | | | | | | | | | | | | | | | | | | | | | |
| -Mechanical inspection | \$150.00 | \$ | | | | | | | | | | | | | | | | | | | | | | | |
| -Electrical inspection | \$150.00 | \$ | | | | | | | | | | | | | | | | | | | | | | | |
| -Plumbing inspection | \$150.00 | \$ | | | | | | | | | | | | | | | | | | | | | | | |
| -Certificate of Use and Occupancy (Not required for plumbing only) | \$65.00 | \$ | | | | | | | | | | | | | | | | | | | | | | | |
| -Board of Building Standards fee (Not required for plumbing only) | \$3.25 | \$ | | | | | | | | | | | | | | | | | | | | | | | |
| Total fees to be paid: | | \$ | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Fees paid by: (Check one applicable) Cash Check Credit Card ISTV | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | THIS AREA IS FOR OFFICIAL USE ONLY Date Received: _____ CPA Number: _____ Mail-In Walk-In Check Number: _____ Verification No.: _____ Processed by: _____ | | | | | | | | | | | | | | | | | | | | | | | | |

** Please see instruction sheet for additional required information



OHIO APPLICATION FOR BUILDING PLAN APPROVAL

This form is also available at www.com.ohio.gov/dico

Submit one application per building or structure; all sections must be completed, See instruction sheet for details.

| | | |
|---|--|---|
| 1 SCOPE OF PROJECT: <input type="checkbox"/> Building General <input type="checkbox"/> Sprinkler System <input type="checkbox"/> Mechanical <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Electrical <input type="checkbox"/> Industrialized unit | 2 TYPE OF PROJECT: <input type="checkbox"/> New Building Construction <input type="checkbox"/> Alteration <input type="checkbox"/> Building Addition <input type="checkbox"/> Change of Occupancy | 3 PHASED PLAN REVIEW: <input type="checkbox"/> Footing & Foundation <input type="checkbox"/> Building Slab <input type="checkbox"/> Building Shell <input type="checkbox"/> Interior Partitions <input type="checkbox"/> Building Systems |
| 4 APPLICATION RELATED INFORMATION: <ul style="list-style-type: none"> ▪ Is this project being submitted as a result of a previous preliminary plan review? <input type="checkbox"/> No <input type="checkbox"/> Yes, please provide the preliminary plan review CPA number: _____ ▪ Has this building received any certificate of plan approval before this application? <input type="checkbox"/> No <input type="checkbox"/> Yes, please provide all previous or related CPA numbers: _____ ▪ Is this application being submitted as a result of a Notice of Violation or Adjudication Order that you received? <input type="checkbox"/> No <input type="checkbox"/> Yes, please provide the adjudication order number: _____ ▪ Total number of sheets in one set of your drawings for this application? _____ | | |
| 5 PROJECT/BUILDING LOCATION: Building Name _____ Street Address _____ City/Township _____ Zip Code _____ County _____ Directions _____ <ul style="list-style-type: none"> ▪ Is this project /building located in an incorporated city, township, or village? <input type="checkbox"/> Yes <input type="checkbox"/> No ▪ Is this project/building located within your local flood plain? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| 6 BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION: _____ _____ _____ | | |
| 7 BUILDING OWNER INFORMATION: Name of owner _____ Attention: _____ Street Address _____ City _____ State _____ Zip _____ Phone No. _____ Fax _____ E-mail _____ | | |
| 8 APPLICANT INFORMATION: Applicant _____ Attention: _____ Street Address _____ City _____ State _____ Zip _____ Phone No. _____ Fax _____ E-mail _____ | | |
| 9 DESIGNER INFORMATION: <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Fire protection system designer Designer _____ Ohio registration No.: _____ Street Address _____ City _____ State _____ Zip _____ Phone No. _____ Fax _____ E-mail _____ | | |
| 10 BUILDING CODE INFORMATION: (Information applies to construction area in a mixed use groups building, or the entire building if a single use group building) Current use group(s) _____ Proposed use group(s) _____ Construction type(s) _____ | | |



OHIO APPLICATION FOR BUILDING PLAN APPROVAL

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---|-------------------------------|-------------------------|---------------------|-----------------|-----------------|---------------------|--------------------------|-----------------------------|-------------------------------|--|--|--|----------------------|----------------------------|---------------------------------|--|--|--|----------------------------------|---|--|--|--|--|--------------------------------------|------------------------------|---------------------------------|--|--|--|-----------------------------------|------------------------------|-------------------------------|--|--|--|
| 11 | GENERAL BUILDING INFORMATION: (The following information applies to the <i>entire building</i> , not just construction area.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> ▪ Building Information: <table style="width: 100%; border: none;"> <tr> <td>Use group(s)? _____</td> <td>Mixed use groups? _____</td> <td>No _____</td> <td>Yes _____</td> <td>Separated _____</td> <td>Non-separated _____</td> </tr> <tr> <td>Construction type? _____</td> <td>Building height (FT)? _____</td> <td colspan="4">No. of stories? _____</td> </tr> <tr> <td>Occupant load? _____</td> <td>Storage height (FT)? _____</td> <td colspan="4">Storage aisle width (FT)? _____</td> </tr> </table> ▪ Fire Protection Systems: (Enter the type of system such as NFPA 13, NFPA 72, etc., if known. Enter "N/A" if not applicable) <table style="width: 100%; border: none;"> <tr> <td>Building sprinkler system? _____</td> <td colspan="5">Sprinkler demand @ base of riser (PSI)? _____</td> </tr> <tr> <td>Limited area sprinkler system? _____</td> <td>Type 1 hood sprinkler? _____</td> <td colspan="4">In-Rack sprinkler system? _____</td> </tr> <tr> <td>Building fire alarm system? _____</td> <td>Fire detection system? _____</td> <td colspan="4">Smoke detection system? _____</td> </tr> </table> | | | Use group(s)? _____ | Mixed use groups? _____ | No _____ | Yes _____ | Separated _____ | Non-separated _____ | Construction type? _____ | Building height (FT)? _____ | No. of stories? _____ | | | | Occupant load? _____ | Storage height (FT)? _____ | Storage aisle width (FT)? _____ | | | | Building sprinkler system? _____ | Sprinkler demand @ base of riser (PSI)? _____ | | | | | Limited area sprinkler system? _____ | Type 1 hood sprinkler? _____ | In-Rack sprinkler system? _____ | | | | Building fire alarm system? _____ | Fire detection system? _____ | Smoke detection system? _____ | | | |
| Use group(s)? _____ | Mixed use groups? _____ | No _____ | Yes _____ | Separated _____ | Non-separated _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Construction type? _____ | Building height (FT)? _____ | No. of stories? _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Occupant load? _____ | Storage height (FT)? _____ | Storage aisle width (FT)? _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Building sprinkler system? _____ | Sprinkler demand @ base of riser (PSI)? _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Limited area sprinkler system? _____ | Type 1 hood sprinkler? _____ | In-Rack sprinkler system? _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Building fire alarm system? _____ | Fire detection system? _____ | Smoke detection system? _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | APPLICATION FEES: Paid by: _____ Cash _____ Check _____ Credit card _____ ISTV _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> ▪ Total square footage of construction area (Round up to the next 100 square feet): <table style="width: 100%; border: none;"> <tr> <td>Building _____</td> <td>Mechanical _____</td> <td>Electrical _____</td> <td>Sprinkler _____</td> <td>I.U. _____</td> </tr> </table> ▪ Total linear footage of construction items not covered under the square footage: <table style="width: 100%; border: none;"> <tr> <td>Building _____</td> <td>Mechanical _____</td> <td>Electrical _____</td> <td colspan="2">Number of alarm devices _____</td> </tr> </table> ▪ Total application fees (from fee worksheet) _____ Estimated construction cost: _____ | | | Building _____ | Mechanical _____ | Electrical _____ | Sprinkler _____ | I.U. _____ | Building _____ | Mechanical _____ | Electrical _____ | Number of alarm devices _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Building _____ | Mechanical _____ | Electrical _____ | Sprinkler _____ | I.U. _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Building _____ | Mechanical _____ | Electrical _____ | Number of alarm devices _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | CERTIFICATION: I certify that I am the _____ Owner _____ 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 _____ Print Name: _____ Date _____ | 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | THE AREA BELOW IS FOR OFFICIAL USE ONLY: Date received _____ CPA No.: _____ Check No.: _____ Verification # _____ Processed by: _____ Walk in _____ Mail in _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

DICL 3016 (Rev. 01/01/2016)

"An Equal Opportunity Employer and Service Provider"

Notes:

Effective July 1, 2009, the maximum number of inspections(excluding plumbing and medical gas) included in the fees provided for in Table 115.2 of the Ohio Building Code (OBC) will be as indicated in the chart below. Any additional inspections will be subject to a charge of \$150 re-inspection fee as provided for in section 115.6 OBC.

| Total square footage / Linear footage | Maximum Number of Inspections included in the permit fees |
|---------------------------------------|---|
| 0-2,500 | 5 per each scope of project |
| 2,501-10,000 | 6 per each scope of project |
| 10,001-20,000 | 9 per each scope of project |
| 20,001-30,000 | 10 per each scope of project |
| > 30,000 | Add 1 inspection per each additional 10,000 s.f. |

Changes After Final Approval

According to section 115.2.4 OBC, if changes are made to construction documents after final plan approval has been issued and it requires resubmission, the review and approval of the changes will be subject to a \$250 processing fee and a \$100/hour fee for examination by a Plans Examiner. If an inspection cannot be completed due to the changes that have not been approved by a plans examiner, an additional \$150 re-inspection fee will be required regardless of whether the allowed number of inspections have occurred.

DIRECTIONS FOR COMPLETING OHIO APPLICATION FOR BUILDING 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, including all industrialized units, the owner shall submit three (3) copies of construction drawings to this division for approval. Two (2) additional sets of plans are required when the division has jurisdiction for the Plumbing and/or medical gas. The construction documents shall be accompanied with the application form and attached 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.

Application Directions: Complete page one of the application and attached worksheets as outlined below. All boxes, 1 through 14, must be completed in full or the application will be returned. Send this completed form along with all required documents to "Ohio Department of Commerce, Division of Industrial Compliance, Bureau of Building Code Compliance, 6606 Tussing Road, Reynoldsburg, Ohio 43068-9009"

1. **SCOPE OF PROJECT:** Check all the boxes that apply to the scope of work proposed in this project. Every scope of work checked must be accompanied with the appropriate fees. Without establishing the proper scope of work, the division will be unable to establish the inspection schedule for the project. Please note that "**Building General**" refers to **all "general trade" work** in the building including ceiling panels/grids, non-loadbearing partitions, flooring, etc.; NOT just structural loadbearing components of the building.
2. **TYPE OF PROJECT:** Check one of the types of projects from the list.
3. **PHASED PLAN REVIEW:** If you are applying for a phased plan approval, check all phases of the plan reviews that are applicable to this project. The plans examiner will review your plans according to the phased schedule. If you are not applying for a phased plan review, leave all boxes blank.
4. **APPLICATION RELATED INFORMATION:** Answer each of the questions in this block and provide additional information accordingly. Complete answers to the questions will help the division process and review the project accurately.
5. **PROJECT/BUILDING LOCATION:** Please provide complete information identifying the location of the building where the construction or renovation will occur. This will help the division determine the proper jurisdiction for the project.
6. **BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION:** Please provide a brief description of the scope of work. Please include the names of the areas or rooms affected by the construction when only a portion of building is covered under the permit application. The description provided will be shown on your certificate of use and occupancy.
7. **BUILDING OWNER INFORMATION:** Please provide complete answers to each item. If the building is owned by a corporation, please provide the name of the corporation and identify a contact person in the section called "Attention."
8. **APPLICANT INFORMATION:** Provide complete information. All project correspondences will be directed to the project applicant.
9. **DESIGNER INFORMATION:** Section 106.2 of the Ohio Building Code requires that the design professional be identified including the design professional's Ohio registration number.
10. **BUILDING CODE INFORMATION:** Information provided applies to the construction area in a mixed use groups building, or the entire building if it is a single use group building. For change of occupancy, the term "Current use group" refers to the approved use group under the previous occupancy. For information concerning the term "Proposed use group", please refer to Chapters 3 and 6 of Ohio Building Code for the proper classification.
11. **GENERAL BUILDING INFORMATION:** The information provided applies to the entire building and is not limited to the construction area. Even when the proposed project is a partial building renovation or a building addition, the information for the entire building is required. The information provided will be shown on your certificate of use and occupancy in accordance with section 111 of the Ohio Building Code.
12. **APPLICATION FEES:** Please check one of the preferred payment methods and provide the square footage or linear footage of the areas affected by the construction. Please refer to the Fees Worksheet in this package for more details.
13. **CERTIFICATION:** The application cannot be processed if this section is not complete.
14. **OFFICE USE ONLY:** This section is reserved for our office use only. Please do not mark in this area.

Once the plans have been examined and approved, a Certificate of Plan Approval will be issued to the owner along with two sets of construction documents. One of the sets of construction documents must remain at the job site at all times during construction pursuant to OAC 4101:1-1-01. Inspections can be obtained from the Division of Construction Compliance by calling the dispatch center at least one day prior to the inspection. The dispatch phone number is (800) 822-3208. Once all inspections have been obtained a final Certificate of Occupancy will be issued pursuant to OAC 4101:1-1-01.

WORKSHEET FOR FEES TO BE PAID

Special Note: See attached instruction sheet regarding the allowed number of inspections covered under the fees listed below. Additional inspection fees will be required when the actual number of inspections exceeds the allowed number for each scope of work.

** Round up all lineal and square footage figures to the next 100 feet

| BUILDING GENERAL FEES | |
|--|-----------------|
| A. \$275.00 Processing Fee | \$ |
| B. \$10.50 per 100 Square Feet** (Ex. if 103 sq ft, round to 200 sq ft) | \$ |
| C. \$10.50 per 100 Lineal Feet** (See notes below, if 103 lineal ft, round to 200 lineal ft) | \$ |
| MECHANICAL FEES | |
| A. \$275.00 Processing Fee | \$ |
| B. \$6.50 per 100 Square Feet** (See notes below; if 103 sq ft, round to 200 sq ft) | \$ |
| ELECTRICAL FEES | |
| A. \$275.00 Processing Fee | \$ |
| B. \$6.50 per 100 Square Feet** (Ex. if 103 sq ft, round to 200 sq ft) | \$ |
| C. \$6.50 per 100 Lineal Feet** (See notes below, if 103 lineal ft, round to 200 lineal ft) | \$ |
| FIRE ALARM FEES | |
| A. \$275.00 Processing Fee | \$ |
| B. \$6.50 per Alarm Device | \$ |
| SPRINKLER FEES | |
| A. \$275.00 Processing Fee | \$ |
| B. \$6.50 per 100 Square Feet** (Ex. if 103 sq ft, round to 200 sq ft) | \$ |
| INDUSTRIALIZED UNIT FEES | |
| A. \$200.00 Processing Fee | \$ |
| B. \$1.75 per 100 Square Feet** (Ex. if 103 sq ft, round to 200 sq ft. The Industrialized Unit fees are only required if you are placing an approved Board of Building Standards Industrialized Unit at a commercial or industrial site for the first time. Otherwise, ignore this fee box.) | \$ |
| CERTIFICATE OF USE AND OCCUPANCY FEE (108.8 OBC) | \$ 65.00 |
| SUB TOTAL | \$ |
| BOARD OF BUILDING STANDARDS (BBS) FEE | \$ 3.25 |
| TOTAL (transfer this amount to Total Fees to be Paid on the front side of this application) | \$ |
| Make fee check payable to: Treasurer, State of Ohio | |

Fees are due when plans are submitted. If you have fee related questions when completing this worksheet, call 1-800-523-3581.

| OFFICIAL USE ONLY | |
|--------------------------|----|
| Additional Fees Due | \$ |
| Refund Due | \$ |

Notes:

- *Building general linear footage fee applies to fences and/or retaining walls, etc.*
- *Mechanical linear footage fee applies to projects containing only mechanical units or ductwork replacements or repairs where square footages are difficult to calculate. If the work is covered under the mechanical square footage fee calculation; no need to provide linear footage fee again.*
- *Electrical linear footage fee applies to projects containing only electrical units or conductor/conduit replacements or repairs where square footages are difficult to calculate. If the work is covered under the electrical square footage fee calculation; no need to provide linear footage fee again.*