



OHIO BOARD OF BUILDING STANDARDS

2011 OBC Building Department Resource Package Index

0-1 Introduction -2011 OBC Building Department Resource Package

0-2 2011 OBC Chapter 1 with Commentary

(Refer to OBBS website 'Codes Tab'. Refer to the OBC Chapter One Commentary under the Non- Residential Building Codes Heading.

1-1 Building Department Processes Flow Chart

1-2 Application for Plan Approval 107.2

2-0 Plan review process

2-1 Plan Examination Check List 107.4-5

2-2 Document Examination Review Record and Report 107.5-6

2-3 Certificate of Plan Approval 105.5

2-4 Project Permit Sign Off Sheet 105.5

3-1 Adjudication Order Process Flow Chart

3-2 Adjudication Order 109.1

3-3 Notification Letter to Board of Appeals-[Non Reqd]-New

4-1 Required Inspections Check List 108.2

4-2 On Site Inspection Record 108.5

4-3 Owner Compliance Options Matrix 108.6.1, 108.7

4-4 Inspector Report to Building Official 108.7

4-5 Contractor Test Completion Certifications for Plumbing Systems 108.8

4-6 Notice of Recommended Change- New

5-1 Certificate of Occupancy 111.1

5-2 Time Limited Certificate of Occupancy Process 110.1.5

5-3 Posted Occupant Load Sign 1004.3

5-4 Type A Family Daycare Required Inspection Standard 101.2 Ex.5

5-5 Posted Live Load Placard 3403.3.1



2011 OBC Building Department Resource Package

INTRODUCTION:

Through out Ohio, Building department personnel have developed various departmental forms, procedures, and policies to assist with their enforcement responsibilities and to communicate with office and field staff and the constituents that they serve.

Many newly formed departments have struggled at times developing these forms or have not implemented forms that the Board requires as basic vehicles of communication. The lack of and multiple variations of department forms has 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 assistance of many contributing building officials, has developed this Building Department Resource Package as a first step toward ensuring uniform enforcement throughout the State of all of the building departments 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 either revise or replace current department forms. The adoption of these forms can easily be incorporated by amending the headers, footers and other locations within the forms with the specific department identification information. All modifiable forms are produced in a 'Word' software format for easy modification. Reference documents included in the package can be read with 'Adobe' software.

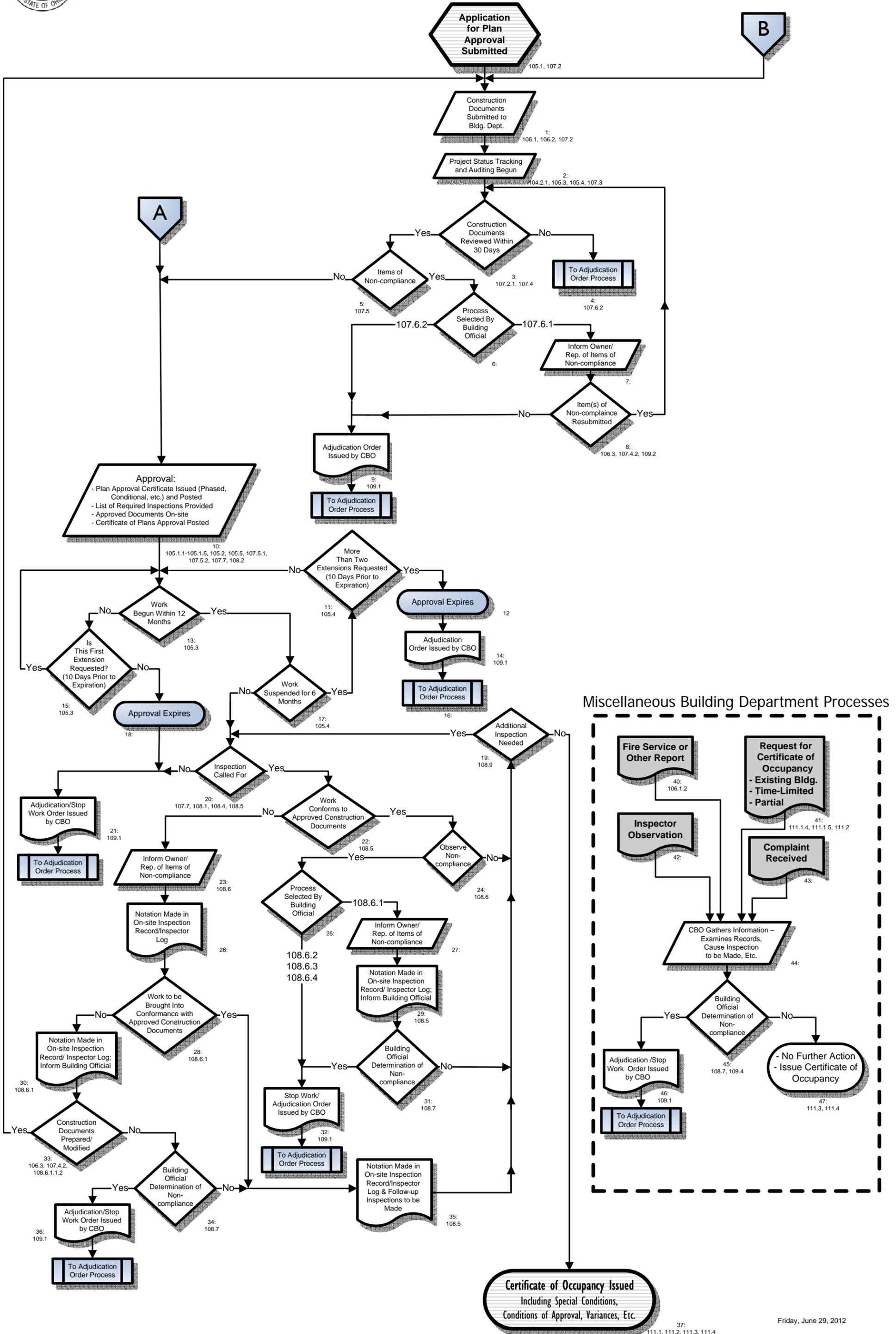
The Building Department Resource Package will be made available on the Board of Building Standards website. If you have questions or feedback to this package, please contact the Board of Building Standards for the inquiry. Any modifications required to the Building Department Resource Package in the future will be posted on the OBBS website for downloads to update your forms.

June 2012

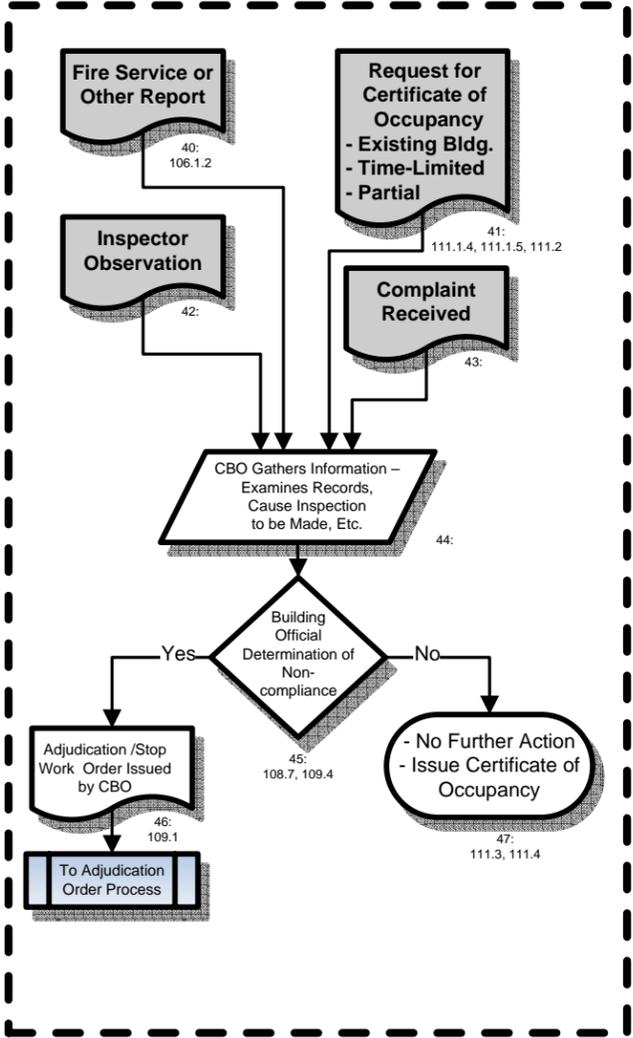
**Building Department Process Flow Chart
BBS Form 1-1**



Building Department Processes Flow Chart



Miscellaneous Building Department Processes



**Application for Plan Approval
BBS Form 1-2
OBC 107.2**

LOGO
HERE

MY JURISDICTION

APPLICATION FOR NON RESIDENTIAL PLAN APPROVAL

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

1	SCOPE OF PROJECT: (OBC 107.2.1) <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"/> Plumbing	2	TYPE OF PROJECT: <input type="checkbox"/> Repairs <input type="checkbox"/> New Building Construction <input type="checkbox"/> Alteration <input type="checkbox"/> Building Addition <input type="checkbox"/> Change of Occupancy <input type="checkbox"/> Request Existing Bldg C of O	3	PHASED PLAN REVIEW: <input type="checkbox"/> Foundation <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>										
4	APPLICATION RELATED INFORMATION: <ul style="list-style-type: none">▪ Is this project being submitted as a result of a previous preliminary plan review? N <input type="checkbox"/> o <input type="checkbox"/> Yes, please provide the preliminary plan review number: _____▪ Is this application being submitted as a result of a Notice of Violation or Adjudication Order that you received? N <input type="checkbox"/> o <input type="checkbox"/> Yes, please provide the adjudication order number: _____														
5	PROJECT/BUILDING LOCATION: (OBC 107.2.2) Building Name _____ Street Address _____ City/Township _____ Zip Code _____ County _____ Directions _____ <table border="1"><tr><td>▪ Is this project/building located in a flood plain?</td><td><input type="checkbox"/></td><td>Yes</td><td><input type="checkbox"/></td><td>No</td></tr><tr><td>▪ Has flood plain administrator been contacted for requirements?</td><td><input type="checkbox"/></td><td>Yes</td><td><input type="checkbox"/></td><td>No</td></tr></table>					▪ Is this project/building located in a flood plain?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	▪ Has flood plain administrator been contacted for requirements?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
▪ Is this project/building located in a flood plain?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No											
▪ Has flood plain administrator been contacted for requirements?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No											
6	BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION: (OBC 107.2.1) _____ _____ _____														
7	BUILDING OWNER INFORMATION: Name of owner _____ Attention: _____ Street Address _____ City _____ State _____ Zip _____ Phone No. _____ Fax _____ E-mail _____														
8	APPLICANT INFORMATION: (Owner or designated representative) (OBC 107.2) Applicant _____ Attention: _____ Street Address _____ City _____ State _____ Zip _____ Phone No. _____ Fax _____ E-mail _____														

DIRECTIONS FOR COMPLETING MY JURISDICTION 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, 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.

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 ("My Jurisdiction Building Department" and full address.)

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 (My Jurisdiction Building Department phone number) by calling the dispatch center at least one day prior to the inspection. The dispatch phone number is (My Jurisdiction Building Department phone number). Once all inspections have been obtained a final Certificate of Occupancy will be issued pursuant to OAC 4101:1-1-01.

Work Sheet for Phased Plan Approval

1. Project location and applicant information:

Building address: _____ County: _____
Designer: _____ Phone No.: _____
Address: _____ Fax No: _____
_____ E-mail: _____

2. Check the type of work:

New Construction Alterations Change of Occupancy Building Additions

Use group(s): _____ Construction type: _____

3. Phase of plan approval requested: (Please indicate all applicable phases you are requesting)

Building footing and foundation:

- Site plan showing the location of the building in relation to the property lines, public streets, and/or adjacent buildings,
- Building footing and foundation plan showing the depth, section, and all structural design data,
- Building floor plan showing the use occupancy and construction type classification, building area, building height, number of story, means of egress, required fire rated wall locations, etc.,
- Soil investigation report if required by section 1802 OBC.
- Special inspections statement for footing and foundation if required by section 1704 OBC.

Building slab and perimeter insulation:

- All documents required for building footing and foundation phase,
- Building slab and perimeter insulation details,
- Underground utilities including electrical, water, gas, sewer, and fire protection lines and construction details,
- Building energy conservation reports per 1301 OBC for new building constructions,

Building shell:

- All documents required for building footing, foundation, and slab and perimeter insulation,
- Construction details for exterior wall, load bearing and non-load bearing walls, including the required fire resistance rating wall construction details,
- Roof truss and/or floor truss shop drawings,
- Roof construction details,
- Electrical service and wiring for exterior walls and required means of egress lightings,

Building interior partitions:

- All documents required for building footing, foundation, and slab and perimeter insulation, and building shell,
- Construction details for all interior partitions including the required fire resistance rating wall construction details,
- Electrical, plumbing, and/or mechanical drawings if the finishes of interior partitions are a part of the request.

Building systems:

- All documents required for building footing, foundation, and slab and perimeter insulation, and building shell, and interior partitions,
- Construction drawings and details for building system such as electrical, plumbing, mechanical, fire protection systems separately if desired.

Other type of phased approvals: Please attach additional sheet(s) to explain.

**Plan Review Process
BBS Form 2-0**



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 OBC section 105 and defines the term "Approved" in OBC 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 OBC 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. 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
(OBC 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 (OBC 106.1.2, item #5)
- State Fire Marshal approval of fireworks buildings (OBC 106.1.2, item #3)
- BBS approval of Industrialized Units (OBC 106.1.2(1))
- Ohio Department of Health approval of swimming pools (OBC 106.1.2, item #2), 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 (OBC 1612.3)
- Ohio Department of Rehab and Corrections preliminary approval for Jails, workhouses, or municipal lockups (OBC 106.1.2, item #6)

Step 3: Determine adequacy of construction documents for review (OBC 107.4)

- Use OBC 106.1.1 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 (OBC 107.4.3)

-Ohio Seal Law (Ohio Revised Code 3791.04 and OBC 106.2.1 requires construction documents to bear the seal of a registered design professional)

Important Exceptions to 106.2.1:

- **Exception #3** - Fire protection system designs submitted under the signature of an individual certified in accordance with OBC 107.4.4

- Fire protection system documents are required to be submitted by either a registered design professional or a BBS certified fire protection system designer...not both.
- The BBS certifies three different categories of fire protection system designers:
 - Automatic Sprinkler System Designers
 - Fire Alarm System Designers
 - Special Hazard System Designers
- A list of BBS certified designers is maintained on the BBS website for verification of certification status and BBS certification number.

- **Exception #5** - Where the building official determines that the proposed work does not involve "technical design analysis"
 - The BBS staff has issued memos and newsletters offering opinions that "pre-engineered" fire protection systems do not involve technical design analysis. Therefore, a seal is not required and a certified fire protection system designer is not required to sign the documents.

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 perceived areas of noncompliance by using correction sheets or another form of documented communication 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. (OBC 107.4.2)

Step 7: Communicate your findings to the building official.

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 (preferably in writing)
- Ask submitter how discrepancies will be resolved. Two options:
 - 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

Plan Examination Check List
BBS Form 2-1
OBC 107.4 and 5

PLAN EXAMINATION CHECK LIST (OBC 107.4, 5)

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
Title Sheet						
Applicability of Code	OBC 101.2 exemptions					
Scope of Work	OBC 101.2					
New						
Existing	OBC Ch 34					
Change of Occupancy	OBC 3408					
Alteration	OBC 3404					
Addition	OBC 3403					
Occupancy	OBC 302.1					
Single Occupancy						
Mixed Occupancy	OBC 508					
Accessory Occupancy	OBC 508.2					
Non-separated	OBC 508.3					
Separated	OBC 508.4					
Incidental Accessory Occupancies	OBC 508.2.5					
Special Use and Occupancy	OBC Ch 4					
High Rise	OBC 403					
Atrium	OBC 404					
Combustible storage	OBC 413					
Hazardous Materials storage	OBC 307.1, 414					
I-2	OBC 407					
I-3	OBC 408					
Garage	OBC 406					
Covered Mall	OBC 402					
Height and Area	OBC Ch 5					
Unlimited Area	OBC 507					
Type of Construction	OBC Ch 6					
Sprinkler system	OBC 506.3, 507.3, or 903					
List of Special Inspections	OBC Ch 17, 1705, 106.1.1.2					
Swimming pool	OBC 3109 & 106.1.2(2)					
Method of demonstrating energy conservation reqts	OBC Ch 13					
Site Plan						
Building Separation Distance/Location on Lot	OBC Ch 7					
Exterior wall fire resistance rating	OBC 705.5, T601, 602					
Allowable Area	OBC T503					
Increase for street frontage	OBC 506.2					
Increase for sprinkler	OBC 506.3					
Finish grade	OBC 1804.3					
Site Accessibility	OBC 1104, 1106					
Signage	OBC 1110					

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
<u>Footing and Foundation Plan</u>						
Fire Walls	OBC 706					
Fire Barriers	OBC 707					
Depth of Footing	OBC 1809.4					
Soil Type	OBC 1803.5.1					
Assumed Design Soil Bearing Pressure	OBC 1806					
Soil Test Reports	OBC 1803.6					
Design Loads	OBC 1603					
Live Loads/Dead Loads	OBC 1607/1606					
Snow Load	OBC 1608					
Wind Load	OBC 1609					
Seismic Design Category	OBC 1613.5.6					
Foundation Construction Details	OBC Ch 18					
Materials	OBC 1809					
Strength of Concrete	OBC 1807.1.6.2					
Reinforcement	OBC 1807.1.6.2					
Sill anchorage	OBC 2308.3.3					
Perimeter Insulation	OBC Ch 13					
Underground utilities/foundation penetrations	OBC 1805.3.3, OMC 302.1, OPC 305.5					
Flood plain/Flood loads	OBC 1804.4, 1603.1.7 and 1612					
Excavation, Fill and Drainage	OBC 1804					
<u>Structural Plan</u>						
Wood Frame	OBC Ch 23					
Wall bracing	OBC 2308.9.3					
Wall sheathing	OBC 2308.12.5					
Anchor bolts	OBC 2308.6					
Steel Frame	OBC Ch 22					
Masonry	OBC Ch 21					
Reinforcement	OBC 2103.13					
Mortar	OBC 2103.8					
Concrete	OBC Ch 19					
Weight of HVAC equipment	OBC 1606.2					
<u>Roof Framing Plan</u>						
Truss drawings	OBC 2210.3.2, 2303.4					
Nail plan or detail	OBC 2304.9					

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
Architectural Floor Plan						
Means of Egress	OBC Ch 10					
Occupant load verification	OBC 1004					
Travel distance	OBC 1016					
Dead end corridors	OBC 1018.4					
Number of exits	OBC 1015 and 1021					
Size of exits	OBC 1005					
Arrangement of exits	OBC 1016					
Stairways	OBC 1009					
Risers and treads	OBC 1009.4					
Door hardware	OBC 1008					
Exit lights	OBC 1006					
Exit signs	OBC 1011					
Guards	OBC 1013					
Handrails	OBC 1012					
Elevators	OBC 1007, 1104, & Ch 30					
Machine room	OBC 3006					
Nothing in hoistway, unless dedicated to elevator	OBC 3004.4					
Minimum room dimensions	OBC 1208					
Accessibility	OBC Ch11, ADAAG, and ANSI A117.1					
Plumbing fixtures	OBC T2902.1 and OPC T403.1					
Fire Resistance	OBC Ch 7					
Penetration fire stopping details	OBC 713 & 716					
Fire resistance of structural members	OBC T601 & 704					
Shaft enclosures	OBC 707.3.1 & 708					
Fire partitions	OBC 709					
Smoke barriers/partitions	OBC 710/711					
Elevations						
Insulation	OBC Ch 13					
Exterior weather protection	OBC 1405 & 1503					
Roof coverings	OBC Ch 15					
Ice Guard	OBC 1507.2.8.2					
Interior finishes and ratings	OBC Ch 8					
Walls and ceilings	OBC 803					
Floors	OBC 804					
Plastics	OBC Ch 26					
Doors, windows, and glazing						
Fire doors and windows	OBC 715					
Tempered glazing	OBC 2406					
Emergency escape windows	OBC 1029					

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
Energy efficiency	OBC Ch 13					
<u>Fire protection systems (also refer to shop drawing lists below)</u>	OBC Ch 9					
Automatic sprinkler system	OBC 506.3, 507.3 or 903					
Other type of suppression	OBC 904 and T508.2.5					
Standpipe	OBC 905					
Fire alarm	OBC 907					
Supervision of systems	OBC 901.6 & 903.4					
Fire extinguishers	OBC 906					
Smoke control	OBC 909					
Smoke and heat vents	OBC 910					
<u>Elevator fire fighters emergency operation</u>	OBC 3003.2 and NFPA 72					
<u>Mechanical Plans</u>	OBC Ch 28					
Listing and labeling of mechanical equip.	OMC 301.4					
Specific appliance requirements	OMC Ch 9					
Location of HVAC equip.	OMC 301.13, 303					
Notching and boring	OMC 302.3					
Welding and brazing	OMC 313					
Proper sizing of HVAC equip.	OMC 312					
Minimum efficiency of HVAC equip	OBC Ch 13					
Minimum indoor temperature	OBC 1204 and OMC 309					
Non-gas appliance venting	OMC 802					
Clearance to combustibles	OMC 304.9, 308					
Access and service space	OMC 306					
Ducts	OMC 603					
Size	OMC 603.2					
Motors and fans	OMC 503					
Clothes dryer exhaust	OMC 504					
Maximum length	OMC 504.6.4.1					
Minimum ventilation levels	OBC 1203 and OMC 403 & 406					
Natural or mechanical ventilation required	OBC 1203 and OMC 401.2					
Mechanical ventilation rates	OMC 403					
Smoke and fire dampers	OBC 716 and OMC 607					
Plenums	OMC 602					
Duct detectors	OMC 606					
Type of kitchen hood	OMC 507.2					
Hood materials	OMC 507.4 & 507.5					
Hood interlocks	OMC 507.2.1.1					
Hood capacity	OMC 507.13					

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
Hood make-up air	OMC 508					
Hood suppression	OMC 509					
Special exhaust systems	OMC Ch 5					
Refrigeration quantities	OMC 1104					
Machinery room	OMC 1105 & 1106					
Refrigerant piping	OMC 1107					
Hydronic piping	OMC Ch 12					
Materials	OMC 1202					
Piping insulation	OMC 1204 and Ch 13					
Elevator hoistway venting	OBC 3004					
Boilers	Boiler rules (OAC 4101:4) & OMC Ch 10					
Gas piping and appliances	IFGC					
Listing and labeling of gas appliances	IFGC 301.3					
Combustion air for gas appliances	IFGC 304					
Elevation of source for gas appliances	IFGC 305.3					
Access and service space	IFGC 306					
Clearances	IFGC 308					
Gas piping	IFGC Ch 4					
Sizing	IFGC 402					
Materials	IFGC 403					
Electrical Bonding	IFGC 310.1					
CSST	IFGC 403.5.4					
Bonding	IFGC 310.1.1, NFPA 70, and Manufacturer's instructions					
Location of gas piping	IFGC 404					
Shutoff valves	IFGC 409					
Regulators	IFGC 410					
Vents and chimneys for gas appliances	IFGC Ch 5					
Specific gas appliances	IFGC Ch 6					
Gaseous hydrogen	IFGC Ch 7					
Plumbing Plans	OBC Ch 29					
Connection to sanitary drainage system	OPC 301.3 & 701.2					
Connection to water supply	OPC 301.4					
3 rd party tested or certified pipe, fittings, and components	OPC 303.3 & 303.4					
Physical protection of piping	OPC 305					

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
Notching and boring	OPC 307.2					
Welding and brazing	OPC 315					
Minimum number of fixtures	OPC T403.1 & T2902.1					
Water distribution piping diagram	OPC Ch 6					
Materials	OPC 605					
Sizes	OPC 604					
Stop valves	OPC 606					
Backflow	OPC 608					
Drainage, Waste, and Venting diagram	OPC Ch 7					
Materials	OPC 702					
Sizes	OPC 710					
Venting method identified	OPC Ch 9					
Air Admittance Valve (AAV)	OPC 917 & Manufacturer's Instructions					
Storm drainage	OPC Ch 11					
Cleanouts	OPC 708					
Indirects	OPC Ch 8					
Traps	OPC 1002					
Interceptors	OPC 1003					
Electrical Plan	OBC Ch 27					
Listing of electrical equipment	OBC 2701.2 & NEC 110.3					
Power Riser diagram						
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 240.4					
Conduit size	NEC Chapter 9					
Circuit panel schedule						
Branch circuit load calcs	NEC 220.5					
Overcurrent protection	NEC 240.4					
Wiring methods	NEC 300					
Arc Fault Protection	NEC 210.12					
Ground Fault Protection	NEC 230.95					
Grounding details	NEC 250					
Working space/dedicated electrical space	NEC 110.26					
Receptacles	NEC 406					
Minimum lighting levels	OBC 1205 and 1006					
Emergency egress lights	OBC 1006					
Exit signs	OBC 1011					
Motorized equip disconnect	NEC 430.101					
Emergency Systems	OBC 2702, NEC 700					
Standby System	OBC 2702, NEC 701					

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
<u>Sprinkler System Shop Drawing Plan</u>	OBC 903 & NFPA 13					
Installer certified by SFM	OBC 106.1.1.1					
Identify type of system(s)	NFPA 13: Ch 7					
Maximum size of system(s)	NFPA 13: 8.2					
Occupancy hazard classification (s)	NFPA 13: Ch 5					
Design density	NFPA 13: 11.2.3.1.1					
Design area	NFPA 13: 11.2.3.1.1					
30% added for dry system	NFPA 13: 11.2.3.2.5					
Water supply	OBC 903.3.5 & NFPA 13: Ch 23					
Flow test data current	NFPA 13: Ch 23					
Fire Pump	OBC 913 & NFPA 22					
Inside/outside hose allowance	NFPA 13: 11.1.6, 11.2.3.1.2, & 22.9					
Hydraulic Design Info. Sign	NFPA 13: 24.5					
Backflow preventer listed for Fire Protection	NFPA 13: 23.1.8.2					
Backflow preventer pressure loss included in calcs	NFPA 13: 22.1.3					
Meter loss included in calcs	NFPA 13: 23.1.7					
Water supply > calculated demand	NFPA 13: 23.1.2					
Fire Department Connection (FDC)	OBC 912 & NFPA 13: 6.8					
Check valve in FDC line	NFPA 13: 8.17.2.4					
Check valve on riser	NFPA 13: 8.16.1.1.3.2					
Main drain	NFPA 13: 8.17.4.1					
Main drain to outside or acceptable drain	NFPA 13: 8.17.4.1					
Pressure gage	NFPA 13: 7.1.1.1					
Inspector's Test Connection	NFPA 13: 8.17.4.2.4					
Alarms connected to fire alarm system	NFPA 13: 6.9					
Inspectors test connection discharge to drain or outside	NFPA 13: 8.16.2.6.1					
Auxiliary drains	NFPA 13: 8.16.2.5					
Hose Thread Compatibility	OBC 903.3.6					
Local Water Flow Alarm	OBC 903.4.2 & NFPA 13: 6.9.3					
Valves Supervised	OBC 903.4					
Seismic design applicable?	NFPA 13: 9.3					
Quick response/residential sprinklers	OBC 903.3.2					

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
Sprinklers	NFPA 13: Ch 8					
All areas protected	NFPA 13: 8.1.1					
Concealed spaces	NFPA 13: 8.15.1.1					
Shafts	NFPA 13: 8.15.2					
Temperature rating	NFPA 13: 8.3.2					
Listed for application	NFPA 13: 8.3					
K factor on plans match calcs	NFPA 13: 6.2.3					
Minimum pressure	NFPA 13: 22.4.4.10					
Spacing	NFPA 13: Ch 8					
Clearances	NFPA 13: Ch 8					
Piping	NFPA 13: Ch 6					
Materials	NFPA 13: 6.3					
C value match calcs	NFPA 13: 22.4.3.2					
Hangers	NFPA 13: 9.1					
Sizes match those shown in calcs	NFPA 13: 22.4.3.2					
Storage Occupancy special provisions	NFPA 13: Ch 12-20					
Contractor's Material & Test Certificate submitted after installation	NFPA 13: Fig. 10.10.1 and Fig. 24.1					
<u>Fire Alarm System Shop Drawing Plan</u>	OBC 907 & NFPA 72					
Installer certified by SFM	OBC 106.1.1.1					
Single and multiple station smoke alarms	OBC 907.2.11 & NFPA 72: Ch 29					
Identify type of system monitoring	OBC 907.6.5					
Protected Premises (Local)	NFPA 72: Ch 23					
Remote Station	NFPA 72: 26.5					
Proprietary	NFPA 72: 26.4					
Central Station	NFPA 72: 26.3					
Manual Pull Boxes	OBC 907.4.2 & NFPA 72: 17.14					
Power Supply	OBC 907.6.2					
Wiring	OBC 907.6.1, NFPA 72					
Zones	OBC 907.6.3					
Alarm notification appliances	OBC 907.5.2, NFPA 72: Ch 18, & OBC Ch 11					
Detectors	NFPA 72: 17.5					
Record of Completion	OBC 907.7.2 & NFPA 72: Fig.14.6.2.4					

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
Wet Chemical Hood Suppression Shop Drawing Plan	OBC 904 & NFPA 17A					
Installer certified by SFM	OBC 106.1.1.1					
Manufacturer's installation manual (MIM) provided	See notes below table					
Quantity of Agent	MIM					
Piping	MIM					
Materials	MIM					
Diameter	MIM					
Length	MIM					
Nozzle	MIM					
Type	MIM					
Location	MIM					
Number	MIM					
Flow Point value	MIM					
Appliance shut off	OBC 904.3.3 & OMC 507.2.1.1					
Manual actuator	OBC 904.11.1					
Indicators and alarm system connections	OBC 904.3.4					
Ventilation system status	OMC 507.2.1.1					
Interlocks	OBC 904.3.3 & OMC 507.2.1.1					
Minimum water pressure (if hybrid system such as PIRANHA)	MIM					

If submitter does not provide Wet Chemical Suppression System Manufacturer's Installation Manual, you can obtain your own copy as follows:

- Contact Tyco for copies of R102, PIRANHA, Kitchen Knight
 - Adam Walker 1-800-526-1079 x 73409 or adamwalker@tycoint.com
- Contact Badger for copies of Range Guard
 - Keith Curtis 1-800-446-3857 or keith.curtis@badgerfire.com

**Document Examination Review Record and
Report
BBS Form 2-2
OBC 107.5 and 6**

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

OFFICE OF JURISDICTION

Recommended Approval Type by examiner to Building Official (OBC 107.5)

- Nonconformance approval _____
- Conditional approval _____
- Phased approval _____
- Annual approval _____

Notes:

* Non compliance process selected by Owner per OBC 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 106.1.2 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 (OBC 106.1.2) been received for review and incorporation? Y/N _____

Certificate of Plan Approval
BBS Form 2-3
OBC 105.5

Certificate of Plan Approval (OBC 105.5)

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

Property Address: _____

Certificate No. _____

Scope of Project:

Description of proposed work

Owner Name / Address: (ORC 3791.04) _____

- Proposed New Structure _____
- Proposed Change of Occupancy _____
- Proposed Alteration _____
- Proposed Addition _____
- Other _____

Scope of Plan Approval:

Notes

Conditions & Variances:

- Full approval _____
- Nonconformance approval _____
- Conditional approval _____
- Phased approval _____

Group(s) _____ **Description(s)** _____

Occupancy: _____

Mixed Use:

- Accessory Occupancies (OBC 508.2) Separated Mixed Use (OBC 508.4)
- Non-Separated Mixed Use (OBC 508.3) Combination Sep./Non-Sep. Mixed

Special Provisions:

Commodity & Storage

Method

- Unlimited Area Combustible Storage _____
- High-Rise Hazardous Material Storage _____
- Other _____

Type of Construction: _____

Fire Protection Systems: N/A Required Non-Required

- Sprinkler Fire Alarm Standpipe Other _____
- NFPA 13 Manual Pull
- NFPA 13D Smoke Detection
- NFPA 13R Single-/Multiple-Station Smoke Alarms
- Limited Area

Kitchen Hood System:

- Type I with suppression Type II

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 Ohio Building Code. (OBC).

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. (OBC 105.3)

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. (OBC 105.4)

This Certificate is issued pursuant to the provisions of Section 105 and 107 OBC. This certificate shall be posted (OBC 107.5.2) in a conspicuous location outside of the building and in the front part of the premises on which, or will be, located the building or equipment to which the approved plans relate. This Certificate indicates conformance with the applicable provisions of the OBC and Chapters 3781. And 3791. of the Revised Code.

Approved pursuant to the following edition of the OBC:

Building Official _____

Date _____

SECTION 105 APPROVALS.

105.1 Approvals required. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, or change the occupancy of a building or structure, or portion thereof, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, plumbing system, other building service equipment, or piping system the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required approval.

This requirement is based upon section 3791.04 of the Revised Code which states that, "Before entering into a contract for or beginning the construction, erection, or manufacture of any building to which section 3781.06 of the Revised Code is applicable, including all industrialized units, the owner thereof shall, in addition to any other submission of plans or drawings, specifications, and data required by law, submit the plans or drawings, specifications, and data prepared for the construction, erection, and equipment thereof, or the alteration thereof or addition thereto, which plans or drawings, and specifications shall indicate thereon the portions that have been approved pursuant to section 3781.12 of the Revised Code, for which no further approval shall be required, to the municipal, township, or county building department having jurisdiction if such department has been certified as provided in division (E) of section 3781.10 of the Revised Code, and if there is no certified municipal, township, or county building department, to the superintendent of the division of industrial compliance, for approval.

No owner shall proceed with the construction, erection alteration, or equipment of any such building until such plans or drawings, specifications, and data have been so approved, or the industrialized unit inspected at the point of origin. No plans or specifications shall be approved or inspection approval given unless the building represented thereby would, if constructed, repaired, erected, or equipped according to the same, comply with Chapters 3781. and 3791. of the Revised Code and any rule made under such chapters."

This Revised Code section provides the legal framework upon which the assurance of public health and safety is based. It thereby provides the "window" of time during which the certified building department must perform its construction document review leading to plan approval.

105.1.1 Nonconformance approval. When construction documents are submitted which do not conform with the requirements of the rules of the board, such documents may be approved by the building official provided such nonconformance is not considered to result in a serious hazard and the owner or owner's representative subsequently submits revised construction documents showing evidence of compliance with the applicable provisions of the rules of the board. In the event such construction documents are not received within thirty days, the building official shall issue an adjudication order revoking the plan approval.

*The Building Official may approve constructions documents which do not entirely conform to the OBC **as long as** any area of non-conformance **does not constitute a serious hazard and** the owner or owner's representative submits revised construction documents or other information missing in the original plan review to bring the construction documents into compliance with the OBC. This additional information must still be provided to demonstrate compliance with applicable provision of the OBC. The discretionary authority to issue a plan approval prior to receiving all information cannot be exercised by the building official to circumvent the owner's obligation under the law to submit construction documents which must comply with the requirements of the OBC. The situation created by allowing information to be submitted later cannot create a condition considered a serious hazard and the information must still be submitted and reviewed for compliance. This information must be received within a period of time not to exceed thirty days. Finally, if not received by the certified building department within thirty days of the initial approval, the Building Official is required to revoke the approval using the provisions of section 105 to issue an adjudication order.*

*The determination of whether a structure or component presents a serious hazard is not a subjective exercise. ORC section 3781.06 first defines what "safe" and "sanitary" which are mirrored in OBC Chapter 2, which offers definitions of "safe", "sanitary", **and** "serious hazard":*

Safe: as applied to a building, means free from danger or hazard to the life, safety, health or welfare of persons occupying or frequenting it, or of the public, and from danger of settlement, movement, disintegration, or collapse, whether such danger arises from the method or materials of its construction or from equipment installed therein, for the purpose of lighting, heating, the transmission or utilization of electric current, or from its location or otherwise.

Sanitary: as applied to a building, means free from danger or hazard to the health of persons occupying or frequenting it or to that of the public, if such danger arises from the method or materials of its construction or from any equipment installed therein for the purpose of lighting, heating, ventilating, or plumbing.

*Serious hazard: a hazard of considerable consequence to safety or health through the design, location, construction, or equipment of a building, or the condition thereof, which hazard has been established through experience to be of certain or probable consequence, or which can be determined to be, or which is obviously such a hazard. A serious hazard is "a hazard of considerable consequence to safety or health through the design, location, construction, or equipment of a building". The first phrase clearly makes a distinction between a problem that could be construed as having a consequence and one having considerable consequence. These hazards must be **established** (proved, demonstrated) **through experience** (history, data, loss statistics, evidence, etc.) to be of **certain or probable consequence** (sure, inevitable, unquestionable, certain; not a hazard that could possibly exist under hypothetical conditions), can be **determined** (to establish conclusively after investigation) to be, or which is **obviously** (plain, evident) a serious hazard.*

*In the context of this type of construction document approval, a building official **may** grant this type of approval when conditioned upon receiving complete, code-complying documentation from the owner. However, this option can only be used when the nonconformance, which prohibited the building official from granting a full approval, does **not** involve a serious hazard as defined in the law and the OBC.*

105.1.2 Conditional approval. When construction documents are submitted which cannot be approved under the other provisions of this rule, the building official, may at the request of the owner or owner's representative, issue a conditional plan approval when an objection to any portion of the construction documents results from conflicting interpretations of the code, or compliance requires only minor modifications to the building design or construction. No conditional approval shall be issued where the objection is to the application of specific technical requirements of the code or correction of the objection would cause extensive changes in the building design or construction. A conditional approval is a conditional license to proceed with construction or materials up to the point where construction or materials objected to by the agency are to be incorporated into the building. The conditions objected to shall be in writing from the building official which shall be an adjudication order denying the issuance of a license and may be appealed in accordance with section 3781.19 of the Revised Code. In the absence of fraud or a serious safety or sanitation hazard, all items previously examined shall be conclusively presumed to comply with Chapters 3781. and 3791. of the Revised Code and the rules of the board. Reexamination of the construction documents shall be limited to those items in the adjudication order. A conditional plan approval is not a phased plan approval.

*This section outlines another option for plan approval which the Building Official has discretionary authority to grant but only **if it is requested** by the owner or owner's representative. This plan approval option is used for those cases that cannot be approved under sections 105.1.1, 105.1.4, or 105.1.5. It is for those issues about which there is a legitimate disagreement over interpretation of the code. In other words, the specific disagreement over interpretation cannot deal with an issue that is specifically addressed in or is a specific technical requirement of the OBC.*

Because a full approval cannot be granted until the interpretation question is clarified, a project could be delayed. This option allows construction to begin and proceed up to the point in the project where the issue of objection or disagreement must become part of the work. The assumption is that the issue will be handled as an adjudication order, that it will be appealed to the board of building appeals having jurisdiction, and that it will be resolved before construction reaches the point at which the item or information must be incorporated into the work

Further direction is also included in the subparagraph to make it specifically clear that once the objection has been resolved, only the information resubmitted in response to the resolution of the building department's objection and adjudication order can be reexamined by the building official's plan examiner. This prevents reexamination of the entire set of construction documents given that the construction documents had received conditional plan approval and only a portion was the cause of the objection. When the objection is resolved through the appeal process, the solution may require plan review of the proposed solution. Such plan review is restricted to the resubmitted documents, if any, and not any previously reviewed portion of the project because they are conclusively presumed to comply with the OBC.

105.1.3 Previous approvals. This code shall not require changes in the construction documents, construction or designated occupancy of a structure for which a lawful approval has previously been issued or otherwise lawfully authorized, and the construction of which has been pursued in good faith within one year of the approval of construction documents. One extension shall be granted for an additional year if requested by the owner at least ten days in advance of the expiration of the approval and upon payment of any fee not to exceed one hundred dollars. If, after the start of construction, work is delayed or suspended for more than six months, the approval is invalid. Two extensions shall be granted for six months if requested by the owner at least ten days in advance of the expiration of the approval and upon payment of any fee for each extension not to exceed one hundred dollars.

This section of makes clear that once a plan approval is no longer valid (a long delay or pause in construction without proper extension requests) the owner must resubmit construction documents to the department for review and approval. If the OBC is updated or modified during the delay, that previous plan approval becomes invalid. The plan review must be performed using the OBC in effect at the time of the resubmission. The owner cannot claim that the project should be reviewed under a previous version of the OBC that was in effect at the time of the original plan approval. There may or may not be modification required to the construction documents as a result of the resubmission and plan review.

105.1.4 Phased approval. The building official shall issue an approval for the construction of foundations or any other part of a building, structure, or building service equipment before the construction documents for the whole building, structure or building service equipment have been submitted, provided that adequate information and detailed statements have been filed complying with applicable requirements of this code. The holder of such approval for the foundation or other parts of a building or structure shall proceed at the holder's own risk with the building operation and without assurance that an approval for the entire structure will be granted. Such approvals shall be issued for various stages in the sequence of construction provided that all information and data required by the code for that portion of the building or structure has been submitted. The holder of a phased plan approval may proceed only to the point for which approval has been given.

A fourth plan approval option is described in this paragraph as a phased or partial approval. The language makes it clear that this type of plan approval is compulsory and not discretionary. A partial plan approval is given for a discrete part, component, or phase of a project. If the building official agrees that a project can be approved in phases, each portion or phase may receive a separate approval. That approved portion or component can then be constructed (assuming all other jurisdictional approvals have been granted) up to the point at which the unapproved construction is to be incorporated into the work. Once approval is received for another portion or component of the work, it can be incorporated into the project. Receiving approval on any one portion or phase does not guarantee further approvals of future submittals or that work can proceed beyond the scope of the phase or portion approved.

105.1.5 Annual approval. In lieu of an individual approval for each alteration to an existing electrical, gas, mechanical, plumbing, or piping installation, the building official may issue an annual approval upon application 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.

105.1.5.1 Annual approval records. The person to whom an annual approval is issued shall keep a detailed record of alterations made under such annual approval. The building official shall have access to such records at all times or such records shall be filed with the building official as designated. These records shall include the applicable construction documents in accordance with section 106.1.

Formerly a provision in section 4101:1-1-27-03 for electrical inspections, the annual approval process was expanded to include electrical, gas, mechanical, or plumbing systems. The intent was to provide flexibility for large manufacturing facilities, auto production plants, large apartment complexes, or other places where regular equipment changes are necessary yet provide a mechanism to assure that the work is code compliant, maintain accountability, and allow for independent verification.

105.2 Validity of approval. The construction, erection, and alteration of a building, and any addition thereto, and the equipment and maintenance thereof, shall conform to required plans which have been approved by the building official, except for minor deviations which do not involve a violation of the rules of the board. In the absence of fraud or a serious safety or sanitation hazard, any structure built in accordance with approved plans shall be conclusively presumed to comply with Chapters 3781. and 3791. of the Revised Code and the rules of the board.

Conformity to the approved construction documents, the "plans", is a fundamental requirement of the enforcement process and applies to new construction, additions to existing structures, building equipment, and building maintenance. Maintenance must be done to keep a building as it was originally approved. Any building so constructed, added to, equipped, and maintained (according to the approved "plans") is conclusively (settled, final, decisively) presumed (constituting reasonable evidence, accepted) to comply with the revised code and the OBC. This language mirrors that found in 3791.04(D) of the ORC.

Exception: Industrialized units shall be constructed to conform to the plans approved by the board.

Because the intent of the industrialized unit (IU) regulations is to permit them to be used anywhere in Ohio, a system was developed to assure that IUs were built conform to the OBC. This process is described in section 113 of the OBC and 3781.10, 3781.102, 3781.11 ORC. Because the construction documents are approved prior to shipping into Ohio and are, by definition, of closed construction, all IUs must have construction documents submitted to the Board for review and approval. This is true for all IUs, even one-, two-, and three-family units. Unlike site built one-, two-, and three-family dwellings, IUs are not exempt from this plan review and inspection process.

105.3 Expiration. The approval of plans or drawings and specifications or data in accordance with this rule is invalid if construction, erection, alteration, or other work upon the building has not commenced within twelve months of the approval of the plans or drawings and specifications.

Receiving plan approvals from a certified building department is not the end of the process; more realistically it is simply the end of the beginning of the process. Besides the required inspections and issuance of a certificate of occupancy, there is a building department responsibility between plan approval and start of construction. If a plan approval (full, conditional, partial, etc.) is granted, there are several "clocks" that start ticking, one for start of construction and one for delays in construction. Both time periods have an impact on the plan approval.

One extension shall be granted for an additional twelve-month period if requested by the owner at least ten days in advance of the expiration of the approval and upon payment of a fee not to exceed one hundred dollars.

If construction does not begin within one year after the approval, the owner has, in effect, invalidated the plan approval. It is a violation of the OBC and the ORC (3791.04) to begin construction without a valid plan approval. An owner may request that the plan approval be considered valid for an additional year if the request is made at least ten days before the original year of approval has elapsed. The responsibility for tracking this one-year time period, the expiration deadline, the deadline for extension lies clearly with the building department. The development and implementation of administrative systems to monitor these deadlines are the responsibility of the building official. Because continued requests for extension could bring the unbuilt project close to overlapping the regular cycle of code updates, the code does not permit the granting of more than one extension.

105.4 Extension. If in the course of construction, work is delayed or suspended for more than six months, the approval of plans or drawings and specifications or data is invalid. Two extensions shall be granted for six months each if requested by the owner at least ten days in advance of the expiration of the approval and upon payment of a fee for each extension of not more than one hundred dollars.

The second important time period for a construction project is the measurement of the length of any delay in or suspension of construction once work on a project has begun. If a delay occurs during the construction of a project or if construction is suspended for more than six months, the owner has invalidated the plan approval. It is the building department, as the administrative enforcement agency, that has the responsibility to track the delays or suspensions and enforce these code provisions. Similar to delays in the start of construction, an owner may request that the plan approval be considered valid for an additional six months if the request is made at least ten days before the original approval has elapsed due to suspensions of construction activity. Two such extensions are available to an owner.

105.5 Certificate of plan approval. After plans have been approved in accordance with section 107, the building official shall furnish the owner/applicant a certificate of plan approval.

*The approval of construction documents by the building official, outlined in Section 107, is accomplished as specified here. Once any correction items have been addressed, corrected, or appealed, the building official **shall** furnish the owner of the work for which documents were approved a certificate of plan approval. This instrument indicates, within the scope of the OBC, that the owner has a right to perform the work that has been approved.*

105.5.1 Content. The form of the certificate shall be as prescribed by the building official and shall show the serial number of the certificate, the address at which the building or equipment under consideration is or is to be located, the name and address of the owner, the signature of the building official who issued the certificate, and such other information as is necessary to facilitate and ensure the proper enforcement of the rules of the board.

The building official is responsible for prescribing this certificate's form but it must contain the following information:

- *An identification, application, or tracking number – it is the building official's responsibility to set up and maintain a project tracking system within the building department to monitor projects*
- *Address of the project site at which the work will be done – facilitate inspection scheduling, issuance of orders, project history and outstanding order research, etc.*
- *Identification of the owner and owner's address – Ohio law (3791.04 ORC) is addressed to the owner and not a tenant, renter, contractor, architect, engineer, or other party.*
- *Certificate issuer identification – another tracking item is the identification of the building official or designee issuing the certificate of plan approval.*
- *Other information as deemed necessary by the building official.*

The intent is to remove as much complexity from the enforcement process as possible yet assure that adequate information is provided to the enforcement agency for proper enforcement of the OBC.

105.5.2 Duplicate issued upon request. Upon application by the owner, the building official shall issue a duplicate certificate of plan approval to replace a lost or destroyed original.

Project Permit Sign off Sheet
BBS Form 2-4
(Includes Plan Approval OBC 105.5)

This form may be used and modified by the political subdivision for the purposes of tracking all required permits, approvals, signoffs and permissions granted by the various local regulatory agencies for the development of the building site with a structure that is approved (In conformance with the building code) by the building department.

This form does not eliminate, replace or supersede the required certificate of plan approval that certifies that the building design has been reviewed to be in compliance with the State of Ohio Building codes.

Project Permit Sign off Sheet

(OBC 107.2)

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.

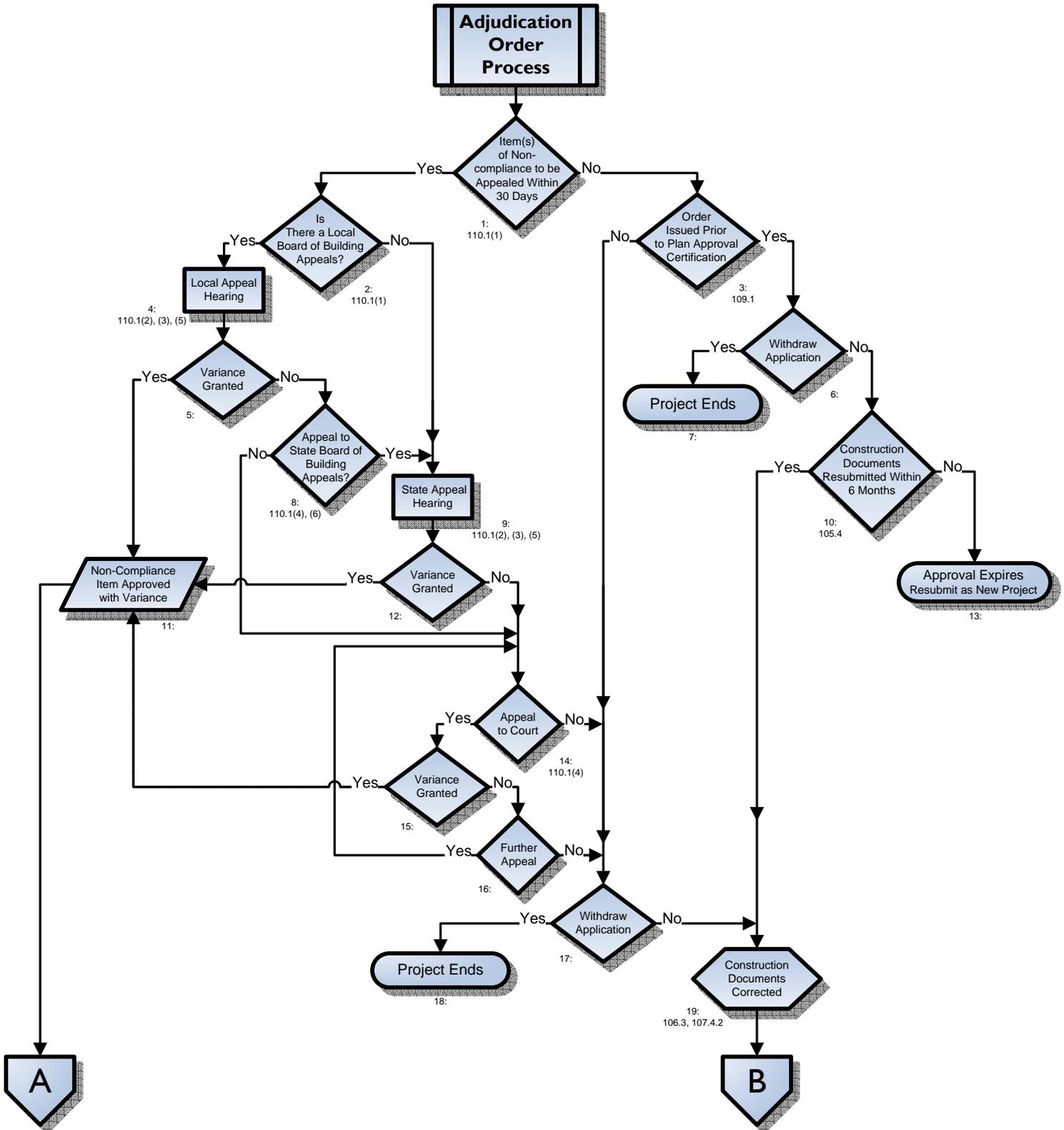
Note: The Certificate of Plan Approval issued by the building department shall be posted by the owner at the job site per OBC 107.

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

**Adjudication Order Process Flow Chart
BBS Form 3-1**



Adjudication Order Process Flow Chart



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

Adjudication Order
BBS Form 3-2
OBC 109.1

Adjudication Order

Ohio Building Code, Section 109

Date: July 1, 2012

Project: Plan Review/Adjudication Order No. 12-07
Fire Alarm/Automatic Detection System at 8888B
Fireman Avenue 43000-0000

Owner/Owner's Authorized Agent: M.Y. Property / Built to Code, Inc.
(Applicant) 123 Building Avenue
Somewhereville, Oh 43000-7777

In response to your Application for Plan Approval dated 06/27/11, we have reviewed the plans to determine compliance with the Ohio Building Code. Based on our review, we must deny your request to approve the plans as submitted. We have found the following items do not conform to the requirements of the rules adopted by the Ohio Board of Building Standards pursuant to Chapters 3781 and 3791 of the Ohio Revised Code. **(Note: Each of your items should contain the types of information represented in these examples):**

Item #	OBC Section	Issue of Non-Compliance	Action required
1	106.1.1	A basement plan indicating the location and type of detectors and alarm devices is not provided.	Submit dimensioned plans with sufficient detail for compliance to be determined.
2	903.4 OBC	Supervision is not indicated for the automatic sprinkler system as required.	Provide details/specifications/method used to supervise the system.

Please revise and resubmit **3** sets of corrected plans to our office. (It will help us to expedite the review of your resubmittal if you identify the changes you have made by 'clouding' the revision or otherwise indicating how you have resolved the items of non-compliance.) The owner shall bring the items listed into compliance within **30** calendar days. **(Bldg official can set a reasonable amount of time for the owner to bring into compliance.)**

You have a right to appeal this decision. If you choose to appeal, this letter is to be used as an adjudication order pursuant to OBC Section 109. Please notify our office of your appeals board 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.

In order to appeal, you must file a request within 30 days of the mailing of this notice to:

The Ohio Board of Building Appeals ***(or the appropriate certified local Appeals Board and address)***
P.O. Box 4009
6606 Tussing Road
Reynoldsburg, Ohio 43068-9009
Phone (614) 644-2616

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

Reviewed by: _____ Building Official: _____

I.C. Plans, PE, Cert.#___

Bill D. Official, BO, Cert. #___

(All items listed in italicized red font is to be deleted.) All red fonts are to be changed based on project and jurisdiction specific information.

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 OBC 107.2.1.

Adjudication orders (109 OBC):

- 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 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

SECTION 109 ORDERS, VIOLATIONS, AND UNSAFE BUILDINGS.

Perhaps one of the more important responsibilities of the building official as well as one of the areas not clearly understood is the issuance of orders for violations. There is a definite process required to remain within the boundaries of the law; to provide due process rights to owners and to assure the public that the built environment is safe and sanitary. The adjudication process is simply one of preserving citizens' rights to obtain a fair "judgment" of a disputed issue.

109.1 Adjudication orders, required. When the building official denies any approval or takes action in response to findings of non-compliance, such action shall be initiated by issuing an adjudication order, prior to seeking any remedy, civil or criminal. Every adjudication order shall:

Before any action is taken, therefore, a legal document must be issued to the owner that clearly cites to the administrative code (building, mechanical, or plumbing code section) and explains what it is that is that is in violation.

ADJUDICATION ORDERS:

KEY ELEMENTS

Get Correction Letters issued in a timely manner or that becomes a failure to approve:

- *Failure to approve within 30 days of application date is an automatic adjudication order.*

Adjudication orders:

- *Orders of the building official (plan rejection, violations, refusal to approve, stopping work, etc.) must be placed into an adjudication order and contain the following:*
- *The name and address of the owner and project address*
- *A clear indication of the law and/or code sections involved*
- *An indication of what action, changes, 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*

1. Clearly identify the section of law or rules violated;

These citations must be to the codes or to the Ohio Revised Code (the nature) and must clearly explain what it is about the work (the cause) that is in violation. All citizens have a right to know what the charge is before availing themselves of any process to seek relief. These legal principles are consistent with both the Ohio and the U.S. Constitution (Ohio – "In any trial, in any court, the party accused shall be allowed to ... demand the nature and cause of the accusation against him, and to have a copy thereof..."; U.S. – "Amendment VI: In all criminal prosecutions, the accused shall enjoy the right ... to be informed of the nature and cause of the accusation; to be confronted with the witnesses against him...").

1.1 Clearly identify, in a contrasting and obviously marked manner, all violations related to accessibility.

2. Specifically indicate which detail, installation, site preparation, material, appliance, device, addition, alteration to structures, construction documents, assemblages or procedures are necessary to change to comply with the order;

2.1 When issued to stop work, the order shall also clearly indicate the specific work that is required to cease, when the work must cease and the conditions under which the cited work will be permitted to resume. The order to stop work shall be given to the owner of the property involved, to the owner's agent and the person doing the work.

The text above specifies that it is the building official's responsibility to issue orders, including those to stop work. The implication of this section is that the way the building official determines that dangerous or unsafe work is present is through communication with the building official's field staff (refer to section 108.6). The order to stop work must be specific in stating what work must be stopped; a general stopping of all work on a site is almost never an option for the building official. Orders to stop work cannot be seen as a vehicle to "shut a project down" unless, in the extremely rare condition, every individual is at risk and all work being done on a project can be shown to be done in a dangerous or unsafe manner.

3. Include notice of the procedure for appeal and right to a hearing if requested within thirty days of the mailing of the order. The order shall also indicate that, at the hearing, the owner may be represented by counsel, present arguments or contentions orally or in writing, and present evidence and examine witnesses appearing for or against the owner;

3.1 Any hearing(s) scheduled for accessibility issues shall cause the building official or the appeals board to notify a local advocate organization for people with disabilities of the scheduled hearing. When a local advocate organization is not available, a state organization representing people with disabilities, such as the Governor's Council on People with Disabilities shall be notified;

4. Specify a reasonable period of time in which to bring the item(s) on the order into compliance;

5. Include the signature of the building official;

6. The order shall be sent by certified mail, return receipt requested, to the owner and any individual designated as a representative or agent by the owner in such matters.

109.2 Response to orders. The person receiving an order shall exercise their right to appeal within 30 days of the mailing of the order, comply with the order, or otherwise be released from the order by the building official.

109.3 Prosecution and penalties. When an owner fails to comply with section 109.2, the owner may be prosecuted and is subject to a fine of not more than five hundred dollars as provided for in section 3791.04 of the Revised Code.

109.3.1 Unlawful continuance. Failure to cease work after receipt of an order to stop work is hereby declared a public nuisance.

109.4 Unsafe buildings. Structures or existing equipment that are unsafe or unsanitary due to inadequate means of egress facilities, inadequate light and ventilation, or which constitute a fire hazard, or are otherwise dangerous to human life, shall be deemed a serious hazard. Where a building is found to be a serious hazard, such hazard shall be eliminated or the building shall be vacated, and where such building, when vacated, remains a serious hazard, it shall be razed.

109.4.1 Orders, injunction proceedings. Where the building official finds that a building is a serious hazard and the owner of such building fails, in the time specified in an order from the building official, to eliminate such hazard, or to vacate or raze the building, the building official shall proceed under section 3781.15 of the Revised Code.

Section 3781.15, R. C. provides a legal means for a building department to stop the use of a building that is found to be a public nuisance. The building department, through its prosecutor's office, would file an injunction action in the court of common pleas having jurisdiction where the building is located. The building department would have the burden of proof to show that the building is unsafe and dangerous. If the burden of proof is met at the hearing, the court should grant an injunction restraining the owner from using the building for any purpose until repairs are made to restore the building to a safe condition. If the owner fails to correct the condition, the prosecutor's office may follow up by asking the court to issue a demolition order after the appropriate hearing. Following the hearing, the court may order the building demolished at the owner expense.

Local hazard abatement or nuisance abatement ordinances may provide the best approach to resolving problems because they may not have built into them the same timeframes that a building department order does (issue order, 30 day appeal period, if no appeal requesting a court order). Local order may even have mechanisms for ordering the repair in a timely manner, back charging for a repairs, or demolition.

109.4.2 Restoration. Where the structure or equipment is determined to be unsafe by the building official, it is permitted to be restored to a safe condition. To the extent that repairs, alterations or additions are intended to be made or a change of occupancy occurs during the restoration of the structure, such repairs, alterations, additions or change of occupancy shall comply with Chapter 34 and this chapter.

Notification Letter to Board of Appeals BBS Form 3-3 OBC 110.1.1

- 1.1 For purposes of conducting adjudication hearings, the local board may require attendance of witnesses, production of records and papers, and may take depositions of witnesses in accordance with section 119.09 of the Revised Code.**

- 1.4 The board shall keep a full and complete record of all proceedings which shall be open to public inspection.**

The intent of this form is to provide the building official a tool to provide advance information to Municipal and County Appeals Board members. It summarizes the required plan examiner record or inspector report, and a building official determination when an owner requests an adjudication order to appeal any item(s) of non-compliance found during plan review or inspections. It is part of the full and complete record found in OBC Section 110.1.1, 1.4.

**Required Inspections Check List
And Guide for Inspector Use
BBS Form 4-1
OBC 108.2**

A list of inspection(s) shall be provided at the time the plan approval is issued per **OBC 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. Inspections are performed in part or in whole.

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 and the Approved construction documents.

An On-Site Inspection Record (OBC 108.5) is also required and shall accompany the Certificate of Plan Approval, Approved Construction and Inspection Checklist. Refer to BBS Form 4.2 for this document record.

Required Inspections Check List and Guide for Inspector Use

Required inspection for this Plan Approval	Inspection description	Inspector's notes	OK to proceed
Y / N	Lot Line Marking		✓
	<ol style="list-style-type: none"> 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	Excavation for footings and underground utilities		
	<ol style="list-style-type: none"> 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	Foundation		
	<ol style="list-style-type: none"> 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	Concrete slab & under-floor inspection		
	<ol style="list-style-type: none"> 1. To be performed after all equipment, pipes, insulation, etc. is installed but before concrete poured or sheathing installed 2. Other _____ 		
Y / N	Lowest floor elevation verification		
	<ol style="list-style-type: none"> 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 _____ <p>(Chapter 1 commentary)</p>		

Req. inspection for this approval	Inspection description	Inspector's notes	OK to proceed
Y / N	Frame Inspection		
<p>To be called for & performed after:</p> <ol style="list-style-type: none"> 1. Rough mechanical 2. Rough electrical 3. Rough water supply 4. Rough sanitary 5. Chimneys & vents installed 6. Structural framing is complete through roof sheathing 7. Fire blocking/stopping is in place <p>Other _____</p>			
	<p>Verify:</p> <ol style="list-style-type: none"> 1. Construction 2. Materials 3. Assemblies 4. Methods 5. Fastening 6. Forming: dimensions, depth, height, steps, cantilevers 7. Relationship to footings, piers, caissons, etc. 8. Reinforcing ties & steel, dimensions to forms 9. Concrete quality check if on-site (see exception & handout materials) 		
Y / N	Frame Inspection		
	<ol style="list-style-type: none"> 1. Dimensions of structural & non-structural members 2. Grade & species, gage and type of metal, concrete assemblies & other special inspection related construction 3. Bearing/fastening of materials, connections, welds, etc. 4. Location of bearing and non-bearing walls 5. Square footage and height of spaces and ridge/building height 6. Some penetration protection 7. Other _____ 		

Req. inspection for this approval	Inspection description	Inspector's notes	OK to proceed
Y / N	Lath, Gypsum Board Inspection		
	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:		
	<ol style="list-style-type: none"> 1. Verify materials 2. Design# and actual section of assembly, lateral force & STC rating 3. Size: thickness, 4. Type: interior, exterior, cement, gypsum, water resistant, fire resistant, etc. Fire-Shield, Sound Break, Shaft liner, X 5. Type of fasteners, size, spacing and depth, etc. 6. Orientation of Board: vertical, horizontal, overlap of joints (spacing) 7. Internal additional parts: resilient metal furring channel, U, Z & N spacing metal, stud type and spacing, cavity fill material(s) 		
Y / N	Fire-resistive assemblies and penetration inspection		
To be requested before concealment.			
	<ol style="list-style-type: none"> 1. Verify materials 2. Design # and actual section of assembly 3. Size: thickness, 4. Type: interior, exterior, cement, gypsum, water resistant, fire resistant, etc. Fire-Shield, Sound Break, Shaft liner, X 5. Type of fasteners, size, spacing and depth, etc. 6. Orientation of materials or board: vertical, horizontal, overlap of joints spacing) 7. Internal additional parts, particularly important for rated assemblies: resilient metal furring channel, U, Z & N spacing metal, stud type and spacing, cavity fill material(s) 8. Check for back to back penetrations: outlets; boxes; cabinets, etc. 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. 10. Other _____ 		

Req. inspection for this approval	Inspection description	Inspector's notes	OK to proceed
Y / N	Energy Efficiency/envelope Insp.		
To be requested before concealment.			
	<ul style="list-style-type: none"> a. Verify materials <ul style="list-style-type: none"> i. Type ii. Size: thickness iii. U & R values iv. Infiltration protection method: putties; weather-striping; door & window specifications and manufacturer's instructions; ductwork wrap and sealing; infiltration wraps b. Equipment efficiency: furnace/AC unit; water heater; humidifier; dehumidifier; etc. manufacturer's plate to match spec & installation in accordance with manufacturer's installation instruction (check against listing) 		
Y / N	Building Services Equipment Systems inspections:		
	<ul style="list-style-type: none"> 1. Electrical 2. Plumbing 3. Sanitary 4. Water Supplies 5. Subsurface & surface water disposal 6. Specialty 7. Mechanical 8. Heating 9. Ventilation 10. Exhaust 11. Cooling 12. Fire Protection Systems <ul style="list-style-type: none"> • Rough • Progressive 13. Final/operative inspections to verify that <ul style="list-style-type: none"> • Equipment • Materials (pipe, conduit, duct, etc.) • Methods of installation • Fixtures <p>are installed in accordance with the approved construction documents, listings, manufacturer's installation instructions and that all tests required have been conducted</p>		

Req. inspection for this approval	Inspection description	Inspector's notes	OK to proceed
Y / N	Other inspections required by Bldg. Official based on project scope		
	<ol style="list-style-type: none"> 1. Accessibility - exterior & interior 2. Special Inspections - reports & records of findings and sequence of corrections, etc. 3. Industrialized units – transportation damage, unit matching approval, site completion work, tests, etc. 4. Roof assemblies – design details, installation of underlayment/sub-base & exposed surface, fastening, wind exposed edge detail...installed in accordance with manufacturer's installation instructions and approved construction docs 5. Weather - exposed other surfaces 6. Egress systems – 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. 7. Special conditions for occupancies listed in Chapter 4 – High rise and underground buildings, special amusement, HPM, institutional, atriums, covered malls, parking-storage-hazardous material containment buildings 		

On Site Inspection Record

BBS Form 4-2

OBC 108.5

The following form is required to be given to the Owner or owner's authorized agent when the Certificate of Plan Approval is issued. The Record is to be kept on site with the posted certificate, approved documents and inspection checklist. The building official may include the inspection 'call in procedures' on this form and /or the checklist for information purposes. This form is not intended to replace the log required for the inspector to keep for the documenting of the permanent office record.

Please note: Items of Non-compliance noted on the record requires the Owner and/or Authorized agent to make decisions on how to comply. There are no 'Pass/Fail', 'approve/disapprove', 'how to do it' communications or citing/interpreting of the code allowed by the inspector.

It is the responsibility of the owner to comply and the responsibility of any inspector to verify that the installation matches the approved documents. If non-compliance occurs, the inspector shall communicate those findings to the building official regardless of the owner decision, so as to inform the building official of the status of the project.

Owner Compliance Options Matrix
BBS Form 4-3
OBC 108.6, 108.7

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 OBC 108.6.1 and 108.7 by the Building Official:

Option A (OBC 108.6.1.1.1.1)	Option B (OBC 108.6.1.1.2)	Option C (OBC 108.6.1.1.3,108.6.1.4, 108.7)
Item of non compliance is to be corrected on the site:	On-site representative indicates that <u>approved construction docs/specs will be revised per OBC 107.4.2 to match work:</u>	Item of non compliance <u>will not be brought into compliance/ corrected:</u>
<p>Step 1. A notation shall be made in the on-site inspection record and inspector's log. (OBC 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>Step 1. 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>Step 1. A notation shall be made in the on-site inspection record (108.6.1.2) and inspectors log, and, inspectors will contact the Building official and explain the nature of the change.</p>
<p>Step 2. Indicate whether a follow-up inspection to verify the correction is necessary and communicate this to the owner's on-site representative.</p>	<p>Step 2. 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>Step 2. The Building Official shall determine if an adjudication order (either a notice of violation or stop work type) is to be written.</p>
<p>Step 3. 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>Step 3. The Plan Examiner will review the changes to determine compliance.</p>	<p>Step 3. 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 OBC 109 to the owner.</p>
	<p>Step 4. 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>Step 4. 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 OBC 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.

Inspector Report to Building Official
BBS Form 4-4
OBC 108.7

OFFICE OF JURISDICTION

123 Main Street Anytown, Ohio 40000

Full Name, Building Official

INSPECTOR REPORT

(FOR DETERMINATION OF NON-COMPLIANCE BY BUILDING OFFICIAL- OBC 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? Y / N _____ DATE: _____

BUILDING OFFICIAL SIGNATURE: _____

**Contractor Test Completion Certification for Plumbing
Systems
BBS Form 4-5
OBC 108.8**

Contractor Test Completion Certification for Plumbing Systems (OBC 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 OBC 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: _____ **[OBC 105.5]**

Are approved plumbing plans and manufacturer's installation instructions on site? [OBC 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 _____

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: _____

Notice of Recommended Change

BBS Form 4-6

OBC 108.6.2

108.6.2 Observation of violations not shown on plans. If an inspector, in the course of performing the assigned or requested inspections, observes a code violation that was either shown incorrectly or not adequately addressed or detailed in the approved construction documents, the inspector shall communicate the finding to the building official so that the building official can make a determination of whether the code violation is of such significance to warrant communicating the finding to the owner or the owner's representative as a recommended change.

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

Notice of Recommended Change

Ohio Building Code, Section 108.6.2

Date: July 1, 2015

Project: Certificate of Plan Approval No. 15-07
Columbus Important Project
Columbus Road
Columbus, Ohio 43000-0000

Owner/Owner's Authorized Agent: M.Y. Property / Built to Code, Inc.
123 Building Avenue
Somewhereville, Oh 43000-7777

On 6/30/15, Roger T. Inspector observed during a routine required inspection that a code violation that was not addressed during plan review was incorporated into the Approved construction documents dated 2/15/15. It was determined upon evaluation by the building official that the code violation is not an unsafe condition or serious hazard per OBC 108.6.3.

It is recommended that the owner consider making the following change(s) to the construction documents for code compliance and safe occupancy of the building. If the owner chooses to comply, please submit revised construction documents to the extent of the change to the building department for review to ensure the code violation has been eliminated. The approval will be amended and issued to reflect the recommended change. If the owner determines to not proceed with the recommended change, a note will be added as a condition to the certificate of occupancy indicating the choice in this matter. Please see below for observation of items not shown on plans.

Item #	OBC Section	Issue of Non-Compliance	Action required
1	ICC/ANSI A117.1-09 Section 604.2	Restroom 220, end toilet fixture is positioned 22" from the wall.	Centerline of toilet required to be 16" minimum and 18" maximum from sidewall or partition.
2	Chapter 27, NFPA 70 Article 110.16, & 110.26	Electrical Rm 243, Electrical Panel #2 clearance depth is reduced by 3 inches due to angled wall. Prohibits 90 deg. Door opening in corner.	Adjust location to East to increase depth of working space, which allows panel door to open to 90 degs.

Provide **3** sets of the corrected plans to our office for review if intending to comply. Please identify the changes made by 'clouding' the revision or otherwise indicate how resolution was made to the items of non-compliance.) Please respond within **30** calendar days in order for the building official track the decision. ***(Bldg official can set a reasonable amount of time for the owner to bring into compliance.)***

Reviewed by: _____ Building Official: _____
I.C. Plans, Master Plan Examiner, Cert.# _____ Bill D. Official, BO, Cert. # _____

(All items listed in italicized red font is to be deleted. -All red fonts are to be changed based on project.)

Certificate of Occupancy
BBS Form 5-1
OBC 111.1

Certificate of Occupancy (OBC 111.1)

Anytown, Ohio Building Department, Name of the Building Official

(#2) Property Address:

Approved As:

- Pre-Existing Condition (No Change)
- New Structure
- Addition
- Alteration
- Change of Occupancy
- Temporary Occupancy

(#6) Occupancy Groups:

Description:

Primary:

Accessory:

Accessory:

Mixed Uses:

(#8) Attached Floor Plan dated _____ indicates of how areas are approved and design occupancy loads

(#7) Construction Type:

(#9) Fire Protection Systems:

N/A Required Non-Required

System Type:

Location:

(#10) Hazard Classification:

Storage Height:

Aisle Width:

(#11) Sprinkler System Demand @ base of riser:

Standpipe System Demand @ base of riser:

(#12) 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.

(#1) Plan Approval Application # _____
 Approved pursuant to the following editions **(#5)** of:
 OPC _____ OBC _____ OMC _____

(#3) This approval is limited to the following portion of the building: _____
(#3) The balance of the building is approved pursuant to the following dated C of Os: _____

(#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 design and construction has been approved and the building can be occupied and maintained for use under the conditions of the approval. It is legal record of the owner and the building department. The Certificate of Occupancy shall be complete and accurate. The following information shall be included on the Certificate of Occupancy:

1. Plan approval application number.
2. Property Address. (Owner/tenant name is not required.)
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).
5. Edition of the code when plan approval is issued (for proposed work or change of occupancy).
6. Narrative description of what the space(s) within the building can be used for *and* the appropriate Group designation(s).
7. Type(s) of construction for all areas of the structure.
8. Design occupant loads.
9. Information related to required or non-required Fire Sprinkler System(s).
10. Information related to the Fire Sprinkler System(s).
 - a. Hazard classification.
 - b. Storage configuration with aisle widths, etc.
11. Sprinkler & Standpipe systems demand at the base of the riser.
12. Listing of all stipulations, conditions and variances related to the building/approval.
13. Statement of compliance (certifying conformance to the rules and Chapters 3781 & 3791 of the Ohio Revised Code) and statement of condition. (Approval is valid only if the facility used in accordance with the stated conditions and that it must be maintained.)

Requirements for a building owner in making Request for a Certificate of Occupancy for an existing building.

An owner that needs of a Certificate of Occupancy (C of O) for an existing building can request one by referencing Sections 102.7, 111.2 111 of the Ohio Building Code (OBC). This provision allows an owner (or authorized agent) to secure a building C of O for an existing building used under certain conditions:

- The building or structure continues to be used for the purpose(s) that original or subsequent approvals were made. Evidence of this previous and continued use can be verified.
- A request for a Certificate of Occupancy must be made in writing to the building department by the owner. The owner shall verify the authority having jurisdiction (County, city or township) that is certified to enforce the OBC related to the occupancy type of the building. If there is no local certified building department, then the State of Ohio Division of Industrial Compliance has jurisdiction.
- There are no outstanding orders pending against the building.
- It is established after inspection and investigation by the building official that the building/structure does not have any serious hazards.

Although the Board of Building Standards rules do not require a submission of plans for this process, it is important to establish how each area of the building is used. A floor plan is recommended with a legend to indicate how every space is used. (A copy of the evacuation plan can be used for this purpose.)

The following is an example letter containing the type of information the building owner shall provide to the building official to begin the process. Even when a building department has a form or application, this letter shall be used to convey the required information for the request.

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 Mr. Official:

I am requesting a certificate of occupancy for an existing building, (and a copy of the original and subsequent certificate of plan approval(s) for the building(s) located at the above address, and, as the owner, pursuant to section 111.2 of the Ohio Building Code.

Prior to my purchasing the property 3 years ago, it had been used as a hotel/motel. I continue to use the building(s) for that purpose. I have enclosed copies of the last two years' of hotel/motel licenses issued by the state Fire Marshal's office. To the best of my knowledge, your department has no outstanding orders pending against this property or any of the 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 that several of the lodging rooms are identified as suites. Each of these rooms has facilities for cooking and other extended stay amenities. It is my understanding that each of these units were originally designed and intended for this purpose.

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

Sincerely,
Mr. Building Owner

**Time Limited
Certificate of Occupancy Process
BBS Form 5-2
OBC 110.1.5**

USING BUILDING SPACES FOR SHORT TERM & EMERGENCY PURPOSES

Emergency Planning, Temporary Uses, and Special Events often occur without proper coordination and approvals.

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

Winter Weather Conditions 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 secure 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, will be evaluated and approved to assure that basic safety occurs.

Appropriate Resolution Requires involvement of both the Building Code & Fire Code Enforcement Entities

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

Where the location of the commercial 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 – 800/523-3581

Both the Division of State Fire Marshal and the Board of Building Standards can be contacted as a resource to help in the explanation on the procedure of the approval process.

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

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

Using the Time-Limited Occupancy Approval Method

The Ohio Building Code provision for the Time-Limited Occupancy Approval Method can be used to properly respond to these issues. The Certificate of Occupancy section of the Ohio Building Code, Section 111, was revised to specifically provide a useful and practical option for building owners, building and fire departments to determine code compliance for temporary uses for buildings such as haunted houses, emergency shelters/housing, exhibits, tents for special events, etc.

Located in OBC section 110.1.5, the *Time-Limited Occupancy* provisions offer a method to approve short term changes in occupancy for an entire building or a portion thereof. 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:

110.1.5 Time-limited occupancy. A 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 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 building official has approved the use for an alternative purpose on a temporary basis;**
- 4. The 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 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 building officials to allow time-limited occupancy; it only states the building official **may** issue a time-limited certificate of occupancy. This language is permissive to allow the building official some latitude when evaluating the methods to be used to assure safe occupancy. If the 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 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 OBC’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 Certificate of Occupancy is issued. Note: the owner must clearly understand that the process shall be limited to short time periods (hours, days, weeks) and not generally used for periods in excess of a month. The approval is used once. Any intent to use this process after the expiration of the approval must require a new application and evaluation.

**Posted Occupant Load Sign
BBS Form 5-3
OBC 1004.3**

Occupant Load Limit

(OBC 1004.3)

This space is approved to be used as a:

Add Group Here

This space is allowed to be occupied by no more than

Add # of Persons Here

At any one time.

In accordance with the Ohio Building Code and the Ohio Fire Code, this sign must be posted and maintained permanently at a location clearly readable to those leaving this space by means of the main exit.

Sample Occupant Load Limit Sign for Assembly Use Groups

Per OBC 1004.3, the **posting** of occupant load shall be provided for every room or space that is assembly occupancy in a conspicuous place, near the main exit or exit access doorway from the room or space. Posted signs shall be of an approved legible permanent design and shall be maintained by the owner or authorized agent.

When an assembly use has optional layout configurations, such as open space used for dancing, standing or variations of table and chair layouts, each maximum must be indicated and listed separately.

It is the owner's responsibility to purchase and affix the sign in a permanent manner and to maintain it. An approved sign is one that is clearly readable and indicates the appropriate information.

In addition to Occupant Load Limit signs for each space used for assembly or education occupancies, readable signs must be posted on each floor of occupancies used for B, F, M and H Use Groups. These signs must contain the Use Group, type of construction, design live load for the floor and the maximum occupant load.

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.

**Posted Design Live Load Limit Sign
for
BBS Form 5-5
OBC 3403.3.1**

Design Live Load Limit

(OBC 3404.3.1)

This space has been designed to safely allow:

Add PSF# Here

In accordance with the Ohio Building Code, this sign must be posted conspicuously and maintained permanently at a location clearly readable to those leaving this space by means of the main exit.

Sample Design Load Limit Sign

3403.3.1 Design live load. Where the addition does not result in increased design live load, existing gravity load-carrying structural elements shall be permitted to be evaluated and designed for live loads approved prior to the addition.

If the approved live load is less than that required by Section 1607, the area designed for the nonconforming live load shall be posted with placards of approved design indicating the approved live load.

Where the addition does result in increased design live load, the live load required by Section 1607 shall be used.