



## Quarterly Approval Program Applications for inspections not requiring sealed plans

### Purpose

The current provisions of the Ohio Building Code (OBC) require that all work not defined as “minor repairs” performed on any commercial property require some type of approval and/or inspection. Projects that do not rise to the level of needing full plan approval still require an application for “inspection without sealed plans” to ensure that any work completed is in accordance with the OBC and its referenced standards.

The Quarterly Approval Program allows an Agency or Company to perform minor work under an application and fee that is submitted and paid for on a quarterly basis, versus submitting a separate application for each individual small project or repair.

Examples of work authorized under this program would be minor electrical, plumbing, mechanical and structural alterations, exact replacements of various types of building service equipment, and other minor work approved by the Building Official.

### Participation in the Program

Any agency or company wishing to perform work under the Quarterly Approval Program shall submit a written notice of intent to the Chief of the Bureau of Building Code Compliance (BCC). The notice of intent shall provide information pertaining to the scope of the proposed projects, and the estimated timeframe of when the projects will be initiated. The agency or company must also provide the name, phone number and email address for the agency or company’s designated contact person.

Once the Bureau Chief reviews and approves the notice, the agency’s or company’s contact person will be instructed to submit an “Application for inspection not requiring sealed plans”. The 3-month timeframe begins at any time throughout a calendar year once the initial application is received.

### Quarterly Approval Procedures

- Once the application has been submitted and a Certificate of Plan Approval (CPA) number has been issued, the agency’s or company’s contact person is responsible to email BCC a drawing and description of the proposed project each time work is to be performed at a facility.
- BCC will review the project information to determine if the proposed work qualifies for the Quarterly Approval Program. If the scope of work is too large for the Quarterly Program, the contact person will be informed to submit sealed plans for that work under a full plan approval application.
- At the end of each quarter, the contact person shall schedule an on-site inspection of all areas of work completed under this program for the respective quarter by contacting Dispatch Operations at 800-822-3208.
- The contact person shall maintain a binder or file of the drawings of each project approved by BCC for the respective quarter. The drawings shall be made available on site for BCC field inspector’s reference.

- In the event that any of the work approved under this program cannot remain open until the on-site quarterly inspections are performed, the contact person shall contact BCC to coordinate a web-based video inspection. BCC has the capabilities to inspect certain work prior to concealing utilizing a Web-based Video inspection process. Images of work can be captured and maintained in BCC's database under the application for that quarter if needed
- An application fee of \$293.25 is required for each quarterly inspection. This fee entitles the company or agency up to 3 hours of inspections on site or by video. Inspections lasting longer than 3 hours will be charged an additional a \$50 per hour fee.
- Subsequent to each quarterly inspection, an updated Certificate of Occupancy will be issued that delineates the approval of projects for the respective quarter.

#### **Conditions of Approval**

- In the event that work is not completed correctly, the inspector will advise the contact person of their options to correct the work or submit revisions for approval.
- If a company or agency demonstrates a consistent inability to correctly complete the work, or fails to adhere to the conditions of the program, BCC has the right to terminate the company or agency from participating in the Quarterly Inspection program.
- Additional information regarding an Agency or Company's eligibility in participating in this program can be obtained by contacting the Bureau of Building Code Compliance at 800-523-3581 or 614-644-2622.

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