

# OHIO BOARD OF BUILDING STANDARDS

## **2019 Residential Code of Ohio Building Department Resource Package**

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*(Refer to Ohio Board of Building Standards website (<https://com.ohio.gov/dico/bbs/default.aspx>)  
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# 2019 RCO Building Department Resource Package

## ***INTRODUCTION:***

Throughout Ohio, building departments have developed various departmental forms, procedures, and policies to assist in enforcement responsibilities and communications with office, field staff and constituents in the jurisdictions they serve.

Many newly formed departments have struggled in developing these processes and forms or have not implemented them as the Board's rules require in administration sections of Chapter 1 of the building codes as basic vehicles of legal communication. The lack of department forms and multiple variations of them have 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 contributions of building officials, has developed this Building Department Resource Package as a first step toward ensuring uniform enforcement throughout the State among all building departments that 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 revise or replace current department forms which may lack the key elements found in Chapter 1 of the RCO. The implementation of these forms can be easily incorporated by amending the headers and footers of the forms with the specific department identifying information. All modifiable forms are produced in '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 available in PDF format on the Board of Building Standards website. WORD format forms are available from the Board upon request. If you have questions or feedback to this package, please contact the Board of Building Standards. Any modifications required to the 2019 RCO Building Department Resource Package will be posted on the OBBS website for downloads and updates.

July 2019



**Residential Building Department Resource Package**

**0-2**

**2019 Residential Code of Ohio  
Chapter 1 with Commentary**

*(Refer to Ohio Board of Building Standards website (<https://com.ohio.gov/dico/bbs/default.aspx>)  
in the 1-, 2- & 3- Family Dwelling column under the "CODES" tab to view and/or download)*

**July 2019**



Residential Building Department Resource Package

# **Why do I Need Approvals and Inspections?**

## **BBS Form 0-3**

## **ORC 3791.04**

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7. Swings and other playground equipment accessory to a one, two, or three-family dwelling.
8. Window awnings supported by an exterior wall which do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.
9. Decks  $\leq$  200 SF and  $\leq$  30 inches above grade at any point, not attached to the dwelling, nor serve an exit door.

**Electrical:**

Repairs and maintenance: *Approval* shall not be required for minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

**Gas:**

1. Portable heating, cooking or clothes drying appliances.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
3. Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

**Mechanical:**

1. Portable heating appliance.
2. Portable ventilation appliances.
3. Portable cooling unit.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
6. Portable evaporative cooler.
7. Self-contained refrigeration systems containing 10 pounds (4.54 kg) or less of refrigerant or that are actuated by motors of 1 horsepower (746 W) or less.
8. Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

**Plumbing:**

The repair and stopping of leaks in drains, water, soil, waste or vent pipe; provided, however, that if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and an *approval* shall be obtained and inspection made as provided in this code.

The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

**Design is the Key**

While codes cannot prevent every disaster, they are meant to provide reasonable tools for managing risk for the construction, use, and occupancy of buildings. These risk management tools are minimum standards for the health, safety, and welfare of the occupants and, secondarily, protection of the structure. A good building design can provide safety and sanitation without sacrificing aesthetic value, functionality, and cost efficiency.

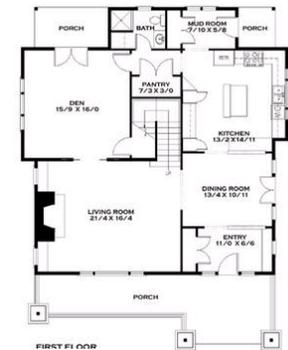
**Local building departments are committed to preserving the public health, safety, and welfare in all jurisdictions under their jurisdiction through the effective, efficient use, and enforcement of the building code requirements in Ohio.**

**Should you have any questions regarding codes or construction, please feel free to your local your certified building department's certified Residential or Non-residential Building Official or call the Ohio Board of Building Standards.**

# Why do I Need Approvals and Inspections?

July 2019

**An explanation of the importance of building codes and inspection services**



**The Ohio Board of Building Standards**

6606 Tussing Road, PO Box 4009  
 Reynoldsburg, OH 43068-9009  
 614-644-2613

<https://www.com.ohio.gov/dico/bbs>  
 BBS@com.state.oh.us

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### • **Who Writes the Codes?**

Building codes are developed in a way similar to the law making process. Many groups of people are involved; building officials, fire officials, developers, material suppliers, the public, engineers, architects, builders, research and testing labs, and governmental leaders.

Several years ago the three major code organizations - BOCA (Building Officials and Code Administrators), ICBO (International Council of Building Officials) and SBCCI (Southern Building Code Congress) - merged to form ICC (International Code Council). Hearings are held every 18 months for code changes. Anyone who would like to make a change to the code can submit a code change.

One-, two-, and three-family residential dwellings are regulated locally by certified residential building departments. Residential buildings are required to comply with the requirements of the Residential Code of Ohio (RCO). The RCO is based upon the International Residential Code and adopted by the Ohio Board of Building Standards (BBS). Construction regulated by the Residential Code of Ohio will be inspected by BBS certified departments using certified inspectors.

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### • **What is a Plan Approval and why is it needed?**

Plan approval is simply a review of your projects' drawings and specification to ensure compliance with the building codes for your project and does so in a way that assures that it is safe and sanitary. A Certificate of Plan Approval establishes your legal right (license to build), as provided for in Ohio law, to build what is described on the approved construction documents. Construction of a building project in accordance with approved drawings and specifications is the best way to make sure you are getting the end result you desire, that it is

safe for use or occupancy, and the assurance that you had secured your right to build an approved design.

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### • **Why do inspections need to be made?**

It could easily be said that an owner's cheapest form of "insurance" is that of getting inspections made at the appropriate times during construction. Few owners are familiar enough with or qualified to perform the variety of work necessary in a construction project, alteration, or addition. Alterations, additions, or modifications to structural, electrical, mechanical, or plumbing systems require specialized skills and, by obtaining an approval and inspections, there is a much higher level of assurance that the project complies with safety codes and that the structural, electrical distribution grounding and bonding, gas piping, plumbing, and mechanical systems are installed properly. Additionally, not only does the law require owners to obtain approvals and inspections, but lending institutions and insurance companies want to protect the asset that they are funding or insuring. If a problem develops, having obtained approvals and inspections will support an owner's claims if problems develop during and after construction. The process ultimately ends with the building owner receives a Certificate of Occupancy.

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### **What about Non-residential Buildings?**

In Ohio, all non-residential buildings (other than 1-, 2-, and 3-family dwellings, and agricultural buildings) are required to comply with the requirements of the Ohio Building, Mechanical, and Plumbing Codes. These are based upon the International Code Council's model code documents and are adopted by the Ohio Board of Building Standards (BBS) with modifications to fit Ohio's laws, climate, and geology.

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### • **What is covered by the Ohio Residential code and what isn't?**

The most important thing an owner can do when contemplating a building project is to talk to the Residential Building Official first to get an idea of things that the owner should consider before proceeding with a project. This should be an open discussion in which the Building Official's experience can be a benefit to the owner's planning. Many issues, if discussed on the front end of a project, can have little or minimal impact on a project and it makes the process a smooth one for the owner.

**Work that is exempt from approval.** There is some work that does trigger the building code and can be done without approvals and inspections. It must be remembered, however, that exemption from the requirements of the code do not grant authorization for any work to be done in any unsafe or hazardous manner in violation of the provisions of the code, laws, or ordinances of the local jurisdiction. Approvals are not required for the following: (Refer to OBC and RCO 102.10 for other exemptions.)

#### **Building:**

1. One-story detached accessory structures, provided the floor area does not exceed 200 square feet.
2. Fences not over 6 feet high.
3. Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
4. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
5. Sidewalks and driveways not more than 30 inches above adjacent grade and not over any basement or story below.
6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.

Residential Building Department Resource Package

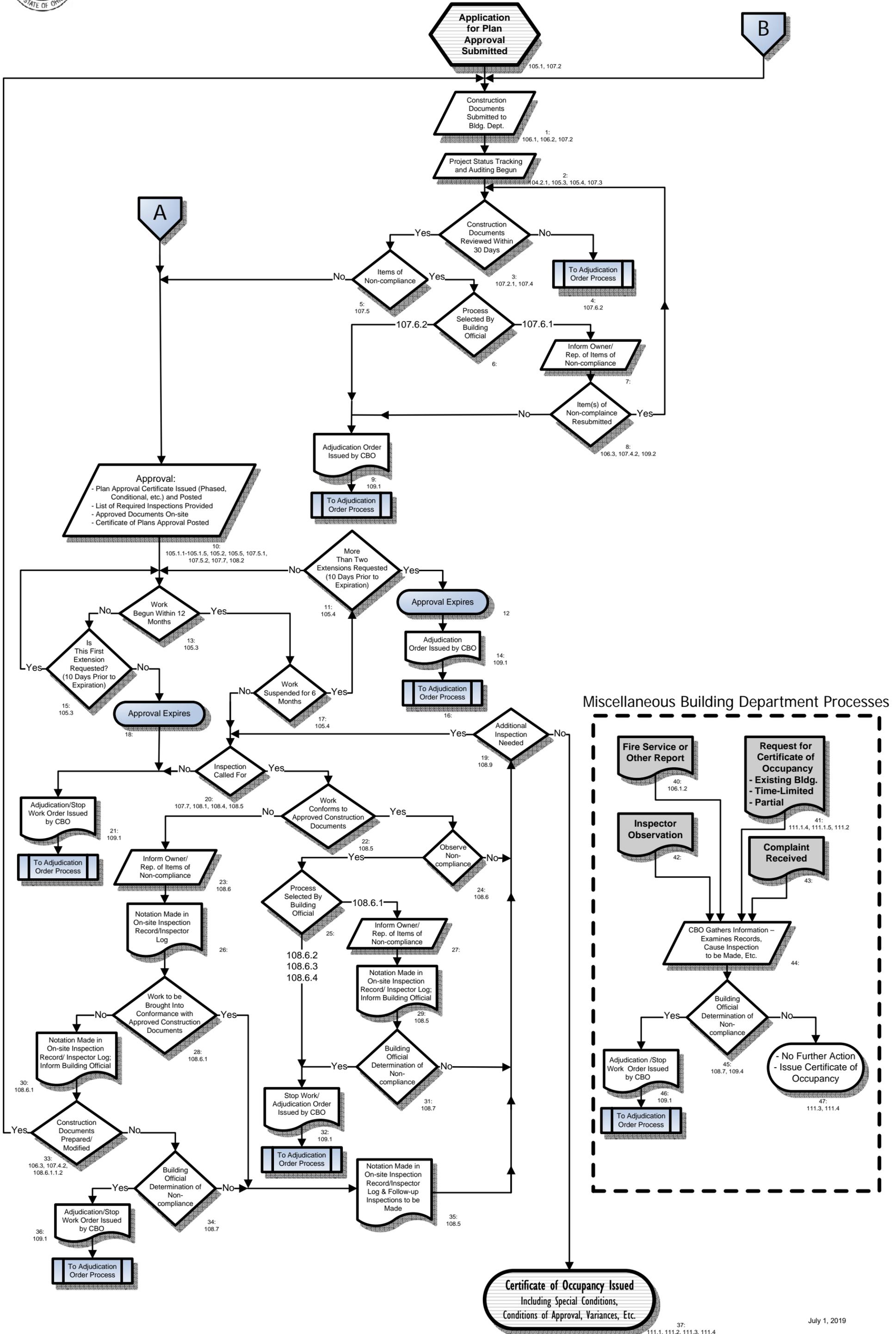
# **Residential Building Department Processes Flow Chart BBS Form 1-1**

July 2019





# Building Department Processes Flow Chart





Residential Building Department Resource Package  
**Application for Plan Approval**  
**BBS Form 1-2**  
**RCO 105.1 & 107.2**

July 2019



MY JURISDICTION

APPLICATION FOR RESIDENTIAL PLAN APPROVAL

RCO 105.1 & 107.2

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.

LOGO HERE

<b>1 SCOPE OF PROJECT: (RCO 107.2.1)</b> <input type="checkbox"/> Building General <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Mechanical <input type="checkbox"/> Fence (over 6' tall) <input type="checkbox"/> Electrical <input type="checkbox"/> Other: <input type="checkbox"/> Sprinkler System <input type="checkbox"/> Other: <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Other: <input type="checkbox"/> Plumbing <input type="checkbox"/> Other:	<b>2 TYPE OF PROJECT:</b> <input type="checkbox"/> New Building Construction <input type="checkbox"/> Building Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair/Maintain/Replacement <input type="checkbox"/> Accessory Building <input type="checkbox"/> Request Existing Bldg C of O	<b>3 PHASED PLAN REVIEW:</b> <input type="checkbox"/> Foundation <input type="checkbox"/> Framing: <input type="checkbox"/> Other: <input type="checkbox"/> Other: <input type="checkbox"/> Other: <input type="checkbox"/> Other:
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**4 DESCRIPTION OF THE EXTENT OF WORK INCLUDED FOR APPROVAL: (RCO 107.2.1)**

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**5 PROJECT LOCATION: (RCO 107.2.2)**

Legal descriptor \_\_\_\_\_

Street Address \_\_\_\_\_

City/Township \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

Directions \_\_\_\_\_

▪ 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** -----

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**7 BUILDING OWNER INFORMATION: (RCO 107.2.4)**

Name of owner \_\_\_\_\_ Attention: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**8 APPLICANT INFORMATION: (Owner or Owner's authorized agent) (RCO 107.2.4)**

Applicant \_\_\_\_\_ Attention: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

<b>9</b>	<b>REGISTERED DESIGN PROFESSIONAL –IF APPLICABLE: (RCO 106.1.1-3, 106.2)</b>
	_____ Architect    _____ Engineer    _____ Certified Fire protection system installer Designer _____ Registration /Certificate No.: _____ Street Address _____ City _____ State _____ Zip _____ Phone No. _____ Fax _____ E-mail _____

<b>10</b>	<b>EVIDENCE OF RESPONSIBILITY: (RCO 106.2)</b>
	(Required residential construction documents, when submitted for review as required under RCO section 107, shall bear the identification of the person primarily responsible for their preparation. Ohio Revised Code Section 3791.04 (A)(2)(b) permits construction documents for any residential building to be prepared by persons other than a registered architect or engineer; unless per Ohio Revised Code Section 3791.04 (A)(2)(c), the proposed work involves technical design analysis. The building official may rely on the placement of a 'seal' on the documents as evidence that the registered architect or engineer performed the technical analysis.
	Document Preparer Name: _____ Title/Company: _____
	Address: _____ City: _____ State: _____ Zip: _____

<b>11</b>	<b>INDUSTRIALIZED UNITS INFORMATION:</b> (The following information applies to the INDUSTRIALIZED UNITS and alternative materials, designs, methods of construction or equipment approved by the State of Ohio, Board of Building Standards Industrialized units (IU) program.) (RCO 106.1.4, Section 114)
	■ Authorized Manufacturer and project Information: Approval number: _____ Approval Date: _____ Board approved documents submitted to local Building Official? _____ YES _____ NO Details of on-site interconnection of modules or assemblies submitted to BO? _____ YES _____ NO

<b>12</b>	<b>CONSTRUCTION DOCUMENTS REQUIREMENTS:</b> ( Refer to RCO 106.1-3 (1-9) for specific construction document requirements )
	■ (Refer to attached examples of worksheets for Plumbing, Mechanical and Electrical submission requirements.)

**Time limitation of Application: (RCO 107.2.1)** *The approval of construction documents under this section is a "license" and the failure to approve such construction documents as submitted within thirty days after filing or the disapproval of such construction documents is an "adjudication order denying the issuance of a license" requiring the opportunity for an "adjudication hearing" as provided by sections 119.07 to 119.13 of the Revised Code and as modified by sections 3781.031 and 3781.19 of the Revised Code. In accordance with section 109, an adjudication order denying the issuance of a license shall specify the reasons for such denial.*

<b>13</b>	<b>CERTIFICATION: (RCO 107.2.5)</b>	<b>14</b>	<b>THE AREA BELOW IS FOR OFFICIAL USE ONLY:</b>
	I certify that I am the _____ Owner _____ Owner Authorized Agent All information contained in this application is true, accurate, and complete to the best of my knowledge. All official correspondence in connection with this application should be sent to my attention at the address shown above and copied to the Owner.  Signature _____ Print Name: _____ Date _____		Date received: _____ Appl. No. _____ Check No. _____ Verification # _____ Processed By: _____ Walk In _____ Mail In _____

*"An Equal Opportunity Employer and Service Provider"*

**Notes:**

This area is designated for the incorporation of fee schedules as established by the locally adopted fee schedule as indicated by ordinance.

## **APPLICATION FOR RESIDENTIAL PLAN APPROVAL**

In accordance with Ohio Administrative Code (OAC) Chapter 4101:8-1-01, 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 *[jurisdiction to identify a # but at least two]* copies of construction documents to *[jurisdiction to identify location and address]* for approval. The construction documents shall be accompanied with the application form and attached (scope / fees) worksheet(s). An examination and inspection fee will be assessed at the time of submittal as outlined in OAC 4101:8-1-01. *[jurisdiction may identify the point at which fees will be collected if different from the submittal time. Remember - fees are considered a part of a completed application for plan approval.]*



**Residential Building Department Resource Package**

# **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://com.ohio.gov/documents/dic\\_bbst\\_TypeADaycare.pdf](http://com.ohio.gov/documents/dic_bbst_TypeADaycare.pdf)

Type A Family Daycare facilities are exempt from the code.  
(See OBC 101.2, exception #7)

A Building inspector may be requested to complete the form  
required for licensing at the time of initial occupancy.

**July 2019**



Mike DeWine, Governor  
Jon Husted, Lt. Governor

**Department  
of Commerce**

**Sheryl Maxfield, Director**



## TYPE A CHILD CARE FACILITIES INSPECTION STANDARD 2016

### TYPE "A" FAMILY DAY-CARE HOME

(This standard has been developed in the form of an inspection report that, when completed, is intended to be sent to and reviewed by the licensing agency for final determination of approval or denial of license)

This form will be used as the basis for annual inspections by the local or state fire code official.

**THIS CHECKLIST IS TO BE USED FOR A FACILITY PROPOSED TO BE OR LICENSED AS A TYPE A FAMILY DAY CARE HOME LOCATED WITHIN 1-, 2-, OR 3-FAMILY DETACHED STRUCTURES**

<b>Owner/Administrator's name:</b>	<b>Address/Street:</b>  <b>City/County/Zip:</b>	<b>Phone #</b>
<b>Building Inspector's name:</b>	<b>Jurisdiction:</b>	<b>Building Dept. Phone #</b>
<b>Fire Code Inspector's name:</b>	<b>Jurisdiction:</b>	<b>Fire Dept. Phone #</b>
<b>Date of Inspection:</b>		
<b>Inspection Type (check one)</b>		
Initial <input type="checkbox"/>	Annual <input type="checkbox"/>	Follow-up after alteration <input type="checkbox"/>



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Enter the requested information in the blank spaces provided below  
(PLEASE PRINT)

**GENERAL INFORMATION**

- Is this home under-going any repair, modification, or alteration? Yes  No

**Comments:** \_\_\_\_\_

- Is this home currently licensed and used as a Type "A" Family Day-Care Home, expanding that use into areas not previously inspected and approved/used for child day-care purposes? Yes  No

**Comments:** \_\_\_\_\_

**A. ELECTRICAL**

1. Is the building electrical service grounded?  
Yes  No  Unable to determine
2. Is the building electrical service sized for a minimum 100 ampere load? Yes  No
3. Are all electrical devices and appliances connected by the supplied listed cords to the receptacles instead of using extension cords for permanent wiring?  
Yes  No
4. In rooms and areas used for child day-care purposes, are protective covers installed on all non-tamper-resistant electrical receptacles?  
Yes  No
5. Are all electrical splices made in junction, outlet, or device boxes?  
Yes  No  Unable to determine
6. Are all electrical outlets and boxes properly covered? Yes  No
7. In rooms and areas used for child day-care purposes, are there connected devices/appliances within 6 feet of sinks, lavatories, and other wet locations where the receptacles are not GFCI protected?  
Yes  No

## B. HEATING FACILITIES

1. Do the heating facilities appear to be capable of safely and adequately heating all rooms, spaces, and bathrooms used for child day-care purposes to at least 65 degrees Fahrenheit?

Yes

No

2. Are freestanding space heating and water heating appliances separated by permanent partitions, screens, or other means to prevent equipment access by children?

Yes

No

N/A

3. Do fuel-burning space-heating and water-heating appliances have provision for adequate combustion air?

Yes

No

N/A

Unable to determine

4. Do fuel-burning space-heating and water-heating appliances have clearances to combustibles of at least 18 inches or are otherwise installed in accordance with manufacturers' recommendations?

Yes

No

5. Are all chimneys, vents, and flues free of obstruction, soot accumulation and creosote build-up?

Yes

No

N/A

Unable to determine

6. Are all fireplaces of an approved design and protected by fixed screens?

Yes

No

N/A

Unable to determine

7. Are all fuel-burning, factory-built fireplace inserts and freestanding units listed, labeled and installed in compliance with the manufacturer's recommendations?

Yes

No

N/A

Unable to determine

8. Are heating devices properly vented and permanently fixed in place? (Portable or unvented heating devices not permitted)

Yes

No

**C. HEALTH AND SANITATION**

1. Is the basement area clean and free of garbage and waste?  
Yes                       No                       N/A
  
2. Is the basement area protected against the entry of rodents?  
Yes                       No                       N/A
  
3. Is the basement area, if used for child day-care purposes, free of surface moisture?  
Yes                       No                       N/A
  
4. Is at least one water closet fixture, one bathroom sink, and one kitchen available for child day-care purposes?  
Yes                       No
  
5. Does the room in which the water closet fixture is installed afford privacy to the occupant?  
Yes                       No
  
6. Is the room containing the water closet fixture separated from storage and food preparation areas by means of a tight-fitting door?  
Yes                       No                       N/A

**D. FIRE PROTECTION & SAFETY**

1. Are operating single station, interconnected, or wireless (multi-device affecting system activation) smoke alarm/detectors located on each level of the dwelling including in the basement area?  
Yes                       No                       N/A
  
2. Are all smoke alarm/detectors installed in approved locations and in working condition?  
Yes                       No
  
3. Does each of the smoke alarm/detectors installed provide an alarm suitable to warn all occupants within all areas used for child-care in the home?  
Yes                       No
  
4. Does each floor where childcare is provided have a 2-A:10-B:C or larger

extinguisher conspicuously located along the path toward an existing means.

Yes

No

5. Have fire evacuation/fire safety (OFC Section 404.3.1 and 404.3.2) and tornado safety (OFC Section 409) plans been developed and implemented?

Yes

No

6. Are the documents describing the fire evacuation/fire safety and tornado safety plans on-site and available for review by inspection personnel and facility personnel and are drills recorded and available for retrieval?

Yes

No

#### **E. MEANS OF EGRESS, EMERGENCY EXITING**

**(This section is applicable only to those areas to be used specifically for child care purposes and any portion of the home serving as a means of egress from such areas. Floors exclusively accessed only for purposes of toilet room use are not to be considered floors used for child care.)**

1. If the home is ***not*** protected throughout by an automatic fire sprinkler system installed in accordance with *N.F.P.A. 13, 13R or 13D*, does each floor used for child care have at least two means of exiting? One of the exiting means may be an emergency escape and rescue opening in accordance with the Residential Code of Ohio.

Yes

No

N/A

Building has a fire sprinkler system

2. If the home is ***not*** protected throughout by an automatic fire sprinkler system installed in accordance with *NFPA 13, 13R or 13D*, is the grade level floor connected to the other floors where child care is provided by means of an interior stairway providing a continuous enclosure resistant to the passage of smoke, or an exterior stairway protected to prevent the accumulation of ice and snow?

Yes

No

N/A

Building has a fire sprinkler system

3. Will all children under three years of age and all non-ambulatory children receive care on a floor with an exterior grade level access/exiting door?

Yes

No

N/A

4. Where two exiting means are provided, are they as remote as practicable so as to minimize the possibility that both may be blocked by one fire or other emergency condition?

Yes

No

N/A

5. Are all exiting means located such that the maximum distance from the most remote point on any given floor along a natural unobstructed path of travel does not exceed 100 feet?  
Yes  No
6. If egress from a room or space is through an adjoining or intervening room or area, is that adjoining or intervening room or area of a lesser hazard than the room or space from which egress is made and does it provide direct exiting means?  
Yes  No  N/A
7. If an exiting means access passes through a kitchen, storeroom, restroom, closet or similar space, is another exiting means provided?  
Yes  No  N/A
8. Are all egress doors readily openable from the side from which egress is to be made without the use of key, special effort, or knowledge?  
Yes  No
9. Can all door-latching devices on closets located in areas where child care is provided be opened by children from the inside of the closets?  
Yes  No  N/A
10. If any bathroom door-locking hardware is used, can the door be unlocked from outside the bathroom, and is the unlocking device or key readily accessible to staff personnel?  
Yes  No  N/A
11. Except for bathroom doors, are all single leaf egress doors at least 30 inches wide and at least 6' –6" in height?  
Yes  No
12. Is the bathroom egress door at least 24 inches wide?  
Yes  No
13. Do egress openings other than swinging doors have a clear width of least 29 inches?  
Yes  No  N/A

14.

a) Do all exterior stairways have handrails on at least one side for the full length of each flight of stairs?

Yes  No  N/A

b) Do all open-sided exterior stairways have a handrail on the open sides?

Yes  No  N/A

c) Do all interior stairways have handrails on at least one side for the full length of each flight of stairs?

Yes  No  N/A

d) Do open-sided interior stairways have a handrail on the open sides?

Yes  No  N/A

15. Do all porches, balconies, and landings more than 12 inches above finished floor or grade level have the required guardrail or handrail protection?

Yes  No  N/A

16. A fire escape may only be utilized for egress purposes when more adequate exit facilities cannot be provided. If permitted and used, is the fire escape structurally adequate and in substantial conformance with OBC requirements?

Yes  No  N/A

17. Do interior finishes used in stairways, corridors, and any other portion of the home used for childcare exiting purposes, comply with the Section 803 of the Ohio Fire Code.

Yes  No  N/A

18. Are the floor surfaces of means of egress provided with illumination at all points including angles and intersections of corridors, passageways, stairway landings, and exit doors?

Yes  No

19. Is the illumination required in the preceding question arranged so that a failure of any single lighting unit, such as the burning out of an electric light, will not leave any area in darkness?

Yes  No

## F. LIGHTING AND VENTILATION

(This section is applicable only to areas, rooms, and spaces to be used specifically for child day-care purposes)

1. Does every room or space have adequate artificial light?  
Yes  No
2. Does every room or space have natural or mechanical ventilation?  
Yes  No
3. Where natural ventilation is provided through windows or other openings to the outside air, is the minimum openable area at least 4% of the total floor area being ventilated?  
Yes  No  N/A
4. Where natural ventilation is provided through an adjoining room, is the unobstructed opening to the adjoining room at least 8%, but not less than 25 square feet, of floor area of the interior room?  
Yes  No  N/A
5. Where mechanical ventilation is provided, is the mechanical system operable?  
Yes  No  N/A
6. Where mechanical ventilation is provided in bathrooms, is the exhaust system operable and vented to the outside?  
Yes  No  N/A
7. Do all rooms other than kitchens, storage rooms, laundry rooms, corridors, habitable basements, bath and toilet rooms have a ceiling height of at least 7' –6" ?  
Yes  No
8. Do rooms such as kitchens, storage rooms, etc. have a ceiling height of at least 7' – 0" ?  
Yes  No
9.
  - a) Do habitable basements used for child day-care have a ceiling height of at least 7 feet?  
Yes  No  N/A

b) Do beams projecting below basement ceilings extend less than 10 inches below the ceiling?

Yes  No  N/A

c) Does duct work projecting below basement ceilings extend less than 10 inches below the ceiling?

Yes  No  N/A

d) Is the aggregate area of all projections less than 8% of the floor area of the basement?

Yes  No  N/A

**(A "habitable basement" means a story of a building that is partly or completely below grade and is normally used by the administrator as a family room, den, game room, or some similar purpose)**

### **G. SUMMARY**

**(Negative responses to questions contained in preceding sections "A" through "F" may be required to be corrected to obtain a type "A" Family Day-Care Home license)**

1. **Inspector's Note:** Please provide additional detail whenever possible for "NO" answers. Attach additional sheets if more space is necessary.
2. *Please* Retain a copy of this report.
3. Send completed report to:

**Type A Family Day-Care Home Owner/Administrator**

**Residential Building Department Resource Package**

**Plan Review Process**

**BBS Form 2-0**

July 2019



# 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 RCO section 105 and defines the term “Approved” in RCO 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 RCO 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 for the development .

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 (RCO 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 (RCO 102.11, Item 1)
- BBS approval of Industrialized Units (RCO 106.1.4, Items 1-2)
- Municipal, township or county Board of Health approval of plumbing systems (RCO 102.11, Item 2).
- Sewerage and drainage systems (RCO 102.11, Item 3), 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 (RCO Section 322)

**Step 3: Determine adequacy of construction documents for review (RCO 107.4.1)**

- Use RCO 106.1.3 as your general guide for construction document contents
- Use NFPA standard checklists for minimum information necessary to perform fire protection working plan reviews (NFPA 13-2016 section 22.1.3 and NFPA 72-2016 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: Approved construction documents represent the scope of work for inspections. If the building is constructed in accordance with the approved construction documents and receives satisfactory inspections, the owner shall be issued a certificate of occupancy for the building.**

**Step 4: Identify who is taking responsibility for construction documents (RCO 106.2)**

- Ohio Revised Code 3791.04 (A)(2)(b) indicates an Ohio registered design professional (architect or engineer) is NOT required for preparation of construction documents of 1, 2 and 3 family dwellings unless technical analysis is involved.
- Ohio Revised Code 4703.12 and 4733.14 (Ohio Seal Laws) require construction documents to bear the seal of the registered design professional if the construction documents are prepared by an Ohio registered design professional.
- RCO 107.4.3 permits the building official to rely on the “seal” as evidence that an Ohio registered design professional prepared the construction document and may assume that design loads, stresses, strength, stability and other requirements involving technical analysis conform to the rules of the Board.

**Exceptions regarding RCO 106.1.2, and ORC 3781.105**

- Residential Fire protection system designs submitted under the signature of an individual certified in accordance with ORC 3781.105
  - Fire protection system documents per RCO 106.1.3.1 are required to be submitted by either a registered design professional or a BBS certified fire protection system designer...not both.
  - The BBS certifies fire protection system designers for Automatic Sprinkler System Designers
  - A list of BBS certified designers is maintained on the BBS website for verification of certification status and BBS certification number.

**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 areas of noncompliance by using correction sheets or other form of documented communication/report 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. (RCO 107.4.2)

**Step 7: Communicate your findings to the building official. (RCO 107.5)**

**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 in writing.
- Ask submitter how discrepancies will be resolved. The owner has two options available per RCO 107.6.:
  - o RCO 107.6.1 Revise drawings, or
  - o RCO 107.6.2 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





# 2019 RESIDENTIAL CODE OF OHIO for 1-, 2- and 3-Family Dwellings

## EXAMPLE RESIDENTIAL PLAN REVIEW CHECKLIST

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
<b>Title Sheet or Application</b>	RCO 106.1.3 (1), 107.2					
<b>Applicability of Code</b>	RCO 101.2 exceptions					
<b>Exempt from Approval</b>	RCO 102.10					
<b>Scope of Work</b>	RCO 101.2					
New	RCO 101.2					
Existing	RCO 102.7, 113					
Change of Occupancy	RCO 113.7					
Alteration	RCO 113.4, 113.5					
Addition	RCO 113.4					
Industrialized Unit	RCO 106.1.4, 107.2 (#6)					
Mixed Occupancy	RCO 101.2, Ex 3 OBC 310.1					
Accessory Structure	RCO 101.2, 102.10(1), 202					
Detached Garage	RCO 101.2, 202, 309					
Deck	RCO 102.10(9), 507					
Two-Family Dwelling	RCO 302.3					
Three-Family Dwelling	RCO 302.2					
Four-Family and above (Exclusively Group R-3 Dwelling Units)	RCO 302.2 OBC 310.1, 310.5.5					
Attached Garage	RCO 302.5-302.6, 309					
Post Frame Accessory Structure	RCO 328					
Storm Shelter	RCO 323					
Separation of units	RCO 302.2, 302.3					
<b>Site Plan</b>	RCO 106.1.3(2)					
Building Separation Distance/Location on Lot	RCO 302.1					
Exterior wall fire resistance rating	RCO 302.1					
<b>Site Accessibility plan</b> (4 or more dwelling units)	RCO 106.1.3(2.1), 320					
<b>Site connection details for Industrialized Units</b>	RCO 106.1.4					
Finish grade	RCO 401.3, 403.3.3					
<b>Flood Maps</b> (if within flood hazard area)	RCO 106.1.3(2.1)					
Utility line and meter locations, sizes, and point of entry into building	RCO 2415.6, 2415.10, 2415.12 OPC 305.3 NEC 300.5					

# EXAMPLE RESIDENTIAL PLAN REVIEW CHECKLIST

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
<b>Structural Plan and Sections</b>	RCO 106.1.3 (4), (5) & (6)					
<b>Building Height</b>	RCO 101.2, Ex 2					
Story Height	RCO 301.3					
<b>Footing Details</b>	RCO 403					
Materials	RCO 403.1					
Depth of Footing	RCO 403.1.4					
Size of Footing	RCO 403.1.1					
Deck Footing	RCO 507.3					
Footings adjacent to slopes	RCO 403.1.7					
Insulation	RCO 409, Ch 11					
Precast Concrete Foundation Footings	RCO 403.4					
<b>Soil Type</b>	RCO 401.4, 405.1					
Assumed Design Soil Bearing Pressure	RCO 401.4.1					
Soil Test Reports	RCO 401.4					
<b>Design Loads</b>	RCO 301					
Live Loads/Dead Loads	RCO 301.5					
Snow Load	RCO 301.2.3, 301.6					
Wind Load	RCO 301.2.1					
Seismic Design Category	RCO 301.2.2					
<b>Flood-Resistant Design</b>	RCO 322, 2404.7					
<b>Foundation Construction Details</b>	RCO Ch 4					
Materials	RCO 402, 403.1, 404					
Masonry walls	RCO 404.1.1					
Reinforcement	RCO Tables 404.1.1					
Concrete walls	RCO 404.1.2					
Strength of Concrete	RCO 402.2					
Reinforcement	RCO 404.1.3.2					
Anchorage	RCO 403.1.6					
Insulation	RCO 409.1 RCO Ch 11					
Precast Concrete Foundations	RCO 404.5					
Frost Protected Shallow Foundations	RCO 403.3					
Underground utilities/foundation penetrations	RCO 2415.6, 2415.10, 2415.12 OPC 305.3 NEC 300.5					
Termite protection	RCO 318					
<b>Foundation Drainage</b>	RCO 405					
Backfill	RCO 401.2					
Dampproofing	RCO 406.1					
Waterproofing	RCO 406.2					
<b>Crawl space</b>	RCO 408					
Ventilation	RCO 408.1					
Access	RCO 408.4					
<b>Columns</b>	RCO 407					

# EXAMPLE RESIDENTIAL PLAN REVIEW CHECKLIST

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
<b>Structural Plan and Sections (Continued)</b>	RCO 106.1.3 (4), (5) & (6)					
<b>Floor Construction</b>	RCO Ch 5					
<b>Wood Floor Framing</b>	RCO 502					
Grade mark	RCO 502.1.1					
Allowable joist spans	RCO 502.3					
Allowable girder spans	RCO 502.5					
Wood I-Joists	RCO 502.1.2					
Wood floor trusses	RCO 502.11					
Bridging	RCO 502.7.1					
Drilling and notching	RCO 502.8					
Exterior decks	RCO 507					
Floor sheathing	RCO 503					
<b>Floor protection</b>	RCO 302.13					
Fireblocking	RCO 302.11, 502.13					
Draftstopping	RCO 302.12, 502.12					
<b>Steel Floor Framing</b>	RCO 505					
<b>Wall Construction</b>	RCO Ch 6					
Vapor retarders	RCO 506.2.3, 702.7					
<b>Insulation</b>	RCO Ch 11					
Flame spread	RCO 302.10					
<b>Weather Protection</b>	RCO 703					
Siding attachment	RCO Table 703.3(1)					
Water resistive barrier	RCO 703.2					
Wind resistance	RCO 703.1.2					
Sealing/Air Barrier	RCO Ch 11					
Exterior Plaster (Stucco)	RCO 703.7					
Stone & Masonry Veneer	RCO 703.8					
<b>Wood Wall Framing</b>	RCO 602					
Grade mark	RCO 602.1.1					
Stud spacing	RCO 602.3.1					
Fire blocking	RCO 302.11, 602.3, 602.8					
Drilling and notching	RCO 602.6					
Headers	RCO 602.7					
Wall bracing	RCO 602.10					
Methods	RCO 602.10.4					
Wall sheathing	RCO 602.10.4.2, 602.10.6.4, 604, 605					
Anchor bolts	RCO 403.1.6					
<b>Steel Wall Frame</b>	RCO 603					
<b>Wood Structural Panels</b>	RCO 604					
<b>Masonry Walls</b>	RCO 606					
Reinforcement	RCO 606.6.4.1.2					
Lintels	RCO 606.10					
Mortar	RCO 606.3.5					
Multiple wythe	RCO 606.3.6					
<b>Concrete Walls</b>	RCO 608					

# EXAMPLE RESIDENTIAL PLAN REVIEW CHECKLIST

<b>Typical location of information</b> (may be found elsewhere in construction documents)	<b>Code Section</b>	<b>In compliance</b>	<b>Not in Compliance</b> (add these to correction list)	<b>N/A</b>	<b>Insufficient information on documents</b> (add these to correction list)	<b>Notes</b>
<b>Structural Plan and Sections (Continued)</b>	RCO 106.1.3 (4), (5) & (6)					
<b>Windows and Doors</b>	RCO 609					
Flashing	RCO 703.4					
Testing & Labeling	RCO 609.3					
Garage Doors	RCO 609.4, 612.7					
Performance	RCO 609.2 & RCO Ch 11					
Emergency Escape Windows	RCO 310					
<b>Structural Insulated Panels (SIPS)</b>	RCO 610					
<b>Roof Construction</b>	RCO 802.2					
<b>Wood Framing</b>	RCO 802.3					
Cutting & Notching	RCO 802.7					
Bridging	RCO 802.8.1					
Truss drawings	RCO 802.10					
Truss/wall connection	RCO 802.11.1.1					
Rafter tie	RCO 802.11.1.2					
Tie-down	RCO 802.11					
Lateral support & Bridging	RCO 802.8					
Roof Sheathing	RCO 803					
<b>Steel Framing</b>	RCO 804					
Attic Access	RCO 807					
Roof ventilation	RCO 806					
<b>Weather Protection</b>	RCO 903					
Roof coverings	RCO 905					
Ice barrier	RCO 301.2(1), 905.1.2					
Flashing	RCO 905					
Insulation	RCO 906 RCO Ch 11					
Flame Spread	RCO 302.10, 302.13					
<b>Architectural Floor Plan, Sections, &amp; Details</b>	RCO 106.1.3(3), (5), (7)					
<b>Minimum room dimensions</b>	RCO 303-305					
<b>Fire Resistance</b>	RCO 302					
Separation of units	RCO 302.2, 302.3,					
Penetration fire stopping details	RCO 302.4, 302.5					
Fire resistance of structural members	RCO 302.1, 302.2, 302.3, 302.14					
Floor protection	RCO 302.13					
<b>Means of Egress</b>	RCO 311					
Number of exits	RCO 311.2					
Size of exit	RCO 311.2					
Arrangement of exit	RCO 311.1					
Stairways	RCO 311.7					
Risers and treads	RCO 311.7.5					
Door hardware	RCO 311.2					
Guards	RCO 312					
Handrails	RCO 311.7.8					
<b>Elevators</b>	RCO 102.8.2, 321					
Platform lifts	RCO 102.8.2, 321					

# EXAMPLE RESIDENTIAL PLAN REVIEW CHECKLIST

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
<b>Architectural Floor Plan, Sections, &amp; Details (Continued)</b>	RCO 106.1.3(3), (5), (7)					
Accessibility (4 family and above)	RCO 320 and ANSI A117.1					
Plumbing fixtures	RCO 306-307 RCO Ch 25 and OPC T403.1					
<b>Chimneys &amp; Fireplaces</b>	RCO Ch 10					
Masonry Fireplace	RCO 1001					
Masonry Chimney	RCO 1003					
Factory Built Fireplace	RCO 1004					
Factory Built Chimney	RCO 1005					
Exterior air supply	RCO 1006					
Fireblocking	RCO 302.11					
Draftstopping	RCO 302.12					
<b>Interior finishes and ratings</b>						
Walls and ceilings	RCO 302.9, 702, 805					
Foam Plastics	RCO 302.8, 316					
<b>Doors, windows, and glazing</b>						
Windows & Doors	RCO 609					
Glazing	RCO 308					
Emergency escape windows	RCO 310					
Performance	RCO Ch 11					
<b>Energy Efficiency</b>	RCO Ch 11					
Method of demonstrating compliance identified	RCO 1101.2					
Certificate	IECC 401.3 or RCO 1101.14 or RCO 1112.1.8					
Insulation (foundation, wall, roof-ceiling)	IECC 402.2 or RCO 1102.2 or RCO 1112.2.2					
Window & Door Performance	IECC 402.3 or RCO 1102.3 or RCO 1112.2.3					
Sealing of Envelope	IECC 402.4 or RCO 1102.4 or RCO 1112.2.4					
Programmable Thermostat	IECC 403.1.1 or RCO 1103.1.1 or RCO 1112.3.1.1					

# EXAMPLE RESIDENTIAL PLAN REVIEW CHECKLIST

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
<b>Mechanical System Description</b>	RCO 106.1.3(8) & RCO Ch 12-24					
Listing and labeling of appliances	RCO 1302.1					
Installed in accordance with Manufacturer's Installation Instructions	RCO 106.1.3.2, 1307.1					
Combustion air (fuel burning appliances other than fuel gas appliances)	RCO Ch 17					
Elevation of ignition source (fuel burning appliances other than fuel gas appliances)	RCO 1307.3					
Access and service space	RCO 1305					
Notching and boring	RCO 1308.1					
<b>Proper sizing of HVAC equipment</b>	RCO 1401.3					
Minimum efficiency of HVAC equipment	RCO Ch 11					
Minimum indoor temperature	RCO 303.10					
Fuel-burning appliance venting (other than fuel gas appliances)	RCO Ch 18					
Clearance to combustibles (other than fuel gas appliances)	RCO 1306					
<b>Ducts</b>	RCO Ch 16					
Size	RCO 1601.1					
Insulation	RCO 1601.3, 1601.4.6, Ch 11					
Sealing	RCO 1601.4.1					
Return air	RCO 1602					
Outdoor air	RCO 1602					
Specific appliance requirements (other than fuel gas appliances)	RCO Ch 14					
Clothes dryer exhaust-Electric	RCO 1502					
Maximum length	RCO 1502.4.5.1					
Length identification	RCO 1502.4.6					
Minimum ventilation levels	RCO 303.1					
Natural or mechanical ventilation required	RCO 303.1					
Mechanical ventilation rates	RCO 303.1 and 1505					
Plenums	RCO 1601.5					
Kitchen range exhaust hood	RCO 1503					
Makeup air for exhaust hood	RCO 1503.4					
Hood capacity	RCO 1503					
Kitchen microwave oven	RCO 1503.2					
<b>Refrigeration piping</b>	RCO 1411					
Refrigeration piping insulation	RCO 1411.6					
Refrigerant access port caps	RCO 1411.8					

# EXAMPLE RESIDENTIAL PLAN REVIEW CHECKLIST

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
<b>Mechanical System Description (Continued)</b>	RCO 106.1.3(8) & RCO Ch 12-24					
<b>Hydronic piping</b>	RCO Ch 21					
Materials	RCO Table 2101.1					
Piping insulation	RCO Ch 11					
Floor heating	RCO 2103					
Thermal barriers	RCO 2103.2					
<b>Boilers</b>	RCO Ch 20, 2452					
<b>Water heaters</b>	RCO Ch 20, 2448 OPC Ch 5					
<b>Fuel gas piping and appliances</b>	RCO Ch 24					
Listing and labeling of fuel gas appliances	RCO 1302.1 & 2404.3					
Installed in accordance with Manufacturer's Installation Instructions	RCO 106.1.3.2, 1307.1 & 2408					
<b>Combustion air for fuel gas appliances</b>	RCO 2407					
<b>Elevation of ignition source for fuel gas appliances</b>	RCO 2408.2					
Access and service space for fuel gas appliances	RCO 1305 & 2409.4.6					
Clearances for fuel gas appliances	RCO 1306, 2408 & 2409					
Fuel gas piping	RCO 2412-2419					
Sizing	RCO 2413					
Materials	RCO 2414					
Electrical Bonding	RCO 2411					
<b>CSST</b>	RCO 2414.5.4					
Bonding	RCO 2411.2, NFPA 70, and Manufacturer's Installation Instructions					
Location of fuel gas piping	RCO 2415					
<b>Separate piping system into each townhouse</b>	RCO 2415.3					
Shutoff valves for fuel gas piping	RCO 2420					
Regulators	RCO 2421					
<b>Vents and chimneys for fuel gas appliances</b>	RCO 2425-2430					
Specific fuel gas appliances	RCO 2431-2454					
<b>Clothes dryer exhaust-Fuel Gas</b>	RCO 2439					
Makeup air	RCO 2439.5					
Size and material	RCO 2439.7.1					
Length	RCO 2439.7.4					
Length identification	RCO 2439.7.5					
Shield plates	RCO 2439.6					

# EXAMPLE RESIDENTIAL PLAN REVIEW CHECKLIST

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
<b>Plumbing System Description</b>	RCO 106.1.3(8) & RCO Ch 25					
<b>Connection to sanitary drainage system</b>	RCO 306.3, OPC 301.3 & 701.2					
<b>Connection to water supply</b>	RCO 306.4, OPC 301.4					
Approved agency tested or certified pipe, fittings, and components	OPC 303.3 & 303.4					
Physical protection of piping	OPC 305					
Notching and boring	OPC 307.2					
Welding and brazing	OPC 317					
<b>Minimum number of fixtures</b>	RCO 306 & OPC T403.1					
<b>Specific fixtures</b>	OPC Ch 4					
<b>Water heaters</b>	OPC Ch 5					
<b>Water distribution piping</b>	OPC Ch 6					
Materials	OPC 605					
Sizes	OPC 604					
Stop valves	OPC 606					
Backflow	OPC 608					
<b>Drainage, Waste, and Venting</b>	OPC Ch 7					
Materials	OPC 702					
Sizes	OPC 710					
<b>Venting method identified</b>	OPC Ch 9					
Air Admittance Valve (AAV)	OPC 918 & Manufacturer's Installation Instructions					
<b>Storm drainage</b>	OPC Ch 11					
Cleanouts	OPC 708					
<b>Indirects</b>	OPC Ch 8					
Traps	OPC 1002					
Trap Seals	RCO 2501.1.1 & OPC 1002.4					
Interceptors	OPC 1003					
Subsoil Drains	RCO 401.3, 405.1 OPC 1111					
Sump pump and pit	OPC 1113					
<b>Sprinkler System (optional)</b>	RCO 102.8.1, 2904, NFPA 13, 13R, or 13 D					

# EXAMPLE RESIDENTIAL PLAN REVIEW CHECKLIST

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
<b>Electrical System Description</b>	RCO 106.1.3(8) & RCO Ch 34					
Suitability of electrical equipment	NEC 110.3					
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 210.20 & 240.4					
System grounding	NEC 250					
Branch circuit load calcs	NEC 220.5-220.14					
Wiring methods	NEC 300					
<b>Arc-Fault Circuit-Interrupter (AFCI) Protection</b>	RCO 3401.1 and NEC 210.12 (A)					
<b>Ground-Fault Circuit-Interrupter (GFCI) Protection</b>	RCO 3401.1 and NEC 210.8 (A)					
Conduit size	NEC Chapter 9					
Working space/dedicated electrical space	NEC 110.26					
Receptacle outlets	NEC 210.50 & 406					
<b>Tamper Resistant Receptacles</b>	NEC 406.12					
Minimum lighting levels	RCO 303					
Lighting outlets	NEC 210.70					
High Efficacy Lighting	RCO Ch 11					
Appliances	NEC 422					
Standby System (optional)	NEC 701					
<b>Carbon Monoxide Alarms</b>	RCO 315					
<b>Single and multiple station smoke alarms</b>	RCO 314 & NFPA 72: Ch 29					
Detector locations	RCO 314.3 & NFPA 72: 29.8.3					
Power Supply	RCO 314.4					
Wiring	RCO 314.4					



Residential Building Department Resource Package

**Document Examination Review**

**Record and Report**

**BBS Form 2-2**

**RCO 107.5 and 6**

July 2019



# DOCUMENT EXAMINATION REVIEW RECORD AND REPORT TO BUILDING OFFICIAL (RCO 107.5-6)

Plan Examiner \_\_\_\_\_ . Project Number \_\_\_\_\_ .

Date of Review \_\_\_\_\_ . Project Description \_\_\_\_\_ .

Item #	Code Citation	Observed item of non-compliance	Action necessary to correct item	*Owner option #

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



Residential Building Department Resource Package  
**Certificate of Plan Approval**  
**BBS Form 2-3**  
**RCO 105.5**

July 2019



# Certificate of Plan Approval (RCO 105.5)

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

<b>Property Address:</b>	<b>Certificate No.</b>																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;"><b>Scope of Project:</b></td> <td style="padding: 5px;"><b>Description of proposed work</b></td> </tr> <tr> <td style="padding: 5px;"> <input type="checkbox"/> Proposed New Structure  <input type="checkbox"/> Proposed Change of Occupancy  <input type="checkbox"/> Proposed Alteration  <input type="checkbox"/> Proposed Addition  <input type="checkbox"/> Other                 </td> <td style="padding: 5px;">                     _____                      _____                      _____                      _____                 </td> </tr> </table>	<b>Scope of Project:</b>	<b>Description of proposed work</b>	<input type="checkbox"/> Proposed New Structure <input type="checkbox"/> Proposed Change of Occupancy <input type="checkbox"/> Proposed Alteration <input type="checkbox"/> Proposed Addition <input type="checkbox"/> Other	_____ _____ _____ _____	<b>Owner Name / Address:</b> <small>(ORC 3791.04)</small>																	
<b>Scope of Project:</b>	<b>Description of proposed work</b>																					
<input type="checkbox"/> Proposed New Structure <input type="checkbox"/> Proposed Change of Occupancy <input type="checkbox"/> Proposed Alteration <input type="checkbox"/> Proposed Addition <input type="checkbox"/> Other	_____ _____ _____ _____																					
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<b>Scope of Plan Approval:</b>	<b>Notes</b>																					
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<b>Type(s) Residential Use:</b>	<b>Description(s)</b>																					
<input type="checkbox"/> Primary Residential Dwelling	_____																					
<input type="checkbox"/> Accessory Building	_____																					
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<input type="checkbox"/> Fence - 6' high or greater	_____																					
<input type="checkbox"/> Other (Describe)	_____																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="padding: 5px;"><b>Fire Protection Systems:</b>    <input type="checkbox"/> N/A    <input type="checkbox"/> Included</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Sprinkler</td> <td style="padding: 5px;"><input type="checkbox"/> Single-/Multiple-</td> <td style="padding: 5px;"><input type="checkbox"/> Other _____</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> RCO 2904</td> <td style="padding: 5px;">Station Smoke Alarms</td> <td></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> NFPA 13D</td> <td style="padding: 5px;"><input type="checkbox"/> Carbon monoxide Alarms</td> <td></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> NFPA 13R</td> <td style="padding: 5px;"><input type="checkbox"/> Integrated Alarm System</td> <td></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> NFPA 13</td> <td style="padding: 5px;"><input type="checkbox"/> Carbon monoxide detection</td> <td></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Limited Area</td> <td style="padding: 5px;"><input type="checkbox"/> Smoke Detection</td> <td></td> </tr> </table>	<b>Fire Protection Systems:</b> <input type="checkbox"/> N/A <input type="checkbox"/> Included			<input type="checkbox"/> Sprinkler	<input type="checkbox"/> Single-/Multiple-	<input type="checkbox"/> Other _____	<input type="checkbox"/> RCO 2904	Station Smoke Alarms		<input type="checkbox"/> NFPA 13D	<input type="checkbox"/> Carbon monoxide Alarms		<input type="checkbox"/> NFPA 13R	<input type="checkbox"/> Integrated Alarm System		<input type="checkbox"/> NFPA 13	<input type="checkbox"/> Carbon monoxide detection		<input type="checkbox"/> Limited Area	<input type="checkbox"/> Smoke Detection		<p><b>This Certificate of Plan Approval is a license to build in accordance with Ohio Revised Code 3791.04.E and is issued pursuant to the provisions of RCO Sections 105 and 107.</b> This certificate of plan approval shall be posted (RCO 107.5.2) in a conspicuous location on the site. The owner and contractor shall preserve &amp; keep the certificate posted until all inspections have been completed and a Certificate of Occupancy is issued to the Owner.</p>
<b>Fire Protection Systems:</b> <input type="checkbox"/> N/A <input type="checkbox"/> Included																						
<input type="checkbox"/> Sprinkler	<input type="checkbox"/> Single-/Multiple-	<input type="checkbox"/> Other _____																				
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<input type="checkbox"/> Limited Area	<input type="checkbox"/> Smoke Detection																					
This Certificate indicates conformance with the applicable provisions of the RCO and Chapters 3781. And 3791 of the Ohio Revised Code. Approved pursuant to the following edition of the RCO: _____	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">Building Official Signature</td> <td style="width: 30%; padding: 5px;">Date</td> </tr> </table>	Building Official Signature	Date																			
Building Official Signature	Date																					



**Residential Building Department Resource Package**  
**Project Permit Sign-Off Sheet**  
**BBS Form 2-4**

**(A document to coordinate the RCO  
Certificate of Plan Approval with other local  
ordinances or resolutions that a jurisdiction  
requires before construction may commence.)**

**RCO 102.11**

**July 2019**



# Project Permit Sign off Sheet

(RCO 102.11)

*[jurisdiction], City, County, Ohio*

**Work shall not proceed until all applicable/required approval(s) for the construction project has been received.**

<b>Date Issued:</b> _____	<b>Permit No.:</b> _____
<b>Address of Project:</b> _____ _____ _____ _____	<b>Owner Name / Address:</b> <i>(ORC 3791.04)</i> Name: _____ Address: _____ _____, Ohio, _____
<b>Plan Approval Certification:</b> required <input type="checkbox"/>	<b>Planning &amp; Zoning Approval:</b> required <input type="checkbox"/>
Building Official Signature and Date	Planning and Zoning Officer and Date
<b>Engineering Approval:</b> required <input type="checkbox"/>	<b>Water Department Approval:</b> required <input type="checkbox"/>
City Engineer Signature and Date	Water Superintendent Signature and Date
<b>Health Department Approval:</b> required <input type="checkbox"/>	<b>Architectural Review Approval:</b> required <input type="checkbox"/>
Health Commissioner Signature and Date	Architectural Review Board Chairman Signature and Date
<b>Flood Plain Approval:</b> required <input type="checkbox"/>	<b>Fire Department Review:</b> required <input type="checkbox"/>
Flood Plain Administrator Signature and Date	Fire Official Signature and Date
<b>Contractor Registration:</b> required <input type="checkbox"/>	<b>Contractor Registration:</b> required <input type="checkbox"/>
General Trades – Name, ID # and phone	Plumbing – Name, ID # and phone
<b>Contractor Registration:</b> required <input type="checkbox"/>	<b>Contractor Registration:</b> required <input type="checkbox"/>
HVAC – Name, ID # and phone	Electric – Name, ID # and phone
<b>Other:</b> _____ required <input type="checkbox"/>	<b>Other:</b> _____ required <input type="checkbox"/>
Signature of Authority Having Jurisdiction and Date	Signature of Authority Having Jurisdiction and Date

The jurisdiction shall identify (check) all approvals that are required above. If proposed work is regulated by the RCO, Plan Approval Certification is required unless work is limited to **RCO 102.10 Work Exempt from Approval**



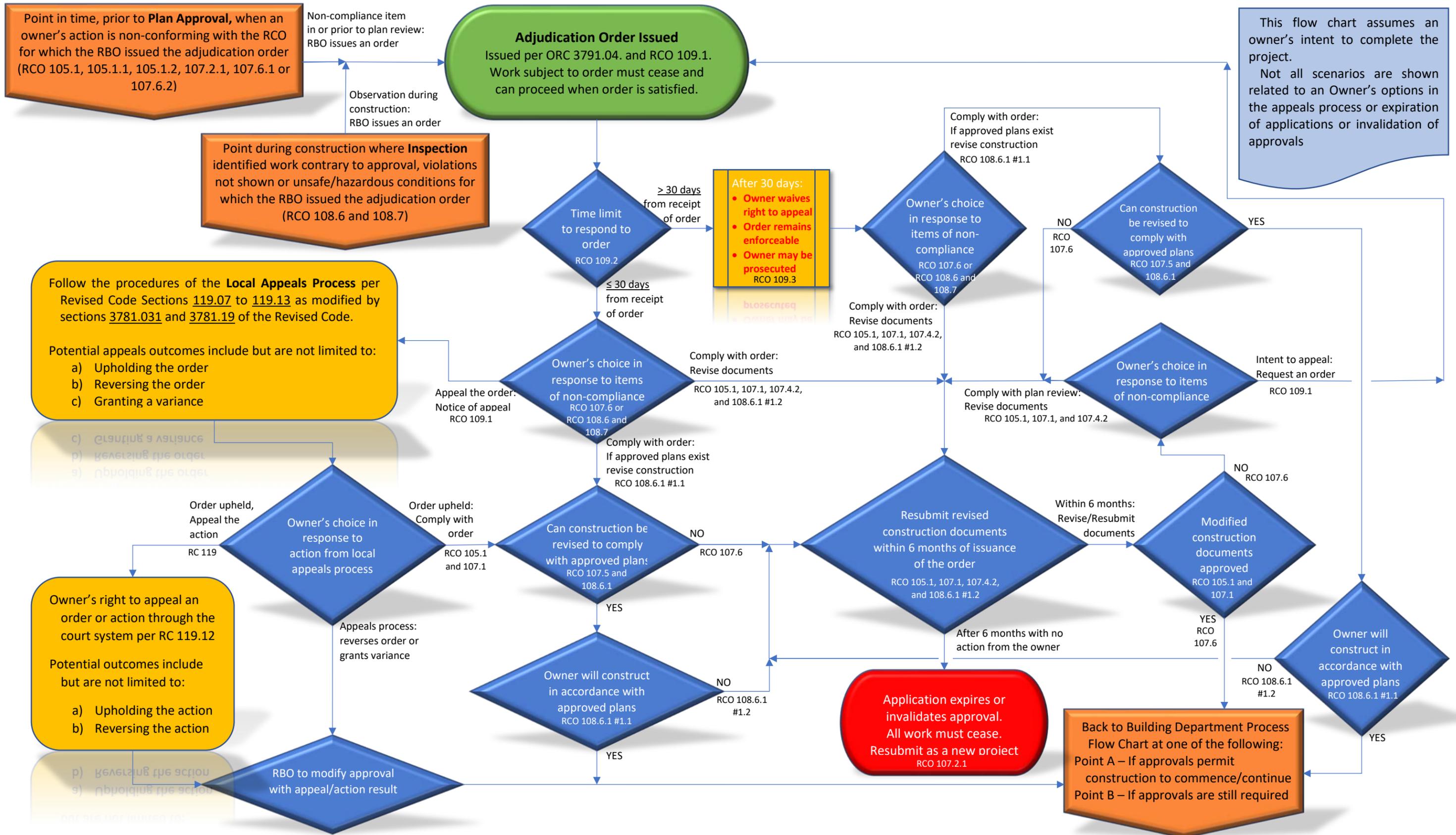
# **Adjudication Order Process Flow Chart**

## **BBS Form 3-1**

July 2019



# ADJUDICATION ORDER PROCESS FLOW CHART – 2019 Residential Code of Ohio





**Residential Building Department Resource Package**

**Adjudication Order**

**BBS Form 3-2**

**RCO 109.1**

July 2019



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

---

**Adjudication Order No.** \_\_\_\_\_

Residential Code of Ohio, Section 109

CERTIFIED MAIL # \_\_\_\_\_

**Date:** June 27, 2019

**Project:** M.Y. Company Building  
Address  
City, Ohio Zip 00000

**Owner/Owner's Authorized Representatives:**  
(Applicant)

OWNER: M.Y. Company  
Address  
City, Ohio Zip

(If Stop Work order issued, include the following agents per 109.1.1.(2.1))

OWNER AGENT: M.Y. Company  
Address  
City, Ohio Zip

CONSTRUCTION AGENT: M.Y. Company  
Address  
City, Ohio Zip

In response to the (Plan review completed to determine compliance with the 2013 Residential Code of Ohio for the Application for Plan Approval plan review report dated 7/1/19), or (Inspector Report indicating findings of non-compliance for inspections dated 7/21/19,) it has been determined that violation(s) exist to either of the following; to section(s) of the law or rules adopted by the Ohio Board of Building Standards pursuant to Chapters 3781 and 3791 of the Ohio Revised Code, or to the approved construction documents of the project.

The Owner is required to bring violations into compliance within \_\_\_\_\_ calendar days.

Item #	Law/rule violation <i>RCO Section 109.1 (1)</i>	Finding of Non-Compliance	Specific revision required
1	109.1.1 (1.1)	<i>Provide a description of the violation to Accessibility</i>	<i>Provide information /action /procedure /change to comply with the order.</i>
2	109.1.2(2.1)	<i>Specific project design element in violation within the proposed construction documents.</i>	<i>Design element to be revised and resubmitted for compliance to the Board rules.</i>
3	109.1.2(2.1)	<i>Stop Work: Specific work that shall cease (Specify time to cease)</i>	<i>Indicate conditions which the cited work shall be permitted to resume.</i>

Submit **2 or more** sets of construction documents to the building department by identifying As-Built conditions, or the proposed design revisions by 'clouding' such elements requested to be appealed for reversal of order, variance, or interpretation of the code requirement. Any revisions indicated shall also show how items of non-compliance are to be resolved. The review of information related to the appeal shall be limited to those items of non-compliance objected to by the owner/representative.

**Items listed in RED above shall be amended by the Building Official. The length of the compliance date shall be reasonable to the scope of work and normal expectations for compliance, unless the item of non-Compliance represents a serious hazard that requires an immediate response of abatement by the Owner.**

An appeal may be requested to the appeals board listed below within 30 days of this certified mailing notice.

Notify the building department of your appeals 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.

File a request to:

The Board of Building Appeals (having Jurisdiction)  
P.O. Box #  
My Jurisdiction Road  
Mytown, Ohio 40000-0000  
Phone (000) 000-0000

In addition to the provisions of the Revised Code, the municipal or county board of building appeals, as the agency conducting the adjudication hearing, may reverse or modify the order of the enforcing agency if it finds that the order is contrary to the Revised Code or to a fair interpretation or application of such laws or rule, or that a variance from the provisions of such laws or any rule, in the specific case, will not be contrary to the public interest where a literal enforcement of such provisions will result in unnecessary hardship.

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

Residential Building Official Signature: \_\_\_\_\_

*Residential Building Official Name*, BO

Cert. # \_\_\_\_\_

# Residential Building Department Resource Package

## Notification Letter to Board of Appeals BBS Form 3-3

### RCO 110.1

**110.1 Hearing and right of appeal, local board of building appeals.** In order to hear and decide appeals of orders, decisions, or determinations made by the residential building official relative to the application of this code, there shall be a local appeals process established within the certified jurisdiction. Adjudication hearings shall be in accordance with sections 119.09 to 119.13 of the Revised Code, as required by section 3781.031 of the Revised Code.

*Because of their importance in creation of the record for potential court action, adjudication hearings must be conducted as required by section 3781.031 of the Revised Code that deals with the issuance of adjudication orders and stop work orders. Section 3781.031 requires a stenographic record to be made of the proceedings. Additionally, all of the requirements of Chapter 119, ORC must be provided to the applicant. It is important that the local appeals board operate as outlined in the Ohio Revised Code.*

The intent of this form is to give a tool to the residential building official which provides advance information to the Appeals Board members. It summarizes the required residential plan examiner record or residential inspector report, and a residential building official determination when an owner is issued an adjudication order to appeal item(s) of non-compliance found during plan review or inspections of construction. **It is part of the full and complete record needed by the residential building official to present his position to the Board.**

*Residential Building Department Jurisdiction Name*

*Office of the Residential Building Official, Name*

*Address line 1*

*Address Line 2*

*Residential Building Department Jurisdiction Name  
Office of the Residential Building Official, Name  
Address line 1  
Address Line 2*

To: *Name*, Chairman  
*Name* Residential Board of Building Appeals

From: Residential Building Official Name  
Residential Building Department name

Re: *Name* Residential Board of Appeal Hearings (location)  
Hearing date:

Date: 07/1/2019

Dear Chairman,

The following is a summary of the issues regarding each case, as well as the Residential Building Department's viewpoint for each respective case:

RBBA Case <i>No: R15-0000</i>	Appellant: <i>Owner/ Owner authorized agent</i>	CPA No: <i>Residential Plan Approval number</i>	City/County: <i>Location of Residential Project</i>
<u>Items being appealed:</u> <i>Residential Code Section: Residential Code of Ohio non-compliance item related to the design or non-compliance observation related to the approved residential construction documents.</i>			
Residential Building Department's Viewpoint: <i>Residential Building Official Determination based on Residential Plan Examiner non-compliance comments or Residential Inspector citation of non-compliance.</i>			

RBBA Case <i>No: R15-0000</i>	Appellant: <i>Owner/ Owner authorized agent</i>	CPA No: <i>Residential Plan Approval number</i>	City/County: <i>Location of Residential Project</i>
<u>Items being appealed:</u> <i>Residential Code Section: Residential Code of Ohio non-compliance item related to the design or non-compliance observation related to the approved residential construction documents.</i>			
Residential Building Department's Viewpoint: <i>Residential Building Official Determination based on Residential Plan Examiner non-compliance comments or Residential Inspector citation of non-compliance.</i>			

Sincerely,

Residential Building Official Name  
Residential Building Department name  
(Phone number/email)



Residential Building Department Resource Package  
**Required Inspections Check List  
And Guide for Inspector Use  
BBS Form 4-1  
RCO 108.2**

July 2019



# Required Inspections Check List and Guide for Inspector Use

A list of inspection(s) shall be provided at the time the plan approval is issued per **RCO 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. The following are those inspections listed in Chapter 1. Applicable inspections from this list shall be identified as required, be included on the list for the project and **must** occur. This check list may be abbreviated when given with the Certificate of Plan Approval. Inspections are performed in part or in whole. An On-Site Inspection Record (RCO 108.5) is also required to accompany the approval and can be combined or used as the Required Inspection Check List.

Required for this Approval	Inspection description	Inspector's notes	OK to proceed
Y / N	<b>Lot Line Marking (RCO 108.2.1)</b>		✓
	Request before excavation begins of any new foundations		
	<ol style="list-style-type: none"> <li>1. Verify permanent markers at boundary intersections</li> <li>2. Confirm location of building(s) (possibly utilities)</li> <li>3. Confirm distance to lot lines</li> <li>4. May check distance to easements, ROW, etc.</li> <li>5. Other</li> </ol>		
Y / N	<b>Excavation for footings and underground utilities (RCO 108.2.2)</b>		
	Request after excavation is complete; forms, reinforcing and rough-ins are in place; and before concrete is poured for footings and foundations or backfill operations commence for utilities.		
	<ol style="list-style-type: none"> <li>1. Verify soil classification and bearing capacity.</li> <li>2. Confirm dimensions: depth (frost), width, thickness, and steps of footings.</li> <li>3. Confirm reinforcing steel, ties, spacing and coverage (when used).</li> <li>4. Confirm pipe size and slope (when installed).</li> <li>5. Confirm bedding and backfill materials.</li> <li>6. Confirm concrete mix design and slump (if on-site).</li> <li>7. Other</li> </ol>		
Y / N	<b>Foundation (RCO 108.2.2)</b>		
	If separate from excavation inspection, request after forms, reinforcing and rough-ins are in place and before concrete placement or backfill operations commence		
	<ol style="list-style-type: none"> <li>1. Verify relationship to footings, piers, caissons, etc.</li> <li>2. Confirm structural assembly materials (wood,</li> </ol>		

Required for this Approval	Inspection description	Inspector's notes	OK to proceed
	CMU, concrete, reinforcing, grout, mortar, etc) 3. Confirm dimensions: height, width, steps, cantilevers 4. Confirm reinforcing steel, ties, spacing and coverage 5. Confirm drainage 6. Confirm damp proofing/waterproofing 7. Confirm backfill materials 8. Other _____		
Y / N	<b>Concrete slab &amp; under-floor inspection (RCO 108.2.3)</b>		
	Request after all in slab or under floor equipment, piping, insulation, vapor retarders, conduit and pathways are installed but before concrete poured or sheathing installed		
	1. Confirm equipment and piping is properly supported and insulated as required. 2. Confirm gravel base and concrete slab thickness. 3. Confirm vapor barrier is placed, seams and penetrations are sealed. 4. Confirm concrete mix design. 5. Confirm wood structure protected from water, termite and fire damage. 6. Other _____		
Y / N	<b>Lowest floor elevation verification (RCO 108.2.4)</b>		
	If the approved construction documents identify the building's location in a flood hazard area per Table 301.2(1), request after lowest floor is constructed.		
	1. Verify the specified elevation of the lowest floor. 2. Other _____		
Y / N	<b>Frame Inspection (RCO 108.2.5)</b>		
	Request after the following inspections are satisfactorily completed: <ol style="list-style-type: none"> <li>1. Rough mechanical (piping/ducts/heating cables)</li> <li>2. Rough electrical (boxes, conduits, pathways, cabling and protections)</li> <li>3. Rough plumbing (water/sanitary/storm)</li> </ol> And after the following work is complete: <ol style="list-style-type: none"> <li>4. Chimneys &amp; vents installed</li> <li>5. Structural framing is complete through roof sheathing</li> <li>6. Fire blocking/stopping is in place</li> <li>7. Other _____</li> </ol> But before insulation, lath and gypsum is installed		
	<b>Verify:</b> 1. General construction including materials,		

Required for this Approval	Inspection description	Inspector's notes	OK to proceed
	<p>assemblies, methods, fastening.</p> <ol style="list-style-type: none"> <li>2. Confirm location of braced wall lines and construction of braced wall panels (exterior and interior as required).</li> <li>3. Verify location of bearing and non-bearing walls in relationship to footings, piers, caissons, etc.</li> <li>4. Confirm grade &amp; species of wood; gage &amp; type of metal.</li> <li>5. In masonry assemblies, confirm compression strength, reinforcement (including grout) and type of mortar used.</li> <li>6. In concrete assemblies, confirm reinforcement, ties, coverage and mix design before concrete is poured.</li> <li>7. Dimensions (size, height and spacing) of structural &amp; non-structural members</li> <li>8. Bearing/fastening of materials and connections (size and spacing nails, screws, bolts, welds, etc.)</li> <li>9. Square footage and height of spaces and ridge/building height</li> <li>10. If provided, stair and ramp framing.</li> <li>11. Protection from termites and weather</li> <li>12. Other _____</li> </ol>		
Y / N	<b>Lath, Gypsum Board Inspection (RCO 108.2.6)</b>		
	Request after lath and/or gypsum board is installed and before plastering, joint filling and finishing occurs.		
	<ol style="list-style-type: none"> <li>1. Verify materials</li> <li>2. Size: thickness,</li> <li>3. Type: interior, exterior, cement, gypsum, water resistant, fire resistant, etc.</li> <li>4. Type of fasteners, size, spacing and depth, etc.</li> <li>5. Orientation of Board: vertical, horizontal, overlap of joints (spacing)</li> </ol>		
Y / N	<b>Fire-resistive assemblies and penetration inspection (RCO 108.2.7)</b>		
	Request before concealment.		
	<ol style="list-style-type: none"> <li>1. Verify labeling of materials</li> <li>2. Confirm assembly components and construction with referenced design # for dwelling unit separations.</li> </ol>		

Required for this Approval	Inspection description	Inspector's notes	OK to proceed
	<ol style="list-style-type: none"> <li>3. Size, type, and orientation of board in assembly</li> <li>4. Type of fasteners, size, spacing and depth, etc.</li> <li>5. Internal additional parts, particularly important for rated assemblies: resilient metal furring channel, U, Z &amp; N spacing metal, stud type and spacing, cavity fill material(s)</li> <li>6. Check for back to back penetrations: outlets; boxes; cabinets, etc.</li> <li>7. Floor framing protection</li> <li>8. Other _____</li> </ol>		
Y / N	<b>Energy Efficiency / Envelope Inspection. (RCO 108.2.8)</b>		
	Request before concealment.		
	<ol style="list-style-type: none"> <li>1. Verify material's labeling <ol style="list-style-type: none"> <li>a. Type</li> <li>b. Size: thickness</li> <li>c. U &amp; R values</li> </ol> </li> <li>2. Infiltration protection method: putties; weather-stripping; door &amp; window specifications and manufacturer's instructions; ductwork wrap and sealing; air barrier, infiltration wraps and vapor retarders</li> <li>3. Equipment efficiency: furnace/AC unit; water heater; humidifier; dehumidifier; etc. manufacturer's plate to match spec &amp; installation in accordance with manufacturer's installation instruction (check against listing)</li> <li>4. Verify "blower door" test; per referenced standard, written report, responsible party and result</li> <li>5. Verify "duct blaster" test (when necessary)</li> <li>6. Confirm certificate of energy performance</li> </ol>		
Y / N	<b>Building Services Equipment Systems inspections: (RCO 108.2.9)</b>		
	Request after completion of rough-in, before framing and energy inspections		
	<ol style="list-style-type: none"> <li>1. Mechanical <ol style="list-style-type: none"> <li>a. Heating (appliance, ducting, and venting)</li> <li>b. Ventilation (whole house and local)</li> <li>c. Exhaust (local exhaust)</li> <li>d. Cooling (appliance, ducting and piping)</li> </ol> </li> <li>2. Plumbing <ol style="list-style-type: none"> <li>a. Potable water (supply and distribution)</li> <li>b. Sanitary waste and vent (drain and discharge)</li> <li>c. Storm water (drain and discharge)</li> <li>d. Automatic fire sprinkler system (option)</li> </ol> </li> <li>3. Fire Protection Systems <ol style="list-style-type: none"> <li>a. Fire alarms</li> <li>b. Carbon monoxide alarms</li> <li>c. Alarm systems with detectors (option)</li> </ol> </li> </ol>		

Required for this Approval	Inspection description	Inspector's notes	OK to proceed
	4. Electrical <ul style="list-style-type: none"> <li>a. Pathways, conduit, boxes (maybe wiring).</li> <li>b. Overcurrent protection</li> <li>c. Grounding and bonding</li> <li>d. Cabling and protections</li> </ul>		
Request after completion of system for final inspection			
	5. Mechanical <ul style="list-style-type: none"> <li>e. Confirm installation and connection of controls</li> <li>f. Verify insulation location, R-value and label</li> </ul> 6. Plumbing <ul style="list-style-type: none"> <li>e. Confirm setting and connection of fixtures</li> <li>f. Verify insulation location. R-value and label</li> </ul> 7. Electrical <ul style="list-style-type: none"> <li>e. Power – Devices, covers, AFCI, GFCI, wiring, grounding and bonding</li> <li>f. Lighting – lamping</li> <li>g. Low voltage – under 25 volts and over 50 watts</li> </ul>		
	8. Final/operative inspections to verify that are installed in accordance with the approved construction documents, listings, manufacturer's installation instructions and that all tests required have been conducted		
Y / N	<b>Other inspections based on project scope. (RCO 108.2.10)</b>		
	At the building official's discretion, additional inspections may be included in the list of required inspections provided to the owner with the certificate of plan approval. Request the inspection at the time and the direction of the inspection listing.		
	1. <b>Accessibility</b> - exterior & interior  2. <b>Special Inspections</b> - reports & records of findings and sequence of corrections, etc  3. <b>Structural steel</b> –  4. <b>Roof assemblies</b> – 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. <b>Weather</b> - exposed outer surfaces; windows, rain screens, weather resistive barrier, flashings  6. <b>Egress systems</b> – width and height clearances, door swings, and adequacy of elements in means of egress system.  7. Final inspections		

Required for this Approval	Inspection description	Inspector's notes	OK to proceed
Y / N	<b>Industrialized Unit (IU) inspections. (RCO 108.2.12)</b>		
	Request at the time of delivery of IU.		
	<ol style="list-style-type: none"> <li>1. Verify the unit is marked with an insignia from the Board of Building Standards</li> <li>2. Verify the unit has same floor plan, elevation and exterior detail as shown on approved construction documents associated with the insignia.</li> <li>3. Verify the unit is undamaged from transportation or weather.</li> </ol>		
	Request at appropriate times after on-site construction is complete		
	<ol style="list-style-type: none"> <li>4. Verify on-site construction, attachment to foundation, interconnection of modules, and connection to utilities</li> </ol>		

**Residential Building Department Resource Package**

**On Site Inspection Record**

**BBS Form 4-2**

**RCO 108.5**

July 2019







Residential Building Department Resource Package

**Owner Compliance Options Matrix**

**BBS Form 4-3**

**RCO 108.6, 108.7**

July 2019



# 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 RCO 108.6.1 and 108.7 by the Residential Building Official:

<p><b>Step 1.</b> Per 108.6.1 #1, inspectors shall communicate the nature of the difference to the owner's on site representative and ask if the issue will be corrected (Opt. A) or if the construction documents and/or specifications will be changed/resubmitted (Opt. B), or not brought into compliance (Opt. C).</p>		
<p><b>Option A</b> (RCO 108.6.1 #1.1)</p>	<p><b>Option B</b> (RCO 108.6.1 #1.2)</p>	<p><b>Option C</b> (RCO 108.6.1 #1.3, 108.6.1 #4, 108.7)</p>
<p><b>Item of non-compliance <i>is to be corrected</i> on the site:</b></p>	<p><b><u>Approved construction docs/specs will be revised per RCO 107.4.2 to match work:</u></b></p>	<p><b>Item of non-compliance <i>will not be brought into compliance/ corrected:</i></b></p>
<p><b>Step 2.</b> The owner or representative shall indicate the option to follow per RCO 108.6.1 #2.</p>		
<p><b>Step 3.</b> The inspector shall record choice in the on-site inspection record and the inspectors log (108.6.1 #3); and may communicate choice to the Residential Building Official. (Notations for both shall indicate inspectors name, date, inspection type, items of noncompliance, option chosen and compliance/follow-up inspection dates.)</p>		
<p><b>Option A</b></p>	<p><b>Option B</b></p>	<p><b>Option C</b></p>
<p><b>Step 4.</b> Indicate whether a follow-up inspection to verify the correction is necessary and communicate this to the owner's on-site representative.</p>	<p><b>Step 4.</b> The inspector shall ask when the building department should expect the revisions and shall make a notation on the on-site inspection record and inspectors log. The Building Official shall be contacted with the change indication and when the building department will receive the revisions.</p>	<p><b>Step 4.</b> Inspectors will contact the Building official and explain the nature of the change.</p>
<p><b>Step 5.</b> Indicate when the department must be contacted so a follow-up inspection may be scheduled to verify satisfactory inspection of the correction and communicate this to the owner's on-site representative.</p>	<p><b>Step 5.</b> The owner or the owner's representative must submit revisions in writing (revised construction documents, written descriptions, drawings and/or specifications defining these changes).</p>	<p><b>Step 5.</b> The Building Official shall determine if an adjudication order (either a notice of violation or stop work type) is to be written.</p>
	<p><b>Step 3.</b> The Plan Examiner will review the changes to determine compliance.</p>	<p><b>Step 6. (either A. or B.)</b> <b>A.</b> 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 RCO 109 to the owner. <b>OR</b></p>
	<p><b>Step 4.</b> 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.</p>	<p><b>B.</b> If the Building official determines an <u>order is unnecessary</u>, the inspector shall be informed of the Building official's determination. The inspector shall note the reason in the inspection record.</p>

- 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.

Residential Building Department Resource Package

**Inspector Report to Building Official**

**BBS Form 4-4**

**RCO 108.7**

July 2019



**OFFICE OF JURISDICTION**  
**123 Main Street Anytown, Ohio 40000**  
**Full Name, Building Official**

**INSPECTOR REPORT**

(FOR DETERMINATION OF NON-COMPLIANCE BY BUILDING OFFICIAL- RCO 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? \_\_\_\_\_ DATE: \_\_\_\_\_

BUILDING OFFICIAL SIGNATURE: \_\_\_\_\_



Residential Building Department Resource Package

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

July 2019

*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.*

# Contractor Test Completion Certification for Plumbing Systems (RCO 108.8)

**Instructions:**

In accordance with RCO 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:** \_\_\_\_\_ [RCO 105.5]

**Are approved plumbing plans and manufacturer's installation instructions on site?** [RCO 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 \_\_\_\_\_

# Contractor Test Completion Certification for Plumbing Systems

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	
<b>Drainage and Vent</b>	Water pressure test	10-foot head of water	15 minutes	None	OPC 312.2.1		
	or	Air pressure test (not for plastic pipe)	5 psi or sufficient to balance a 10-inch column of mercury	15 minutes	None	OPC 312.2.2	
	or	Alternative test per manufacturer's instructions	When permitted by the manufacturer, may be approved by the building official, if test is conducted in strict accordance with manufacturer's published instructions		OPC 312.2.3		
	Final leakage test (after fixtures are connected)	All fixtures set and traps filled		15 minutes	None	OPC 312.4	
		Visual	During operation			OPC 312.4.1	
		1 inch water column				OPC 312.4.2 OPC 312.4.3	
Shower Liner (Only when required by manufacturer)	Plug shower drain. Fill floor/receptor to 2 inch depth	15 minutes	None	OPC 312.9 <i>Exception</i>			
<b>Plumbing Fixture Water Supply</b>	Water pressure test	≥ working pressure	15 minutes	None	OPC 312.5.1		
	or	Air pressure test (not for plastic pipe)	50 psi	15 minutes	None	OPC 312.5.2 (Only when permitted by the manufacturer)	
	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)	Test for bacteriological contamination. If present, repeat disinfection procedure	OPC 610.1		
<b>Storm Drainage</b>	Water pressure test	10-foot head of water	15 minutes	None	OPC 312.2.1		
	or	Air pressure test (not for plastic pipe)	5 psi	15 minutes	None	OPC 312.2.2	
	or	Alternative test per manufacturer's instructions	When permitted by the manufacturer, may be approved by the building official, if test is conducted in strict accordance with manufacturer's published instructions		OPC 312.2.3		

## Contractor Certification

I certify that I, the contractor, have conducted all required tests in accordance with the Ohio Plumbing Code on the designated dates and that the system performed without leakage or defect.

Contractor signature: \_\_\_\_\_ Title: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Witness Certification

Signature: \_\_\_\_\_ Representing: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Residential Building Department Resource Package

# Notice of Recommended Change

## BBS Form 4-6

### RCO 108.6.2

July 2019

**108.6.2 Observation of violations not shown on plans.** If an individual certified to make inspections, 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 residential construction documents, the certified individual shall communicate the finding to the residential building official so that the residential 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 Residential Building Official / Name of the Residential Building Department  
123 Main Street  
Somewhere, Ohio 43000-0000

## Notice of Recommended Change

Residential Code of Ohio, Section 108.6.2

**Date:** July 1, 2015

**Project:** Certificate of Residential Plan Approval No. 19-000  
Important Dwelling Project  
0000 Project Road  
Project town, Ohio 40000-0000

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

During a routine required inspection on mm/dd/year, Inspector, full name, observed that a code violation exists in the approved construction documents dated mm/dd/year. The violation was not identified during plan review **[and has been incorporated into the construction.]** The residential building official has determined, following an evaluation of the record, that the code violation is not an unsafe condition or serious hazard per RCO 108.6.3.

The residential building official recommends that the owner consider making the following change(s) to the construction documents **[and construction]** for code compliance of the building. If the owner chooses to comply, please submit revised construction documents to the building department for review of the proposed changes to eliminate the code violation. Revised construction documents must clearly describe the extent of the change. Once approved, the original approval will be amended 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 owner's decision in this matter. Please see below for observation of items not shown on plans.

Item #	RCO Section	Issue of Non-Compliance	Action required
1	-	-	-
2	-	-	-

*(more lines may be added as needed to identify the recommended changes)*

If intending to comply, provide **3** sets of the corrected plans to our office for review. 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 to track the decision. *(Building official can set a reasonable amount of time for the owner to bring construction documents and/or construction into compliance.)*

Reviewed by: \_\_\_\_\_ Building Official: \_\_\_\_\_  
I.C. Plans, Residential Plan Examiner, Cert. # \_\_\_\_\_ Bill D. Official, RBO, Cert.  
# \_\_\_\_\_

*( All red language shall be changed based on project. All items shown in italicized red font are to be deleted. Language in [brackets] is optional depending on circumstances)*



Residential Building Department Resource Package

# **Certificate of Occupancy or Completion**

**BBS Form 5-1a (occupancy)**

**BBS Form 5-1b (completion)**

**RCO 111.1**

July 2019

**111.1 Approval required to occupy.** *No residential building or structure, in whole or in part, shall be used or occupied until the residential building official has issued an approval in the form of a certificate of occupancy or certificate of completion in compliance with this section.*

**111.1.1 Certificate of occupancy.** *The certificate of occupancy shall indicate the conditions under which the residential building shall be used. The building owner shall only use the structure in compliance with the certificate of occupancy and any stated conditions. The residential structure and all approved building service equipment shall be maintained in accordance with the approval.*

*When a residential building or structure is entitled thereto (constructed according to the approved construction documents, final tests and inspections are completed, and no orders of the building official are outstanding, or as permitted in this section), the residential building official shall issue a certificate of occupancy in a timely manner.*

**111.1.2 Certificate of completion for alterations and repairs.** *The certificate of completion for alterations and repairs shall indicate the conditions under which the building shall be used. The building owner shall only use the structure in accordance with the certificate of completion and any stated conditions. The structure and all approved building service equipment shall be maintained in accordance with the approval.*

*When the work in a building or structure is entitled thereto, the building official shall issue a certificate of completion for the work provided there are not violations of the rules of the board or orders of the building official pending or as permitted in this section. Occupancy of spaces within a building which are unaffected by the work shall be allowed to continue if the building official determines the existing spaces can be occupied safely.*

# Certificate of Occupancy (RCO 111.1.1)

Office of the Building Official

**(#1) Plan Approval Application Number:**

**(#2) Property Owner Name /Address:**

**(#3) Description of structure for certificate issued:**

**Approved As:**

Existing Residential Building  
(Condition-No Change)

New Structure

Partial Occupancy

Addition

Time-limited Occupancy

Alteration

Temporary Structures Occupancy

**(#5) Approved pursuant to the following editions of:**

RCO \_\_\_\_\_ OMC \_\_\_\_\_ OPC \_\_\_\_\_

**(#6) Fire Protection Systems:**

N/A  Required  Non-Required

System Type:

Location:

**(#7) 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.

**(#4) Building Official:**

**Date:**



# Certificate of Completion (RCO 111.1.2)

Office of the Building Official

(#1) Plan Approval Application Number:

(#2) Property Owner Name /Address:

(#3) Description of structure for certificate issued:

Previous Approvals: (If known)

Approved As: [NOT to be used for New Dwelling(s) or Addition(s)]

Alteration

Replacement

Repair

(#5) Approved pursuant to the following editions of:

RCO \_\_\_\_\_ OMC \_\_\_\_\_ OPC \_\_\_\_\_

(#6) Fire Protection Systems:

N/A  Required  Non-Required

System Type:

Location:

(#7) 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.

(#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 building has been approved and under what conditions it can be used and how it must be maintained. It is effectively a contract between the owner and the building department. It is essential that it is complete and accurate. In addition to any other information the building department believes is necessary, the following **must be** included on the Certificate of Occupancy:

1. Plan approval application number.
2. Name and address of the Property Owner.
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). When more than one residential building official has jurisdiction for a building (when the certification of the residential building department is limited for such systems as plumbing or piping systems) each shall sign the certificate of occupancy with an indication of the scope of their individual approvals.
5. Edition of the residential code when plan approval is issued (for proposed work or change of occupancy)
6. When an automatic sprinkler system is provided, the type and description of the system shall be indicated.
7. Any special stipulations, conditions and variances related to the requirements of the building code /approval.

## Making Request for a Certificate of Occupancy for an existing building.

If you are in need of a Certificate of Occupancy (C of O) for an existing building, you can apply for one by using Section 111 of the Residential Code of Ohio (RCO 102.7, 111.2). This provision allows the owner (or authorized agent) to secure an approval to occupy a building for an existing use under certain conditions:

- A request for a Certificate of Occupancy must be made in writing to the residential building department. A determination must be made regarding which building department has authority.....*you* must check with the local jurisdiction (county, city or township) to see if they have a building department *currently* certified to enforce the Residential Code of Ohio. If no local department is certified, a certificate of occupancy cannot be issued.  
**Note:** *The owner or owner's representative is responsible to comply with the requirements of the RCO as the general laws of the State of Ohio.*
- The building or structure has been previously and continues to be used for the purpose(s) of which the approval is requesting. Evidence of this "continued" use can, in some way, be verified.
- No outstanding orders are pending against the building.
- After inspection, the building official determines that the building/structure is free of serious hazards.

*Although the rules do not require a submission of plans for this process, approval is dependent on the singular use of the building as a dwelling or accessory structure to a dwelling. Some version of a floor plan should be attached with a legend indicating how all the spaces are used.*

**The following is an example format of a letter containing the type of information an owner should provide to the residential building official to begin the process. Even if the building department has a form or application they require to be filled out, a cover letter should be used to convey the required information:**

Date

Mr./Ms. B.D. Official, CBO  
My City Building Department  
000 Main Street  
Anywhere, OH 40000-0000

Re: Request for a Certificate of Occupancy for an existing building:  
00000 My Avenue, My Town, Ohio, 40000

Dear Ms. Official:

I am not in possession of an approval for the building(s) located at the above address, and, as the owner, pursuant to section 111.2 of the Residential Code of Ohio, I respectfully request a Certificate(s) of Occupancy for an existing dwelling.

Prior to when I purchased the property, 3 years ago, it had been used as a single-family home with an attached apartment, and I continue to use the building(s) for that purpose. To the best of my knowledge, your department has no orders pending against this property, dwelling (or any of the accessory buildings.)

For your reference, I have included an un-scaled floor plan sketch indicating the use of each area of the building. You may note where the apartment rooms are identified in the plan. Each of these rooms has facilities for cooking and living and sleeping. It is my understanding that this unit was designed and intended for this purpose.

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



Residential Building Department Resource Package

**Time Limited  
Certificate of Occupancy  
Process BBS Form 5-2  
RCO 111.1.4**

July 2019

*111.1.1.4 Time-limited occupancy. A residential 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 residential building official pending;*
- 2. It is established after inspection and investigation that the proposed use is not deemed to endanger public safety and welfare;*
- 3. The residential building official has approved the use for an alternative purpose on a temporary basis;*
- 4. The residential building official has issued a certificate of occupancy indicating any special conditions under which the building or part of the residential building can be used for the alternative purpose within the time limit specified.*



# USING BUILDING SPACES FOR SHORT TERM & EMERGENCY PURPOSES

## **Emergency Planning, Temporary Conditions, and Special Events often occur without proper coordination and approvals.**

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

## **Winter-Cold Weather 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 assure 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, be evaluated and approved so that an assurance of basic safety occurs.

## **Appropriate Resolution Requires involvement of both the Building & Fire Code Enforcement Personnel**

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

Where the location of the 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 Geoff Eaton – 800/523-3581

Both the Division of State Fire Marshal and the Board of Building Standards can be called on as resources to help explain how to work through an approval process.

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

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

The RCO has a provision (Time-Limited Occupancy Approval Method) that can be used to properly respond to these issues. If proposed time limited use is a non-residential use, the RBO should coordinate with the CBO having jurisdiction before issuing a Time-Limited Occupancy Approval. Approval must be issued by authority having jurisdiction.

## **Using the Time-Limited Occupancy Approval Method**

The Certificate of Occupancy section of the Residential Code of Ohio (currently section 111), was revised a few years ago to specifically provide a useful and practical option to building owners, building and fire departments struggling with code compliance for temporary conditions like haunted houses, emergency shelters/housing, exhibits, tents for special events, etc.

Located in RCO section 111.1.4, the *Time-Limited Occupancy* provisions offer a method to approve short term changes in occupancy for a portion of or an entire building. 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:*

**111.1.4 Time-limited occupancy.** A residential 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 residential 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 residential building official has approved the use for an alternative purpose on a temporary basis;
4. The residential 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 residential 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 residential building officials to allow time-limited occupancy; it only states the residential building official **may** issue a time-limited certificate of occupancy. This language is permissive to allow the residential building official some latitude when evaluating the methods to be used to assure safe occupancy. If the residential 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 residential 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 **RBO**, the **CBO** (if proposed occupancy is a non-residential use) and **fire official** (with fire prevention responsibilities) and other decision makers with a stake in the event/project 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 RCO'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 C of O is issued.

*It should be noted and clearly understood that this process must be limited to short time periods (hours, days, weeks) but generally not used for times exceeding a month and that the approval is used once...any intent to use this process after the expiration of the approval must require a new application and evaluation.*