

PRESCRIBED REPORT FORM
 FOR MONTHLY ASSESSMENTS
 CERTIFIED BUILDING DEPARTMENTS



Board of Building Standards

6606 Tussing Rd., P.O. Box 4009
 Reynoldsburg, OH 43068-9009
 (614) 644-2613
 www.com.state.oh.us/dic/dicbbs.htm
 dic.bbs@com.state.oh.us

This Report Form for all Certified Building Departments is herewith submitted pursuant to 4101:1-1-03 of the Ohio Administrative Code, sections 103.2.4.2 and 103.2.4.2.1, adopted by the Board of Building Standards. All political subdivisions that prescribe fees for the acceptance and approval of plans and specifications and for the making of all inspections pursuant to division (E) of section 3781.102 of the Ohio Revised Code shall collect and remit monthly, on behalf of the Board of Building Standards, an assessment equal to three percent of such fees.

1. Contact information.

Dept. Number (from OBC Appendix Z): _____
 Dept. Name: _____
 Street: _____ City: _____
 Zip Code: _____ County: _____
 Telephone No: _____ Fax No: _____
 Report month: _____ Year: _____
 Contact E-mail Address: _____

2. Total Assessment Pursuant to OAC 4101:1-1-03: Each political subdivision that prescribes fees for the acceptance and approval of plans and specifications, and for the making of all inspections pursuant to division (E) of section 3781.102 of the Ohio Revised Code shall collect on behalf of the Board of Building Standards an assessment equal to three percent of such fees. Refer to reverse side of this form, Item #5 for examples of items for which assessment applies. Remit by check payable to: **TREASURER, STATE OF OHIO/BBS**. Submit this report and fees to the office of the Board of Building Standards at the above address within sixty days following the end of each month in which the assessments are collected.

Fee Category	(A) Total Fees (Fees for approval of plans and specifications and for all inspections charged in the report month)	(B) Total Assessment for Report Month (multiply Column A amount by 0.03)
Primary Building Department		
Sub-Department(s) (Total for worksheet boxes #3 and #5 of this report.)		
TOTAL		

3. Sub-Department Worksheet: If applicable, list the sub-building department jurisdictions for building department services. Indicate the total of fees for approval of plans and specifications and for all inspections charged in the month and the total assessment amount collected for each sub-department.

Sub-Department(s)	(A) Total Fees (fees for approval of plans and specifications and for all inspections charged in report month.)	(B) Total Assessment for Report Month (multiply Column A value by 0.03)

4. The information reported above and submitted herein is true and correct to the best of the knowledge of the undersigned:

Signature: _____ Date: _____
 Primary Building Official

5. Sub-Department Worksheet: (Cont.)

Sub-Department(s)	(A) Total Fees (For approval of plans and & for all inspections charged in the report month)	(B) Total Assessment for Report Month (multiply Column A amount by 0.03)
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6. Board of Building Standards Assessment: while this list is not comprehensive, it will delineate the law's intent.

Types of Dept. fees for which the assessment applies:

- New buildings
- Additions
- Alterations
- Fire protection equipment
- Plumbing (when department is certified for plumbing)
- Electrical
- Signs
- Demolition
- Relocated structures
- Tents & air supported structures
- Swimming pool structures
- Awnings and canopies
- Fences over six feet high
- Retaining walls
- Industrialized units

Types of Dept. fees for which the assessment does not apply:

- Excavation
- Site work
- Street barricades/blocking
- Parking lots
- 1-, 2-, 3- family dwellings (other than industrialized units)
- Agricultural buildings
- Fences under six feet high
- Zoning
- Maintenance and repair