APPLICATION
FOR THE CERTIFICATION OF A BUILDING DEPARTMENT

Pursuant to section 3781.10(A) of the Ohio Revised Code and rules adopted by the Board of Building Standards, application is herewith submitted for certification of a building department to accept construction documents, to exercise enforcement authority in accordance with the Ohio State Building Codes for the groups indicated below.

1. BUILDING DEPARTMENT:
Dept. Name: ______________________________________
Street: _____________________________________________
City: _________________________________________________
Zip Code: ___________________________________________
Telephone No: _______________________________________
Fax No: _____________________________________________
Date: __________________________ Year: 20 __________
E-mail Address: _______________________________________

2. GROUPS REQUESTED FOR LOCAL ENFORCEMENT (indicate selection with an “X” in the appropriate box):

A1 A2 A3 A4 A5 B E F1 F2 H1 H2 H3 H4 H5 I1 I2 I3 I4 M R1 R2 R3 R4 S1 S2 U Plmg Med.Gas

3. BUILDING DEPARTMENT INFORMATION:

Is this application for certification as a sub-department of another Certified Building Department? Yes No If “Yes”, give name of enforcing Certified Building Department. ____________________________________________

Appropriated Operating Budget: $ __________ For Fiscal Year: __________ To: __________

Jurisdiction Area Population at Application Contact
In Square Miles: __________ Last Census: __________ Person’s Name: __________

4a. DOCUMENTS TO BE SUBMITTED FOR CERTIFICATION AS A BLDG. DEPARTMENT: (indicate enclosure with an “X” in appropriate box)

☐ Ordinance/Resolution Creating Building Department  ☐ Inspection and Plan Examination Procedures
☐ Ordinance/Resolution Requesting Certification  ☐ List of Primary and Backup Positions Directly Employed as Required for Enforcement Pursuant to 4101:1-1-03 OAC.
☐ Department Organizational Chart  ☐ Transition Plan (if needed)

ADDITIONAL DOCUMENTATION FOR CERTIFICATION OF CONTRACT PERSONNEL:
If Not Directly Employed, Contract/Agreement for:  ☐ Building Official(s)  ☐ Plan Examiner(s)  ☐ Building Inspector(s)
☐ Plumbing Inspector(s)  ☐ Electrical Safety Inspector(s)

4b. DOCUMENTS TO BE SUBMITTED FOR CERTIFICATION AS A SUB-BLDG. DEPARTMENT: (indicate enclosure with an “X” in appropriate box)

☐ Ordinance/Resolution Creating Building Department  ☐ Ordinance/Resolution Requesting Sub-Department Certification
☐ Ordinance/Resolution Authorizing Contract(s)  ☐ Copy of Contract(s)
☐ Transition Plan (if needed)

5. SIGNATURES OF APPROPRIATE AUTHORITIES (Municipal Officials, County Commissioners, or Township Trustees):

Name Title Date
________________________________________
Name Title Date
________________________________________
Name Title Date

Form: 1524
ORDINANCE NO.____________________

AN ORDINANCE TO ESTABLISH THE ________________________________ BUILDING

DEPARTMENT WHEREAS, the Citizens of ______________________________ require the establishment of
local enforcement of the building codes; and

WHEREAS, the State of Ohio requires the establishment of a building department prior to the exercise of
enforcement authority;

NOW THEREFORE BE IT ORDAINED by the (City Council/County Commissioners) of
______________________, Ohio that:

Section 1. The ______________________________ Building Department is hereby established.

Section 2. Said department shall have full authority to enforce all laws, statutes and regulations as provided and
authorized in the Ohio Revised Code and the Ohio Administrative Code pursuant to the Certification approved
by and Certification rule adopted by the Ohio Board of Building Standards.

Section 3. The Citizens of ______________________________, Ohio need this service as soon as possible, and therefore,
this matter is declared an emergency.
ORDINANCE/RESOLUTION NO.__________________

AN ORDINANCE/RESOLUTION REQUESTING CERTIFICATION TO ENFORCE THE OHIO STATE BUILDING CODES WITHIN THE (CITY/TOWNSHIP/COUNTY) OF
______________________________ OHIO.

WHEREAS, the (city/township/county) of ___________________, Ohio desires to enforce the Ohio State Building Codes for the purpose of providing uniform standards and requirements for the erection, construction, repair, alteration, and maintenance of buildings.

WHEREAS, the (city/township/county) of ___________________, Ohio seeks to obtain the authority to enforce the provisions of the Ohio State Building Codes through certification by the Ohio Board of Building Standards pursuant to Section 3781.(E) of the Revised Code, therefore

BE IT ORDAINED by the (city council/trustees/county commissioners) of the (city/township/county) of _____ _____________________, Ohio:

SECTION I: That Ohio Administrative Code 4101:1 – the Ohio Building Code, Ohio Administrative Code 4101:2 – the Ohio Mechanical Code, *and Ohio Administrative Code 4101:3 - the Ohio Plumbing Code as promulgated by the Ohio Board of Building Standards, shall apply and be enforced within the (city/township/county) of ___________________, Ohio, (insert here any exception i.e. except "Plumbing" provisions) *Note: Exceptions for plumbing will be performed either by the State or local county boards of health).

SECTION II: That this ordinance/resolution shall be in full force and effect from and after the earliest period permitted by law following promulgation of the Ohio Building Code, Ohio Mechanical Code, and Ohio Plumbing Code by the Board of Building Standards through the certification process, adoption and effective date of certification issued by the Ohio Board of Building Standards.

PASSED:______________

                                      Date

________________________________________  ____________________________

________________________________________  ____________________________

(*optional for municipalities; counties and townships must use board of health)