

# BBS MEMO

Ohio Board of Building Standards

29 June 1993

2323 West Fifth Ave., Box 825, Columbus, Ohio 43216

**TO ALL CERTIFIED BUILDING DEPARTMENTS:**

Attn. Class I Building Official:

This information is intended to preclude misunderstandings about the BBS assessment and answer some questions that about which we have received several calls since our 10 June 1993 BBS Memo.

1. Does the Board Assessment come out of the fees my department collects?

No. Senate Bill 359 states that building departments shall collect and remit monthly, on behalf of the Board of Building Standards, an assessment equal to three percent of such fees. In other words, the assessment is a three percent add-on to the fee your department collects for the acceptance and approval of plans and specifications and for making of all inspections **NOT** three percent taken **FROM** such fees. There is no intent to require the building department to take the assessment out of the fees it collects.

2. Should my department assess the projects which have already submitted drawings and have already paid a plan review fee but have not paid the inspection or permit fee?

No. The assessment should only apply to the fees collected after the 5 July 1993 effective date. If your department has already charged the fee for plans examination, it should not attempt to retroactively seek to collect the BBS assessment. If fees are charged after 5 July 1993, then the assessment must be included.

3. What are the effective dates of these rules?

The effective date for these rules is 5 July 1993.

4. Are Items #3 and #5 on the Prescribed Report Form supposed to include those firms which are under contract with my building department to provide building department personnel services (plans examination, building inspections)?

No. Items #3 and #5 on the report form are for listing those other building departments for which your department does primary plans approval and inspections. If you have no departments under contract certification with your department, you need not complete these Items. Simply complete Items #1, #2, and #4.

5. How often are the Prescribed Report Forms due?

From that date until the end of the month, your department should be adding the Board Assessment to the department fees. At the end of the month the fees collected for that month and the prescribed report form are to be submitted to the Board within sixty days. At the beginning of the next month the department should begin collecting the Assessment for the new month. At the end of the new month the fees collected for the new month and the prescribed report form are to be submitted to the Board within sixty days. This process is repeated for subsequent months.

If there are any other questions, please contact the Board office at (614) 644-2613.