



OHIO BOARD OF BUILDING STANDARDS

2017 Ohio Building Code (OBC)

Building Department Resource Package

Index

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(Refer to Ohio Board of Building Standards website (<https://com.ohio.gov/dico/bbs/default.aspx>) in the Ohio Building Code and Amendments under the "CODES" tab to view and/or download)

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2017 OBC Building Department Resource Package

INTRODUCTION:

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

Many newly formed departments have struggled developing these processes and forms or have not implemented forms that the Board's rules require in administration sections of Chapter 1 of the building codes as basic vehicles of legal communication. The lack of and multiple variations of department forms has made enforcement inconsistent in the State of Ohio.

Though great strides have been made, the Board of Building Standards has identified the need to correct these issues and ensure uniformity of all building department operations. Board staff, along with the assistance of many contributing building officials, has developed this Building Department Resource Package as a first step toward ensuring uniform enforcement throughout the State by all the building departments the Board certifies. The intent of this Building Department Resource Package is to provide Certified Building Officials with the tools needed to implement consistent building department administration.

The Building Department Resource Package is to be used to revise or replace current department forms which may lack the key elements found in Chapter 1 of the OBC. The implementation of these forms can easily be incorporated by amending the headers, footers and other locations within the forms with the specific department identification information. All modifiable forms are produced in a 'Word' software format for easy modification. Reference documents included in the package can be read with 'Adobe' software.

The Building Department Resource Package will be made available on the Board of Building Standards website. 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 2017 OBC Building Department Resource Package will be posted on the OBBS website for downloads to update your forms.

August 2019

Building Department Resource Package

Building Department

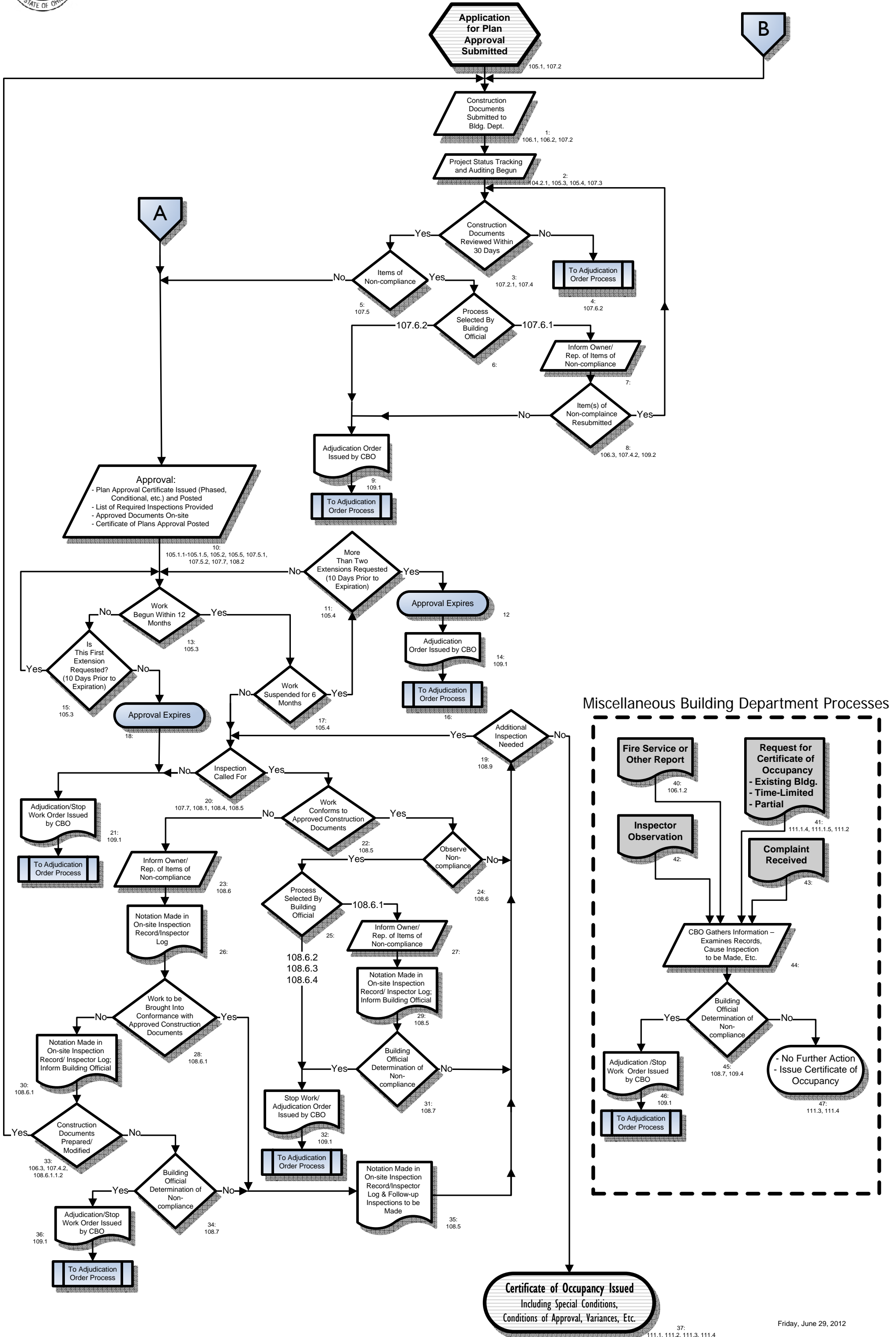
Process Flow Chart

BBS Form 1-1

August 2019



Building Department Processes Flow Chart



Building Department Resource Package

Application for Plan Approval

BBS Form 1-2

OBC 105.1 & 107.2

August 2019

MY JURISDICTION

APPLICATION FOR NON-RESIDENTIAL PLAN APPROVAL

This form is also available at www.MYJURISDICTION.com

Submit one application per building or structure; all sections must be completed, See instruction sheet for details.



1 SCOPE OF PROJECT: (RCO 107.2.1) <input type="checkbox"/> Building General <input type="checkbox"/> Accessibility <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: _____	2 TYPE OF PROJECT: <input type="checkbox"/> New Building Construction <input type="checkbox"/> Building Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair/Maintain/Replacement <input type="checkbox"/> Change of Occupancy <input type="checkbox"/> Request Existing Bldg C of O	3 PHASED PLAN REVIEW: <input type="checkbox"/> Foundation <input type="checkbox"/> Framing: <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____
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4 APPLICATION RELATED INFORMATION: <ul style="list-style-type: none"> ▪ Is this project being submitted as a result of a previous preliminary plan review? <input type="checkbox"/> No <input type="checkbox"/> Yes, please provide the preliminary plan review number: _____ ▪ Is this application being submitted as a result of a Notice of Violation or Adjudication Order that you received? <input type="checkbox"/> No <input type="checkbox"/> Yes, please provide the adjudication order number: _____
--

5 PROJECT/BUILDING LOCATION: (OBC 107.2.2) Building Name _____ Street Address _____ City/Township _____ Zip Code _____ County _____ Directions _____				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border: none;"> ▪ Is this project/building located in a flood plain? </td> <td style="width: 10%; border: none; text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> <tr> <td style="border: none;"> ▪ Has flood plain administrator been contacted for requirements? </td> <td style="border: none; text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> </table>	▪ Is this project/building located in a flood plain?	<input type="checkbox"/> Yes <input type="checkbox"/> No	▪ Has flood plain administrator been contacted for requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
▪ Is this project/building located in a flood plain?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
▪ Has flood plain administrator been contacted for requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No			

6 BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION: (OBC 107.2.1) _____ _____ _____ _____ _____
--

7 BUILDING OWNER INFORMATION: Name of owner _____ Attention: _____ Street Address _____ City _____ State _____ Zip _____ Phone No. _____ Fax _____ E-mail _____

8 APPLICANT INFORMATION: (Owner or designated representative) (OBC 107.2) Applicant _____ Attention: _____ Street Address _____ City _____ State _____ Zip _____ Phone No. _____ Fax _____ E-mail _____

9	REGISTERED DESIGN PROFESSIONAL INFORMATION: ___ Architect ___ Engineer ___ Certified Fire protection system designer		
Designer _____		Reg. /Certificate No.: _____	
Street Address _____		City _____	State _____ Zip _____
Phone No. _____		Fax _____	E-mail _____
10	BUILDING CODE INFORMATION: (Information applies to construction area in a mixed use groups building, or the entire building if a single use group building)		
Current use group(s) _____		Current use group(s) _____ Current use group(s) _____	
Occupancy Description: _____			
11	GENERAL BUILDING INFORMATION: (The following information applies to the <i>entire building</i> , not just construction area.) (OBC 107.2.3.)		
▪ Building Information:			
Use group(s)? _____		Mixed use groups? ___ No ___ Yes ___ Separated ___ Non-separated	
Construction type? _____		Building height (FT)? _____ No. of stories? _____	
Occupant load? _____		Storage height (FT)? _____ Storage aisle width (FT)? _____	
▪ List USE GROUP below for mixed use building.		▪ List Occupancy Type for associated use group below.	
▪ _____		▪ _____	
▪ _____		▪ _____	
▪ _____		▪ _____	
▪ _____		▪ _____	
▪ Fire Protection Systems: (Enter the type of system such as NFPA 13, NFPA 72, etc., if known. Enter "N/A" if not applicable)			
Building sprinkler system? _____		Sprinkler demand @ base of riser (PSI)? _____	
Limited area sprinkler system? _____		Type 1 hood suppression? _____ In-Rack sprinkler system? _____	
Building fire alarm system? _____		Fire detection system? _____ Smoke detection system? _____	
12	CERTIFICATION: (OBC 107.2.5)		13
I certify that I am the ___ Owner ___ Owner Authorized Agent		THE AREA BELOW IS FOR OFFICIAL USE ONLY:	
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.		Date received _____ Appl. No.: _____	
Signature _____		Check No.: _____ Verification # _____	
Print Name: _____ Date _____		Processed by: _____ ___ Walk in ___ Mail in	

"An Equal Opportunity Employer and Service Provider"

Notes:

14. This area is designated for the incorporation of fee schedules as established by the locally adopted fee schedule as indicated per Ohio Building Code Section 115.1.

DIRECTIONS FOR COMPLETING MY JURISDICTION APPLICATION FOR BUILDING PLAN APPROVAL

In accordance with Ohio Administrative Code (OAC) Chapter 4101:1-1-01, pursuant to Ohio Revised Code (ORC) Section 3791.04, before beginning the construction, erection or manufacture of any building for which construction documents are required, the owner shall submit (two or more) copies of construction drawings to this division for approval. The construction documents shall be accompanied with the application form and attached (scope / fees) worksheets. The construction documents shall be prepared by a registered design professional pursuant to OAC 4101:1-1-01. An examination and inspection fee will be assessed at the time of submittal as outlined in OAC 4101:1-1-01.

Application Directions: Complete page one of the application and attached worksheets as outlined below. All boxes, 1 through 14, must be completed in full or the application will be returned. Send this completed form along with all required documents to ("My Jurisdiction Building Department" and full address.)

- SCOPE OF PROJECT:** Check all the boxes that apply to the scope of work proposed in this project. Every scope of work checked must be accompanied with the appropriate fees. Without establishing the proper scope of work, the division will be unable to establish the inspection schedule for the project. Please note that "**Building General**" refers to **all "general trade" work** in the building including ceiling panels/grids, non-loadbearing partitions, flooring, etc.; NOT just structural loadbearing components of the building.
- TYPE OF PROJECT:** Check one of the types of projects from the list.
- PHASED PLAN REVIEW:** If you are applying for a phased plan approval, check all phases of the plan reviews that are applicable to this project. The plans examiner will review your plans according to the phased schedule. If you are not applying for a phased plan review, leave all boxes blank.
- APPLICATION RELATED INFORMATION:** Answer each of the questions in this block and provide additional information accordingly. Complete answers to the questions will help the division process and review the project accurately.
- PROJECT/BUILDING LOCATION:** Please provide complete information identifying the location of the building where the construction or renovation will occur. This will help the division determine the proper jurisdiction for the project.
- BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION:** Please provide a brief description of the scope of work. Please include the names of the areas or rooms affected by the construction when only a portion of building is covered under the permit application. The description provided will be shown on your certificate of use and occupancy.
- BUILDING OWNER INFORMATION:** Please provide complete answers to each item. If the building is owned by a corporation, please provide the name of the corporation and identify a contact person in the section called "Attention."
- APPLICANT INFORMATION:** Provide complete information. All project correspondences will be directed to the project applicant.
- DESIGNER INFORMATION:** Section 106.2 of the Ohio Building Code requires that the design professional be identified including the design professional's Ohio registration number.
- BUILDING CODE INFORMATION:** Information provided applies to the construction area in a mixed use groups building, or the entire building if it is a single use group building. For change of occupancy, the term "Current use group" refers to the approved use group under the previous occupancy. For information concerning the term "Proposed use group", please refer to Chapters 3 and 6 of Ohio Building Code for the proper classification.
- GENERAL BUILDING INFORMATION:** The information provided applies to the entire building and is not limited to the construction area. Even when the proposed project is a partial building renovation or a building addition, the information for the entire building is required. The information provided will be shown on your certificate of use and occupancy in accordance with section 111 of the Ohio Building Code.
- CERTIFICATION:** The application cannot be processed if this section is not complete.
- OFFICE USE ONLY:** This section is reserved for our office use only. Please do not mark in this area.
Once the plans have been examined and approved, a Certificate of Plan Approval will be issued to the owner along with two sets of construction documents. One of the sets of construction documents must remain at the job site at all times during construction pursuant to OAC 4101:1-1-01. Inspections can be obtained from the (My Jurisdiction Building Department phone number) by calling the dispatch center at least one day prior to the inspection. The dispatch phone number is (My Jurisdiction Building Department phone number). Once all inspections have been obtained a final Certificate of Occupancy will be issued pursuant to OAC 4101:1-1-01.
- APPLICATION FEES:** Please check one of the preferred payment methods and provide the square footage or linear footage of the areas affected by the construction. Please refer to the Fees Worksheet in this package for more details.

Work Sheet for Phased Plan Approval

1. Project location and applicant information:

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

2. Check the type of work:

New Construction Alterations Change of Occupancy Building Additions

Use group(s): _____ Construction type: _____

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

Building footing and foundation:

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

Building slab and perimeter insulation:

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

Building shell:

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

Building interior partitions:

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

Building systems:

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

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

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

Type A Family Daycare facilities are exempt from the code.
(See OBC 101.2, exception #5)

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

August 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

Owner/Administrator's name:	Address/Street: City/County/Zip:	Phone #
Building Inspector's name:	Jurisdiction:	Building Dept. Phone #
Fire Code Inspector's name:	Jurisdiction:	Fire Dept. Phone #
Date of Inspection:		
Inspection Type (check one)		
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 un- obstructed 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



Request for Participation

Coordinated fire protection system plan review procedures

Date: _____

Dear Fire Official:

This form is being sent annually in accordance with Section 106.1.2 (5) of the 2017 Ohio Building Code (OBC) to determine if your fire department wishes to review fire protection system construction documents and provide written input to this building department during the plan review process.

If your fire department would like to provide input, please provide the information requested below and I will contact you to work out the logistics. Building departments are required to review construction documents within 30 days. In order to meet this deadline, your comments will need to be provided to me within _____ days.

Building Official: _____
Building Department: _____
Phone number: _____
E-mail address: _____
Building Department Address: _____

↑ TO BE COMPLETED BY BUILDING OFFICIAL
↓ TO BE COMPLETED BY FIRE OFFICIAL

1. Does your fire department wish to review fire protection construction documents and submit comments to the building official? Yes No (Please circle one)

2. What type(s) and size of fire hose threads does your fire department use?

	Type (NST, NS, NH, NHT), (NPTH or IPT), or threadless connection)	Size
Fire department connection		
Standpipe hose connection		
Yard hydrant		

3. At the fire department, who would be the primary contact to coordinate this process?

Name: _____
Title: _____
Fire Department: _____
Phone number: _____
E-mail address: _____

Building Department Resource Package
Plan Review Process
BBS Form 2-0

August 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 OBC section 105 and defines the term "Approved" in OBC Chapter 2, Definitions, as follows: "Determined to be in compliance by the authority having jurisdiction in accordance with the rules of the board". Upon approval of the construction documents, the building official is required to furnish a "Certificate of Plan Approval" to the owner in accordance with OBC section 105.5.

In contrast to an "Approval", model building codes and many local Ohio jurisdictions use the term "Building Permit". These terms are often used interchangeably, creating confusion and misunderstandings. The term "Building Permit", while not used or defined in the rules of the BBS, is generally used to identify the whole collection of approvals needed in a jurisdiction before construction is allowed to begin, the "Certificate of Plan Approval" being only one of the required approvals.

Other such approvals could be zoning approval, architectural review board approval, fire department approval, etc. Once all approvals are granted, then the "Building Permit" is issued.

Step 1: Cursory Review/Familiarize yourself with the project

- Examine application for scope of project
(i.e. new construction, change of use, alteration, addition, etc.)
- Determine applicability of code
(OBC 101.2, 102.10 and 102.11)
- Determine type of review required
(i.e. foundation, structural, architectural, mechanical, plumbing, electrical, fire protection)

Step 2: Verify if other agency/department approvals/determinations are required

- Local fire department involvement in plan review (OBC 106.1.2, item #5)
- State Fire Marshal approval of fireworks buildings (OBC 106.1.2, item #3)
- BBS approval of Industrialized Units (OBC 106.1.2(1))
- Division of Industrial Compliance (DIC); or municipal, township or county Board of Health approval of plumbing systems (OBC 102.11, Item 2).
- Ohio Department of Health approval of swimming pools (OBC 106.1.2, item #2), private water supplies (OPC 601.1), and private sewage disposal systems (OPC 701.1)
- Ohio Environmental Protection Agency approval if no connection to public sanitary sewer (OPC 701.2 and 701.4) and for gray water re-use systems (OPC 301.3, exception 1)
- Flood plain administrator determination (OBC 1612.3)
- Ohio Department of Rehab and Corrections preliminary approval for jails, workhouses, or municipal lockups (OBC 106.1.2, item #6)

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

- Use OBC 106.1.1 as your general guide for construction document contents
- Use NFPA standard checklists for minimum information necessary to perform fire protection working plan reviews (NFPA 13-2010 section 22.1.3 and NFPA 72-2010 section A10.18.1.2)
- **Only ask for information necessary to perform plan review as determined by scope of project – this differs for each project**
- **Ensure that adequate detail and documentation is provided so that inspectors can perform their jobs.**
- **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 or completion for the building.**

- **Keep in mind: Other documents may exist on a project site (bid sets, shop drawings, working drawings, product literature, MSDS and OSHA documentation) in addition to approved construction documents**

Step 4: Identify who is taking responsibility for construction documents (OBC 107.4.3)

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

Important Exceptions to 106.2.1:

- **Exception #3** - Fire protection system designs submitted under the signature of an individual certified in accordance with OBC 107.4.4
 - Fire protection system documents are required to be submitted by either a registered design professional or a BBS certified fire protection system designer...not both.
 - The BBS certifies three different categories of fire protection system designers:
 - Automatic Sprinkler System Designers
 - Fire Alarm System Designers
 - Special Hazard System Designers
 - A list of BBS certified designers is maintained on the BBS website for verification of certification status and BBS certification number.
- **Exception #5** - Where the building official determines that the proposed work does not involve "technical design analysis"
 - The BBS staff has issued memos and newsletters offering opinions that "pre-engineered" fire protection systems do not involve technical design analysis. Therefore, a seal is not required and a certified fire protection system designer is not required to sign the documents.

Step 5: Check plans for compliance with applicable code sections and manufacturers installation instructions.

- Review all provisions of the codes and determine applicability on a project by project basis
- Use checklists to ensure impartiality and consistency in plan review
- Review as much information as submittal will allow
- If it would help, use highlighters to mark-up different systems
- For construction documents sealed by a registered design professional or submitted under the signature of a BBS certified fire protection system designer, the construction documents may only be reviewed to the extent necessary to determine compliance with prescriptive sections of the code. In other words, calculations involving technical design analysis may not be

critiqued except for design assumptions. If you happen to notice obvious technical errors that could affect safety, of course, you should notify the design professional as a professional courtesy only.

Step 6: Identify any discrepancies and areas of perceived non-compliance.

- Plan examiners should identify perceived areas of noncompliance by using correction sheets or another form of documented communication approved by the building official
- Code sections are required to be cited on correction sheets
- Remember, the plan examiner is not the designer...be careful to not take on the liability of that role.
 - **Do not provide or suggest design solutions**
 - **Do not mark up or correct construction documents**
- Prepare a complete list of discrepancies rather than multiple lists (again, review as much information as submittal will allow)
- When reviewing re-submittals, limit the review only to the items on the correction lists previously issued. **Do not re-review the project**, starting the plan review process from the beginning. (OBC 107.4.2)

Step 7: Communicate your findings to the building official. (OBC 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 (preferably in writing)
- Ask submitter how discrepancies will be resolved. Two options:
 - Revise drawings, or
 - Refer to building official for determination of noncompliance
- Keep records of communication identifying how submitter plans to resolve outstanding issues (create and keep phone conversation records or e-mail correspondence with your plan review records)

Step 9: Communicate the submitter's intentions to the building official.

- Building official will then decide whether to issue an order or an approval (or both) to the owner and the owner's representative

Building Department Resource Package
Plan Examination Check List
BBS Form 2-1
OBC 106 and 107.4 through 107.6

August 2019

EXAMPLE COMMERCIAL 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
Title Sheet/Index						
Applicability of Code	OBC 101.2 exemptions					
Scope of Work	OBC 101.2					
New						
Existing	OBC Ch 34					
Change of Occupancy	OBC 3408					
Alteration	OBC 3404					
Addition	OBC 3403					
Occupancy	OBC 302.1					
Single Occupancy						
Mixed Occupancy	OBC 508					
Accessory Occupancy	OBC 508.2					
Non-separated	OBC 508.3					
Separated	OBC 508.4					
Incidental Uses	OBC 509					
Special Use and Occupancy	OBC Ch 4					
High Rise	OBC 403					
Atrium	OBC 404					
Combustible storage	OBC 413					
Hazardous Materials storage	OBC 307.1, 414					
I-2	OBC 407					
I-3	OBC 408					
Garage	OBC 406					
Covered Mall	OBC 402					
Storm Shelter	OBC 423					
Height and Area	OBC Ch 5					
Unlimited Area	OBC 507					
Type of Construction	OBC Ch 6					
Sprinkler system	OBC T506.2, 507.4, or 903					
List of Special Inspections	OBC Ch 17, 1705, 106.1.1.2					
Swimming pool	OBC 3109 & 106.1.2(2)					
Method of demonstrating energy conservation reqts	OBC Ch 13					
Site Plan						
Building Separation Distance/Location on Lot	OBC Ch 7, 106.1.1					
Flood hazard area	OBC 1612, 106.1.1					
Exterior wall fire resistance rating	OBC 705.5, T601, 602					
Allowable Area	OBC 506.2					
Increase for street frontage	OBC 506.3					
Finish grade	OBC 1804.4					
Site Accessibility	OBC 1104, 1106					
Signage	OBC 1111					
Site Utilities	OBC 106.1.1					

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
Footing and Foundation Plan						
Fire Walls	OBC 706					
Fire Barriers	OBC 707					
Depth of Footing	OBC 1809.4					
Soil Type	OBC 1803.5.1					
Assumed Design Soil Bearing Pressure	OBC 1806					
Soil Test Reports	OBC 1803.6					
Design Loads	OBC 1603					
Live Loads/Dead Loads	OBC 1607/1606					
Snow Load	OBC 1608					
Wind Load	OBC 1609					
Seismic Design Category	OBC 1603.1.5, 1613					
Foundation Construction Details	OBC Ch 18					
Materials	OBC 1809					
Strength of Concrete	OBC 1807.1.6.2					
Reinforcement	OBC T1807.1.6.2					
Sill anchorage	OBC 2308.3.1					
Perimeter Insulation	OBC Ch 13					
Underground utilities/foundation penetrations	OBC 1805.3.3, OMC 302, OPC 305.3, IFGC 404.6, NFPA 70 & NFPA 24					
Flood plain/Flood loads	OBC 1804.5, 1603.1.7 and 1612					
Excavation, Fill and Drainage	OBC 1804					
Structural Plan						
Wood Frame	OBC Ch 23					
Wall bracing	OBC 2308.6					
Wall sheathing	OBC 2308.5.11					
Anchor bolts	OBC 2308.3.1					
Steel Frame	OBC Ch 22					
Masonry	OBC Ch 21					
Reinforcement	OBC 2103.4					
Mortar	OBC 2103.2					
Concrete	OBC Ch 19					
Weight of HVAC equipment	OBC 1606.2					
Roof Framing Plan						
Truss drawings	OBC 2211.3.1, 2303.4					
Nail plan or detail	OBC 2304.9					

Typical location of information (may be found elsewhere in construction documents)	Code Section	In compliance	Not in Compliance (add these to correction list)	N/A	Insufficient information on documents (add these to correction list)	Notes
Architectural Floor Plan						
Means of Egress	OBC Ch 10					
Occupant load verification	OBC 1004					
Travel distance	OBC 1017					
Dead end corridors	OBC 1020.4					
Number of exits & exit access doorways	OBC 1006					
Size of means of egress	OBC 1005					
Arrangement of exits & exit access doorways	OBC 1016					
Accessible means of egress	OBC 1009					
Stairways	OBC 1011, 1019, 1023, & 1027					
Risers and treads	OBC 1011.5					
Ramps	OBC 1012					
Door hardware	OBC 1010					
Exit lights	OBC 1008					
Exit signs	OBC 1013					
Guards	OBC 1015					
Handrails	OBC 1014					
Elevators	OBC 1009, 1104, & Ch 30 See additional elevator checklist					
Machine room	OBC 3005					
Nothing in hoistway, unless dedicated to elevator	OBC 3002.9					
Minimum room dimensions	OBC 1208					
Accessibility	OBC Ch11 and ANSI A117.1					
Plumbing fixtures	OBC T2902.1 and OPC T403.1					
Fire Resistance	OBC Ch 7					
Penetration fire stopping details	OBC 714 - 717					
Fire resistance of structural members	OBC T601 & 704					
Shaft enclosures	OBC 713					
Fire partitions	OBC 708					
Smoke barriers/partitions	OBC 709/710					
Elevations						
Insulation	OBC Ch 13					
Exterior weather protection	OBC 1405 & 1503					
Roof coverings	OBC Ch 15					
Ice barrier	OBC 1507.2.8.2					
Interior finishes and ratings	OBC Ch 8					
Walls and ceilings	OBC 803					
Floors	OBC 804					
Plastics	OBC Ch 26					
Doors, windows, and glazing						
Fire doors and windows	OBC 716					
Tempered glazing	OBC 2406					
Emergency escape windows	OBC 1030					
Energy efficiency	OBC Ch 13					

Typical location of information (may be found elsewhere in construction documents)	Code Section	In compliance	Not in Compliance (add these to correction list)	N/A	Insufficient information on documents (add these to correction list)	Notes
Fire protection systems (also refer to shop drawing lists below)	OBC Ch 9					
Automatic sprinkler system	OBC 506.2, 507.4, T509, & 903					
Other type of suppression	OBC 904					
Standpipe	OBC 905					
Fire alarm	OBC 907					
Supervision of systems	OBC 901.6 & 903.4					
Fire extinguishers	OBC 906					
Smoke control	OBC 909					
Smoke and heat vents	OBC 910					
Elevator fire fighters emergency operation	OBC 3003.2 and NFPA 72					
Carbon Monoxide Detection	OBC 915					
Emergency responder radio	OBC 916 & OFC 510					

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
Mechanical Plans	OBC Ch 28					
Listing and labeling of mechanical equipment	OMC 301.7					
Specific appliance requirements	OMC Ch 9					
Location of HVAC equipment	OMC 303					
Notching and boring	OMC 302.3					
Welding and brazing	OMC 313					
Proper sizing of HVAC equipment	OMC 312					
Minimum efficiency of HVAC equip	OBC Ch 13					
Minimum indoor temperature	OBC 1204 and OMC 309					
Non-gas appliance venting	OMC 802					
Clearance to combustibles	OMC 304.9, 308					
Access and service space	OMC 306					
Ducts	OMC 603					
Size	OMC 603.2					
Motors and fans	OMC 503					
Clothes dryer exhaust	OMC 504					
Maximum length	OMC 504.6.4.1					
Minimum ventilation levels	OBC 1203 and OMC 403 & 406					
Natural or mechanical ventilation required	OBC 1203 and OMC 401.2					
Mechanical ventilation rates	OMC 403					
Smoke and fire dampers	OBC 716 and OMC 607					
Plenums	OMC 602					
Duct detectors	OMC 606					
Domestic cooking appliances	OMC 505					
Type of kitchen hood	OMC 507.1					
Hood materials	OMC 507.2.3 & 507.3.1					
Hood interlocks	OMC 507.1.1					

Hood capacity	OMC 507.5					
Hood make-up air	OMC 508					
Hood suppression	OMC 509					
Special exhaust systems	OMC Ch 5					
Refrigeration quantities	OMC 1104					
Machinery room	OMC 1105 & 1106					
Refrigerant piping	OMC 1107					
Hydronic piping	OMC Ch 12					
Materials	OMC 1202					
Piping insulation	OMC 1204 and Ch 13					
Boilers	Boiler rules (OAC 4101:4) & OMC Ch 10					
Gas piping and appliances	IFGC - 2015					
Listing and labeling of gas appliances	IFGC 301.3					
Combustion air for gas appliances	IFGC 304					
Elevation of source for gas appliances	IFGC 305.3					
Access and service space	IFGC 306					
Clearances	IFGC 308					
Gas piping	IFGC Ch 4					
Sizing	IFGC 402					
Materials	IFGC 403					
Electrical Bonding	IFGC 310.1, NEC: 250.104(B)					
CSST	IFGC 403.5.4					
Bonding	IFGC 310.1.1, NEC: 250.104(B), and Manufacturer's Instructions					
Location of gas piping	IFGC 404					
Shutoff valves	IFGC 409					
Regulators	IFGC 410					
Vents and chimneys for gas appliances	IFGC Ch 5					
Specific gas appliances	IFGC Ch 6					
Gaseous hydrogen	IFGC Ch 7					

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
Plumbing Plans	OBC Ch 29					
Connection to sanitary drainage system	OPC 301.3 & 701.2					
Connection to water supply	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					
Minimum number of fixtures	OPC T403.1 & T2902.1					
Water distribution piping diagram	OPC Ch 6					
Materials	OPC 605					
Sizes	OPC 604					
Stop valves	OPC 606					
Backflow prevention devices	OPC 608					
Drainage, Waste, and Venting diagram	OPC Ch 7					

Materials	OPC 702					
Sizes	OPC 710					
Venting method identified	OPC Ch 9					
Air Admittance Valve (AAV)	OPC 918 & Manufacturer's Instructions					
Storm drainage	OPC Ch 11					
Cleanouts	OPC 708					
Indirects	OPC Ch 8					
Traps	OPC 1002					
Interceptors	OPC 1003					

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
Electrical Plan	OBC Ch 27 & NEC - 2017 ed					
Listing of electrical equipment	OBC 2701.2 & NEC 110.3 (C)					
Power Riser diagram						
Number of services	NEC 230.2					
Service conductor sizing	NEC 230.23 or 230.31					
Service entrance conductor sizing	NEC 230.42, 310.15					
Service disconnects	NEC 230.70					
Overcurrent protection	NEC 240.4					
Conduit size	NEC Chapter 9					
Circuit panel schedule						
Branch circuit load calcs	NEC 220.10					
Overcurrent protection	NEC 240.4					
Wiring methods	NEC 300					
Arc Fault Circuit-Interrupter Protection	NEC 210.12					
Ground Fault Protection	NEC 230.95					
Grounding and Bonding details	NEC 250					
Working space/dedicated electrical space	NEC 110.26					
Receptacles	NEC 406					
Minimum lighting levels	OBC 1205 and 1008					
Emergency egress lights	OBC 1008					
Exit signs	OBC 1013					
Motorized equipment disconnect	NEC 430.101					
Emergency Systems	OBC 2702, NEC 700					
Standby System	OBC 2702, NEC 701					

Typical location of information (may be found elsewhere in construction documents)	Code Section	In compliance	Not in Compliance (add these to correction list)	N/A	Insufficient information on documents (add these to correction list)	Notes
Sprinkler System Shop Drawing Plan	OBC 903 & NFPA 13-2016 ed					
Identify type of system(s)	NFPA 13: Ch 7					
Maximum size of system(s)	NFPA 13: 8.2					
Occupancy hazard classification (s)	NFPA 13: Ch 5					
Design density	NFPA 13: 11.2.3.1.1					
Design area	NFPA 13: 11.2.3.1.1					
30% added for dry system	NFPA 13: 11.2.3.2.5					
Water supply	OBC 903.3.5 & NFPA 13: Ch 23					
Flow test data current	NFPA 13: 23.2.1.1					
Fire Pump	OBC 913 & NFPA 22					
Inside/outside hose allowance	NFPA 13: 11.1.6, 11.2.3.1.2, & 23.4.6					
Hydraulic Design Info. Sign	NFPA 13: 25.5					
Backflow preventer listed for Fire Protection	NFPA 13: 24.1.8.2					
Backflow preventer pressure loss included in calcs	NFPA 13: 8.17.4.5.2					
Meter loss included in calcs	NFPA 13: 24.1.7					
Water supply > calculated demand	NFPA 13: 24.1.2					
Underground Fire Service Mains	NFPA 13: Ch 10					
Fire Department Connection (FDC)	OBC 912 & NFPA 13: 6.7					
Check valve in FDC line	NFPA 13: 8.17.2.4					
Check valve on riser	NFPA 13: 8.16.1.1.3.2					
Main drain	NFPA 13: 8.16.2.4.6					
Main drain to outside or acceptable drain	NFPA 13: 8.16.2.4.4					
Pressure gage	NFPA 13: 8.16.2.4, 8.17.3 & 7.1.1.1					
Inspector's Test Connection	NFPA 13: 8.17.4.1					
Alarms connected to fire alarm system	NFPA 13: 6.8					
Inspectors test connection discharge to drain or outside	NFPA 13: 8.17.4.1.3					
Auxiliary drains	NFPA 13: 8.16.2.5					
Hose Thread Compatibility	OBC 903.3.6					
Local Water Flow Alarm	OBC 903.4.2 & NFPA 13: 6.8					
Valves Supervised	OBC 903.4					
Seismic design applicable?	NFPA 13: 9.3					
Quick response/residential sprinklers	OBC 903.3.2					
Sprinklers	NFPA 13: Ch 8					
All areas protected	NFPA 13: 8.1.1					
Concealed spaces	NFPA 13: 8.15.1.1					
Shafts	NFPA 13: 8.15.2					
Elevators	NFPA 13: 8.15.5					
Cloud ceilings	NFPA 13: 8.15.24					
Temperature rating	NFPA 13: 8.3.2					
Listed for application	NFPA 13: 8.3					

K factor on plans match calcs	NFPA 13: 6.2.3					
Minimum pressure	NFPA 13: 23.4.4.11.1					
Spacing	NFPA 13: Ch 8					
Clearances	NFPA 13: Ch 8					
Piping	NFPA 13: Ch 6					
Materials	NFPA 13: 6.3					
C value match calcs	NFPA 13: 23.4.3.2					
Hangers	NFPA 13: 9.1					
Sizes match those shown in calcs	NFPA 13: 23.4.3.2					
Storage occupancy provisions	NFPA 13: Ch 12-21					
Sprinkler criteria for special occupancies	NFPA 13: Ch 22					
Contractor's Material & Test Certificate submitted after installation	NFPA 13: Fig. 10.10.1 and Fig. 25.1					

Typical location of information (may be found elsewhere in construction documents)	Code Section	In compliance	Not in Compliance (add these to correction list)	N/A	Insufficient information on documents (add these to correction list)	Notes
<u>Fire Alarm System Shop Drawing Plan</u>	OBC 907 & NFPA 72-2016 ed					
Single and multiple station smoke alarms	OBC 907.2.11 & NFPA 72: Ch 29					
Identify type of system monitoring	OBC 907.6.6					
Protected Premises (Local)	NFPA 72: Ch 23					
Remote Station	NFPA 72: 26.5					
Proprietary	NFPA 72: 26.4					
Central Station	NFPA 72: 26.3					
Manual Pull Boxes	OBC 907.4.2 & NFPA 72: 17.14					
Emergency Voice Alarm Communication Systems	OBC 907.2.1.1 & 907.2.3 NFPA 72: Ch 24					
Power Supply	OBC 907.6.2					
Wiring	OBC 907.6.1, NFPA 72, NFPA 70					
Initiating Device Identification	OBC 907.6.3					
Zones	OBC 907.6.4					
Alarm notification appliances	OBC 907.5.2, NFPA 72: Ch 18, & OBC Ch 11					
Low frequency alarm	NFPA 72: 18.4.5.3 & 29.3.8.1					
Detectors	NFPA 72: 17.5					
Elevators	OBC Ch 30 NFPA 72: 21.2, 21.3, 21.4					
Record of Completion	OBC 907.7.2 & NFPA 72: 7.5.6 & Figs. 7.8.2					

Typical location of information (may be found elsewhere in construction documents)	Code Section	In compliance	Not in Compliance (add these to correction list)	N/A	Insufficient information on documents (add these to correction list)	Notes
Wet Chemical Hood Suppression Shop Drawing Plan	OBC 904 & NFPA 17A-2017 ed					
Manufacturer's installation manual (MIM) provided	See notes below table					
Quantity of Agent	MIM					
Piping	MIM					
Materials	MIM					
Diameter	MIM					
Length	MIM					
Nozzle	MIM					
Type	MIM					
Location	MIM					
Number	MIM					
Flow Point value	MIM					
Appliance shut off	OBC 904.3.3, 904.12.2 OMC 507.1.1 NFPA 17A: 4.4.4.1					
Manual actuator	OBC 904.12.1					
Indicators and alarm system connections	OBC 904.3.4					
Ventilation system status	OMC 507.1.1					
Interlocks	OBC 904.3.3 & OMC 507.1.1					
Hood exhaust fan to continue running upon actuation of suppression system	NFPA 17A: 4.4.4.7					
Minimum water pressure (if hybrid system such as PIRANHA)	MIM					

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

- Contact Tyco for copies of Ansul R-102 and PIRANHA Manufacturer's Installation Manuals
 - 1-800-862-6785 or ansul.us.techsupport.preengineer@tycoint.com
- Contact Badger for copies of Range Guard Manufacturer's Installation Manual
 - 1-800-446-3857

Building Department Resource Package

Document Examination Review

Record and Report

BBS Form 2-2

OBC 107.5 and 6

August 2019

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

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

[Plans examiner shall recommend an approval type(s) indicated in RCO Section 105]

Notes:

- * Non compliance process selected by Owner per OBC 107.6.1.
 - 1.1. The owner will revise the drawings and resubmit to the department.
 - 1.2 The items of noncompliance will not be brought into compliance and will be referred to the building official as indicated in item 4 below.

- 4. If the owner or the owner’s representative indicates that the work will not be brought into compliance with the rules of the board or requests an adjudication order, the plan examiner shall report to the building official in accordance with section 107.6.2.

107.6.2 Building official determination of noncompliance. The building official shall evaluate the plans examiner’s report and any reports received from the fire official as described in section 106.1.2 and render a final determination as to whether the items of non-compliance are to be communicated to the owner in the form of an adjudication order complying with section 109. The building official shall also determine whether any approvals are possible, and issue the appropriate approval as described in section 105.

Has Fire Official Recommendations (OBC 106.1.2) been received for review and incorporation? Y/N _____

Building Department Resource Package
Certificate of Plan Approval
BBS Form 2-3
OBC 105.5
August 2019

Certificate of Plan Approval (OBC 105.5)

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

Property Address:

Certificate No.

Scope of Project:

Description of proposed work

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

Owner Name / Address: (ORC 3791.04)

Scope of Plan Approval:

Notes

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

Conditions & Variances:

Occupancy:

Group(s)

Description(s)

Mixed Use:

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

Special Provisions:

Commodity & Storage Method

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

This approval is conditional upon proceeding with construction in accordance with the approved construction documents.

The building official shall be notified of any changes from the approved construction documents. Such changes shall be submitted and approved by the building department prior to their implementation; Sections 105.2, 106, 107.4.2, & 107.6.1 of the Ohio Building Code. (OBC).

The approval is invalid if construction work has not commenced within 12 months. One extension shall be granted for an additional 12-month period if requested by the owner at least 10 days in advance of the expiration of the approval and upon payment of a fee not to exceed \$100.00. (OBC 105.3)

If in the course of construction, work is delayed or suspended for more than 6 months, the approval is invalid. Two extensions shall be granted for 6 months each if requested by the owner at least 10 days in advance of the expiration of the approval and upon payment of a fee for each extension of not more than \$100.00. (OBC 105.4)

Type of Construction:

Fire Protection Systems: N/A Required Non-Required

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

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

Kitchen Hood System:

- Type I with suppression
- Type II

Approved pursuant to the following edition of the OBC:

Building Official

Date

SECTION 105 APPROVALS.

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

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

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

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

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

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

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

Safe: as applied to a building, means free from danger or hazard to the life, safety, health or welfare of persons occupying or frequenting it, or of the public, and from danger of settlement, movement, disintegration, or collapse, whether such danger arises from the method or materials of its construction or from equipment installed

therein, for the purpose of lighting, heating, the transmission or utilization of electric current, or from its location or otherwise.

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

Serious hazard: a hazard of considerable consequence to safety or health through the design, location, construction, or equipment of a building, or the condition thereof, which hazard has been established through experience to be of certain or probable consequence, or which can be determined to be, or which is obviously such a hazard.

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

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

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

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

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

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

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

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

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

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

105.1.5 Annual approval. In lieu of an individual approval for each alteration to an existing electrical, gas, mechanical, plumbing, or piping installation, the building official may issue an annual approval upon application to any person, firm or corporation regularly employing individuals holding the related board certification in the building, structure or on the premises owned or operated by the applicant for the approval.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Building Department Resource Package
Project Permit Sign off Sheet
BBS Form 2-4
(Includes Plan Approval OBC 105.5)
OBC 102.11
August 2019

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

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

Project Permit Sign off Sheet

(OBC 102)

[jurisdiction], City, County, Ohio

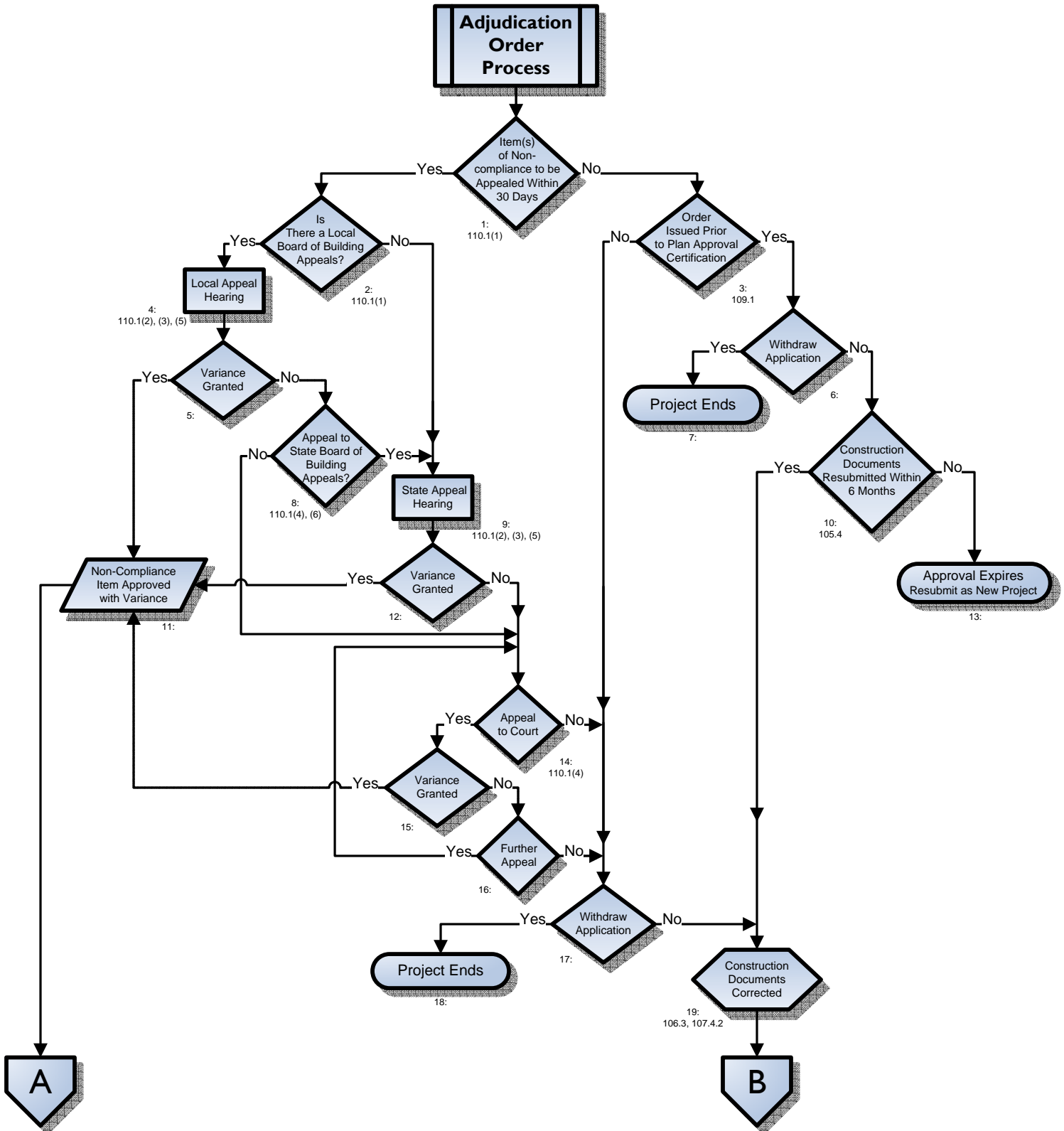
Work shall not proceed until all applicable/required approval(s) for the construction project has been received.

Date Issued: _____	Permit No.: _____
Address of Project: _____ _____ _____	Owner Name / Address: (ORC 3791.04) Name: _____ Address: _____ _____, Ohio, _____
Plan Approval Certification: required <input type="checkbox"/>	Planning & Zoning Approval: required <input type="checkbox"/>
Building Official Signature and Date	Planning and Zoning Officer and Date
Engineering Approval: required <input type="checkbox"/>	Water Department Approval: required <input type="checkbox"/>
City Engineer Signature and Date	Water Superintendent Signature and Date
Health Department Approval: required <input type="checkbox"/>	Architectural Review Approval: required <input type="checkbox"/>
Health Commissioner Signature and Date	Architectural Review Board Chairman Signature and Date
Flood Plain Approval: required <input type="checkbox"/>	Fire Department Review: required <input type="checkbox"/>
Flood Plain Administrator Signature and Date	Fire Official Signature and Date
Contractor Registration: required <input type="checkbox"/>	Contractor Registration: required <input type="checkbox"/>
General Trades – Name, ID # and phone	Plumbing – Name, ID # and phone
Contractor Registration: required <input type="checkbox"/>	Contractor Registration: required <input type="checkbox"/>
HVAC – Name, ID # and phone	Electric – Name, ID # and phone
Other: _____ required <input type="checkbox"/>	Other: _____ 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 OBC, Plan Approval Certification is required unless work is limited to **OBC 102.10 Work Exempt from Approval**



Adjudication Order Process Flow Chart



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

Building Department Resource Package

Adjudication Order

BBS Form 3-2

OBC 109.1

August 2019

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

Adjudication Order

Ohio Building Code, Section 109

Date: month dd, year

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

Owner/Owner's Authorized Agent: OWNER: M.Y. Company
(Applicant) Address
City, Ohio Zip

(If Stop Work order issued, include the following agents per 109.1.2.1)

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

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

In response to the (application for plan approval - plan review report dated mm/dd/yyyy to determine compliance with the 20xx Ohio Building Code **or** inspector report indicating findings of non-compliance for inspections dated mm/dd/yyyy), the building official has determined that violation(s) exist regarding (section(s) of the rules adopted by the Ohio Board of Building Standards pursuant to Chapters 3781 and 3791 of the Ohio Revised Code **or** construction relative to the approved construction documents of the project).

The Owner is required to bring violations into compliance within XXX calendar days.
(Building official shall set a reasonable amount of time for the owner to bring into compliance.)

The following items do not conform to the requirements of the rules adopted by the Ohio Board of Building Standards pursuant to Chapters 3781 and 3791 of the Ohio Revised Code:

Item #	Law (Revised Code) or building code (rules of the Board)	Finding of non-compliance	Needed for compliance Action required
1	109.1(1)	<i>Cite the rule and provide a description of the violation</i>	<i>Provide information /action /procedure /change to comply with the order.</i>
2	109.1(1.1)	<i>Mark in an obviously manner violations related to Accessibility requirement(s)</i>	<i>If appealed, note special notice requirements in 110.1(1)</i>
3	109.1(2)	<i>Specifically identify the element of the proposed design that is in violation or installation that is not in conformance.</i>	<i>Revised and resubmit the design or remove an reinstall the construction for compliance to the Board rules.</i>
4	109.1(2.1)	<i>Stop Work: Identify specific work that shall cease (Specify time to cease)</i>	<i>Indicate conditions after which the cited work shall be permitted to resume.</i>

If revising construction documents or providing additional information for code compliance in response to this order, please submit **x** (*jurisdiction to set number – minimum of 2*) sets of construction documents to the building department with clear indication of the additional or revised information. Clearly connect the changes made to resolve findings of non-compliance with the specific item number for same.

You have a right to appeal these determinations. Please notify our office 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.

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.

In order to exercise your right to appeal, you must file a request within 30 days of the mailing of this notice to: (*Provide the address of the certified local Appeals Board for your jurisdiction –*

The local Board of Building Appeals

P.O. Box #

My Jurisdiction Road

Mytown, Ohio 40000-0000

Phone (000) 000-0000

OR in the absence of a local appeals board, notice shall go to the Ohio Board of Appeals.)

The Ohio Board of Building Appeals

P.O. Box 4009

6606 Tussing Road

Reynoldsburg, Ohio, 43068-9009

Phone (614) 644-2616

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

Building Official: _____

Bill D. Official, BO, Cert. # _____

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

ADJUDICATION ORDERS

KEY ELEMENTS

Correction letters or failure to approve:

- Failure to approve or disapprove such plans within 30 days of application date is an automatic adjudication order denying the issuance of a license requiring the opportunity for an adjudication hearing per OBC 107.2.1.

Adjudication orders (109 OBC):

- Orders/actions of the building official (plan rejection/refusal to approve, violations related to non-conformance with approved plans, stop work, serious hazards, etc.) must be placed into an adjudication order and contain the following:
 - The name and address of the owner and project address.
 - Specific and clear indication of the law and/or rules (code sections) violated as well as all violations related to accessibility.
 - Specific indication of what action, changes, and procedures would be necessary to resolve the issue or otherwise comply.
 - A description of the procedure for appeal and their right to an appeal hearing if requested within 30 days of the order. Include references to their right to representation, written and oral arguments, evidence for and against, witnesses for and against, whom to contact and where, etc.
 - An adjudication order number
 - The signature of the building official

SECTION 109 ORDERS, VIOLATIONS, AND UNSAFE BUILDINGS.

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

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

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

ADJUDICATION ORDERS:

KEY ELEMENTS

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

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

Adjudication orders:

- *Orders of the building official (plan rejection, violations, refusal to approve, stopping work, etc.) must be placed into an adjudication order and contain the following:*
- *The name and address of the owner and project address*
- *A clear indication of the law and/or code sections involved*
- *An indication of what action, changes, procedures would be necessary to resolve the issue or otherwise comply.*
- *A description of the procedure for appeal and their right to an appeal hearing if requested within 30 days of the order. Include references to their right to representation, written and oral arguments, evidence for and against, witnesses for and against, whom to contact and where, etc.*
- *An adjudication order number*
- *The signature of the building official*

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

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

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

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

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

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

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

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

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

5. Include the signature of the building official;

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

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

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

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

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

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

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

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

109.4.2 Restoration. Where the structure or equipment is determined to be unsafe by the building official, it is permitted to be restored to a safe condition. To the extent that repairs, alterations or additions are intended to be made or a

change of occupancy occurs during the restoration of the structure, such repairs, alterations, additions or change of occupancy shall comply with Chapter 34 and this chapter.

Building Department Resource Package
Notification Letter to Board of Appeals
BBS Form 3-3
OBC 110.1.1
August 2019

Excerpt from the 2017 OBC Chapter 1:

110.1 Hearing and right of appeal, local board of building appeals. 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, and the following:

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

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

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

Jurisdiction Name
Office of the Building Official, Name
Address line 1
City, Ohio, Zip

To: Name, Chairman
Name Board of Building Appeals

From: Name, Building Official
Name, Building Department

Re: Name Board of Appeal Hearings (location)
Hearing date: Month DD, Year

Date: Month DD, Year

Dear Chairman,

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

BBA Case No: 15-0000	Appellant: Name Owner /Owner agent	CPA No: #00-0000	Location of Project: City, County
<p><u>Items being appealed:</u></p> <p><i>[Code Section(s): Provide the Ohio Building Code non-compliance item(s) related to the design or non-compliance observations related to the inspection of approved construction documents.]</i></p> <p><u>Owner's requested consideration for item:</u></p> <p>(Circle one) 3781.19 ORC</p> <ol style="list-style-type: none">1. <u>reverse or modify</u> the order,2. Or to a <u>fair interpretation or application</u> of such laws or any rule,3. Or that a <u>variance from the provisions</u> of such laws or any rule.4. Or <u>De Novo Hearing appeal</u> from municipal/county to State OBBA.			
<p><u>Building Department's Viewpoint:</u></p> <p><i>[Building Official Determination based on Plan Examiner non-compliance comments or Inspector record of non-compliance to approved construction documents.]</i></p>			

Building Department Resource Package

**Required Inspections Check List and
Guide for Inspector Use**

BBS Form 4-1

OBC 108.2

August 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 **OBC 108.2**. The list indicates which inspections are required for the project and the items an inspector should be verifying at a minimum to ensure work constructed is in compliance with the Approved construction documents. Inspections are performed in part or in whole.

The following are those inspections listed in Chapter 1 that ***must*** occur and be included on the list for the project. This Check list may be abbreviated when given with the Certificate of Plan Approval and the Approved construction documents.

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

Required Inspections Check List and Guide for Inspector Use

Required for this Approval	Inspection description	Inspector's notes	OK to proceed
Y / N	Lot Line Marking		✓
	Request before excavation begins of any new foundations		
	<ol style="list-style-type: none"> 1. Verification of building location & utilities 2. Distance to lot lines 3. Distance to other on-site buildings 4. Distance to public way 5. Distance to easements, etc. 6. Other _____ 		
Y / N	Excavation for footings and underground utilities		
	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"> 1. To include soil bearing capacity verification 2. Forming: dimensions, depth, height, steps 3. Reinforcing ties & steel, dimensions to forms 4. Concrete quality check if on-site 5. Other _____ 		
Y / N	Foundation		
	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"> 1. Forming: dimensions, depth, height, steps, cantilevers 2. Relationship to footings, piers, caissons, etc. 3. Reinforcing ties & steel, dimensions to forms 4. Concrete quality check if on-site 5. Other _____ 		
Y / N	Concrete slab & under-floor inspection		
	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		
	<ol style="list-style-type: none"> 1. To be performed after all equipment, pipes, insulation, etc. is installed but before concrete poured or sheathing installed 2. Other _____ 		
Y / N	Lowest floor elevation verification		
	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.		
	<ol style="list-style-type: none"> 1. Approved construction documents must 		

Required for this Approval	Inspection description	Inspector's notes	OK to proceed
	<p>indicate whether or not the building is to be located in flood hazard area....if it is, the documents will have the specified elevation of the lowest floor that must be verified</p> <p>2. Other _____ (Chapter 1 commentary)</p>		
Y / N	Frame Inspection		
	<p>Request after the following inspections are satisfactorily completed:</p> <ol style="list-style-type: none"> 1. Rough mechanical (piping/ducts/heating cables) 2. Rough electrical (boxes, conduits, pathways, cabling and protections) 3. Rough plumbing (water/sanitary/storm) <p>And after the following work is complete:</p> <ol style="list-style-type: none"> 4. Chimneys & vents installed 5. Structural framing is complete through roof sheathing 6. Fire blocking/stopping is in place 7. Other _____ <p>But before insulation, lath and gypsum is installed</p>		
	<p>Verify:</p> <ol style="list-style-type: none"> 1. Construction 2. Materials 3. Assemblies 4. Methods 5. Fastening 6. Forming: dimensions, depth, height, steps, cantilevers 7. Relationship to footings, piers, caissons, etc. 8. Reinforcing ties & steel, dimensions to forms 9. Concrete quality check if on-site (see exception & handout materials) 10. Dimensions of structural & non-structural members 11. Grade & species, gage and type of metal, concrete assemblies & other special inspection related construction 12. Bearing/fastening of materials, connections, welds, etc. 13. Location of bearing and non-bearing walls 14. Square footage and height of spaces and ridge/building height 15. Some penetration protection 16. Other 		
Y / N	Lath, Gypsum Board Inspection		
	<p>Request after lath and/or gypsum board are installed before plastering, joint filling and finishing occurs. Ideally, the inspection would occur before all board is hung so the inspector can verify</p>		

Required for this Approval	Inspection description	Inspector's notes	OK to proceed
	assemblies have proper elements within...in the alternative, random disassembly can be requested:		
	<ol style="list-style-type: none"> 1. Verify materials 2. Design# and actual section of assembly, lateral force & STC rating 3. Size: thickness, 4. Type: interior, exterior, cement, gypsum, water resistant, fire resistant, etc. Fire-Shield, Sound Break, Shaft liner, X 5. Type of fasteners, size, spacing and depth, etc. 6. Orientation of Board: vertical, horizontal, overlap of joints (spacing) 7. Internal additional parts: resilient metal furring channel, U, Z & N spacing metal, stud type and spacing, cavity fill material(s) 		
Y / N	Fire-resistive assemblies and penetration inspection		
	Request before concealment:		
	<ol style="list-style-type: none"> 1. Verify materials 2. Design # and actual section of assembly 3. Size: thickness, 4. Type: interior, exterior, cement, gypsum, water resistant, fire resistant, etc. Fire-Shield, Sound Break, Shaft liner, X 5. Type of fasteners, size, spacing and depth, etc. 6. Orientation of materials or board: vertical, horizontal, overlap of joints spacing) 7. Internal additional parts, particularly important for rated assemblies: resilient metal furring channel, U, Z & N spacing metal, stud type and spacing, cavity fill material(s) 8. Check for back to back penetrations: outlets; boxes; cabinets, etc. 9. Rated openings: Door, windows, shutters, etc.: design #s; label matches design#; parts are compatible with listing and rating of assembly; closers; reveals; opening/closing force; latching; etc. 10. Other _____ 		
Y / N	Energy Efficiency/envelope Insp.		
	Request before concealment.		

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

Required for this Approval	Inspection description	Inspector's notes	OK to proceed
	<ol style="list-style-type: none"> 1. Accessibility - exterior & interior 2. Special Inspections - reports & records of findings and sequence of corrections, etc. 3. Industrialized units – transportation damage, unit matching approval, site completion work, tests, etc. 4. Roof assemblies – design details, installation of underlayment/sub-base & exposed surface, fastening, wind exposed edge detail....installed in accordance with manufacturer's installation instructions and approved construction docs 5. Weather - exposed other surfaces 6. Egress systems – width and height clearances, door swings, posting of occupant loads, and adequacy of elements in means of egress system, assembly seating, lighting of the path of travel, exit signs, etc. 7. Special conditions for occupancies listed in Chapter 4 – High rise and underground buildings, special amusement, HPM, institutional, atriums, covered malls, parking-storage-hazardous material containment buildings 		
Y / N	Industrialized Unit (IU) inspections. (RCO 108.2.12)		
	Request at the time of delivery of IU.		
	<ol style="list-style-type: none"> 1. Verify the unit is marked with an insignia from the Board of Building Standards 2. Verify the unit has same floor plan, elevation and exterior detail as shown on approved construction documents associated with the insignia. 3. Verify the unit is undamaged from transportation or weather. 		
	Request at appropriate times after on-site construction is complete		
	<ol style="list-style-type: none"> 4. Verify on-site construction, attachment to foundation, interconnection of modules, and connection to utilities 		

Building Department Resource Package

On Site Inspection Record

BBS Form 4-2

OBC 108.5

August 2019

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

Please note: Items of Non-compliance noted on the record requires the Owner and/or authorized agent to make decisions as to how the owner intends to comply. Communication of 'Pass/Fail', 'approve/disapprove', 'how to do it' or citing/interpreting of the code by the inspector is not permitted.

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

ON-SITE INSPECTION RECORD (OBC 108.5)

My Jurisdiction Name - Office of the ***Name of*** Building Department, ***Name of*** Building Official

100 Main St. Anytown, OH 40000 (614)555-5555 (Inspection Line)

Inspection Hours: M- F 8:00am-12 Noon and 1:00pm-5:00pm.

Certificate of Plan Approval #: _____ Date issued: _____

Project Address: _____

Owner: _____

Contractor: _____

Summary of Work: _____

Inspection			Satisfactory Compliance with Approved Construction Documents		
Type	Date and Time	Conducted by	Complies Yes/No	Observation location /limits: and Observed items of non-compliance	Indicate owner choice to address non-compliance: 1. Comply 2. Revise /resubmit document 3. Not comply-install as approved
<i>Footing / Foundation</i>	<i>10/28/12 11AM</i>	<i>Gerald Kodiak</i>	<i>No</i>	<i>South wall footing: Incorrect placement /location of reinforcing steel in footing</i>	<i>1. Contractor indicates he will have the reinforcing placement corrected in the South foundation wall footing by the end of the day.</i>
<i>Footing / Foundation</i>	<i>11/15/12 4PM</i>	<i>Gerald Kodiak</i>	<i>No</i>	<i>South wall foundation: Incorrect size masonry used for wall. 8" in lieu of 12" (as approved).</i>	<i>2. Contractor indicates revised foundation drawing will be submitted to bldg. dept. by the end of the week.</i>
<i>Footing / Foundation</i>	<i>11/15/12 4PM</i>	<i>Gerald Kodiak</i>	<i>No</i>	<i>West foundation wall (basement): No vertical reinforcing or grouting in 8" masonry wall, 9 ft tall. (none shown on approved plans)</i>	<i>3. Contractor indicates owner will install as approved. No reinforcing or grouting. Request AO for building official determination w/ inspector's report of on-site observation</i>
<i>Footing / Foundation</i>	<i>12/15/12 4PM</i>	<i>Gerald Kodiak</i>	<i>Yes</i>	<i>South foundation wall Non-Compliance: None</i>	

ON-SITE INSPECTION RECORD

Building Department Resource Package

Owner Compliance Options Matrix
(during inspection of work)

BBS Form 4-3

OBC 108.6 and 108.7

August 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:

Step 1.		
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).		
Option A (RCO 108.6.1 #1.1)	Option B (RCO 108.6.1 #1.2)	Option C (RCO 108.6.1 #1.3, 108.6.1 #4, 108.7)
Item of non-compliance <u>is to be corrected</u> on the site:	<u>Approved construction docs/specs will be revised</u> per RCO 107.4.2 to match work:	Item of non-compliance <u>will not be brought into compliance/ corrected</u>:
Step 2.		
The owner or representative shall indicate the option to follow per RCO 108.6.1 #2.		
Step 3.		
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.)		
Option A	Option B	Option C
Step 4.	Step 4.	Step 4.
Indicate whether a follow-up inspection to verify the correction is necessary and communicate this to the owner's on-site representative.	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.	Inspectors will contact the Building official and explain the nature of the change.
Step 5.	Step 5.	Step 5.
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.	The owner or the owner's representative must submit revisions in writing (revised construction documents, written descriptions, drawings and/or specifications defining these changes).	The Building Official shall determine if an adjudication order (either a notice of violation or stop work type) is to be written.
	Step 6.	Step 6. (either A. or B.)
	The Plan Examiner will review the changes to determine compliance.	A. If an <u>order is to be written</u> , 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. OR
	Step 7.	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.	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.

- 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.

Building Department Resource Package

Inspector Report to Building Official

BBS Form 4-4

OBC 108.7

August 2019

OFFICE OF JURISDICTION

123 Main Street Anytown, Ohio 40000

Full Name, Building Official

INSPECTOR REPORT

(FOR DETERMINATION OF NON-COMPLIANCE BY BUILDING OFFICIAL- OBC 108.6.1.4 & 108.7
WHERE OWNER HAS INDICATED WORK WILL NOT BE BROUGHT INTO COMPLIANCE)

DATE: _____

APPROVAL #: _____

PROJECT ADDRESS: _____

OWNER or REPRESENTATIVE: _____

SUMMARY REPORT BY INSPECTOR:

Where does the work not conform to approved construction documents?:

In what respect does the work or equipment NOT conform?

INSPECTOR NAME: _____

OFFICE USE ONLY BELOW THIS LINE

Building Official Determination Summary:

Are any approvals possible? Y / N TYPE? _____

ADJUDICATION ORDER REQUIRED? Y / N DATE: _____

BUILDING OFFICIAL SIGNATURE: _____

Building Department Resource Package

**Contractor Test Completion Certification
for Plumbing Systems**

BBS Form 4-5

OBC 108.8

August 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 **(OBC 108.8)**

Instructions:

In accordance with OBC 108.8, advanced notice of the test schedule shall be given to the building official. If their schedule permits, the building official may require that the tests be conducted in the presence of the building official or the plumbing inspector.

Upon completion of the system installation, required tests shall be conducted by the contractor's representative and witnessed by the property owner or the owner's representative and, if required, the building official or the plumbing inspector. All leaks and/or defects shall be corrected and the system shall be re-tested prior to final system acceptance and issuance of the certificate of occupancy.

This certificate shall be filled out by the contractor's representative and signed by both the contractor's representative and the owner's representative. Insert N/A in all unused lines. Attach additional sheets, as necessary, to provide a complete record of the testing (i.e. for multiple story buildings). Copies of this test certificate shall be made available to the building department, health department, owner, and contractor. It is understood that the signature of the owner's representative on this certificate in no way prejudices any claim against contractor for faulty material, poor workmanship, or failure to comply with the Ohio Plumbing Code and/or the conditions of the contract.

Property Name & Description: _____

Owner's Name: _____

Owner's Representative: _____

Property Address: _____

Contractor: _____

Contractor's Representative: _____

Certificate of Plan Approval Number: _____ [OBC 105.5]

Are approved plumbing plans and manufacturer's installation instructions on site? [OBC 107.7]

Yes _____ No _____

If no, explain: _____

Was the plumbing system installed in accordance with the approved plans and the manufacturer's installation instructions?

Yes _____ No _____

If no, explain _____

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
Drainage and Vent	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		None	OPC 312.4	
		Visual	During operation		OPC 312.4.1	
		1 inch water column	15 minutes		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>		
Plumbing Fixture Water Supply	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	
Storm Drainage	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: _____

Building Department Resource Package

Notice of Recommended Change

BBS Form 4-6

OBC 108.6.2

August 2019

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

Notice of Recommended Change

Ohio Building Code, Section 108.6.2

Date: September 1, 2019

Project: Certificate of Plan Approval No. 19-0000
Columbus Important Project
Columbus Road
Columbus, Ohio 43000-0000

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

During a routine required inspection on mm/dd/yyyy, Roger T. Inspector 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 building official has determined, following an evaluation of the record, that the code violation is not an unsafe condition or serious hazard per OBC 108.6.3.

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

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

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

Reviewed by: _____ Building Official: _____
I.C. Plans, Master Plan Examiner, Cert.# _____ Bill D. Official, BO, Cert. # _____
(All items listed in italicized red font is to be deleted. -All red fonts are to be changed based on project.)

Building Department Resource Package

Certificate of Occupancy

OBC 111.1

BBS Form 5-1a Certificate of Occupancy

OBC 111.1.1

BBS Form 5-1b Certificate of Completion

OBC 111.1.2

August 2019

Certificate of Occupancy (OBC 111.1)

Anytown, Ohio Building Department, Name of the Building Official

Property Address: (#2)

Approved As: (#4)

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

Occupancy Groups: (#6)

Description:

Primary:

Accessory:

Accessory:

Mixed Uses:

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

Construction Type: (#7)

Fire Protection Systems: (#9)

N/A Required Non-Required

System Type:

Location:

Hazard Classification: (#10)

Storage Height:

Aisle Width:

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

Standpipe System Demand @ base of riser:

Stipulations, Conditions, Variances: (#12)

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. (#13)

Plan Approval Application # _____ (#1)

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

OPC _____ OBC _____ OMC _____

This approval is limited to the following portion of the building:

_____ (#3)

The balance of the building is approved pursuant to the following dated Cert. of Occ: (#3)

Building Official: (#4)

Date: (#4)

INSTRUCTIONS FOR COMPLETING A CERTIFICATE OF OCCUPANCY

Before any building or portion of a building may be occupied following construction that requires approval, the building owner must receive a Certificate of Occupancy. The building official shall issue this document following satisfactory result of all construction inspections. Satisfactory inspections indicate the work is in accordance with the approved construction documents. With a Certificate of Occupancy, the building can be occupied and maintained for use under the conditions of the approval. It is legal record of agreement between the owner and the building department. The Certificate of Occupancy shall be complete and accurate. The following information shall be included on the Certificate of Occupancy:

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

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

An owner that needs of a Certificate of Occupancy for an existing building can request one by referencing Sections 102.7, 111.2 and 111.4 of the Ohio Building Code (OBC). These provisions allow an owner (or authorized agent) to secure a "Certificate of Occupancy for an Existing Building" when the following use and condition criteria are met:

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

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

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

Date

Mr./Ms. B.D. Official, CBO
My City Building Department
000 Main Street
Anywhere, OH 43000-0000

Re: Request for a Certificate of Occupancy: 00000 My Avenue

Dear Mr. Official:

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

Prior to my purchasing the property 3 years ago, it had been used as a hotel/motel. I continue to use the building(s) for that purpose. I have enclosed copies of the last two years of hotel/motel licenses issued by the state Fire Marshal's office. To the best of my knowledge, your department has no outstanding orders pending against this property or any of the buildings.

For your reference, I have included an un-scaled floor plan sketch (evacuation plan) indicating the use of each area of the building. You may note that several of the lodging rooms are identified as suites. Each of these rooms has facilities for cooking and other extended stay amenities. It is my understanding that each of these units were originally designed and intended for this purpose.

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

Sincerely,
Mr. Building Owner

Certificate of Completion for Alterations and Repairs (OBC 111.1.2)

Anytown, Ohio Building Department, Name of the Building Official

Property Address: (#2)

Approved As:

- Alteration
- Repair
- _____

Occupancy Groups: (#6)

Description:

Primary:

Accessory:

Accessory:

Mixed Uses:

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

Construction Type: (#7)

Fire Protection System (#9)

N/A Required Non-Required

System Type:

Location:

Hazard Classification: (#10)

Storage Height:

Aisle Width:

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

Standpipe System Demand @ base of riser:

Stipulations, Conditions, Variances: (#12)

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. (#13)

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

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

Building Official: (#4) _____

Date:

INSTRUCTIONS FOR COMPLETING A CERTIFICATE OF COMPLETION

When an owner is *only* altering or repairing a building without affecting the right to occupy, the building official may issue a Certificate of Completion, in lieu of a Certificate of Occupancy, to indicate that the construction has been completed in accordance with the approved construction documents. The building can be occupied and must be maintained for use under the conditions of the approval. It is legal record of the owner and the building department. The Certificate of Completion shall be complete and accurate. The following information shall be included on the Certificate of Completion:

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

A Certificate of Completion may not be used for any construction approval that requires a Certificate of Occupancy (e.g. New Construction, Addition(s), Change of Occupancy, etc.)

Building Department Resource Package

Time Limited

Certificate of Occupancy Process

BBS Form 5-2

OBC 111.1.1.4

August 2019

111.1.1.4 Time-limited occupancy. A building or structure hereafter changed in part from one occupancy to another for a limited time may receive a certificate of occupancy reflecting that time-limited occupancy provided:

- 1. There are no violations of law or orders of the building official pending;*
- 2. It is established after inspection and investigation that the proposed use is not deemed to endanger public safety and welfare;*
- 3. The building official has approved the use for an alternative purpose on a temporary basis;*
- 4. The building official has issued a certificate of occupancy indicating any special conditions under which the building or part of the building can be used for the alternative purpose within the time limit specified.*

USING BUILDING SPACES FOR SHORT TERM & EMERGENCY PURPOSES

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

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

Winter Weather Conditions Increases Likelihood Some Buildings Will Be Offered To Those In Need.

Church groups and other social service organizations have in the past, and will continue to try to provide help to the homeless and others who may not be able to secure warm and safe environments for their families. Although a community may recognize this need as a social priority, it is extraordinarily critical that any building used for alternate purposes, particularly housing, will be evaluated and approved to assure that basic safety occurs.

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

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

Where the location of the commercial facility is in a geographic location without a certified building department, the state's building department will have jurisdiction.

Contact: Division of Industrial Compliance
Chief Building Official – 800/523-3581

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

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

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

Using the Time-Limited Occupancy Approval Method

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

Located in OBC section 110.1.5, the *Time-Limited Occupancy* provisions offer a method to approve short term changes in occupancy for an entire building or a portion thereof. This provision gives the building official discretion to approve a condition intended to occur for a short period of time.

The following is extracted from the Board's Chapter 1 Commentary:

110.1.5 Time-limited occupancy. A building or structure hereafter changed in part from one occupancy to another for a limited time may receive a certificate of occupancy reflecting that time-limited occupancy provided:

1. There are no violations of law or orders of the building official pending;
2. It is established after inspection and investigation that the proposed use is not deemed to endanger public safety and welfare safely;
3. The building official has approved the use for an alternative purpose on a temporary basis;
4. The building official has issued a certificate of occupancy indicating any special conditions under which the building or part of the building can be used for the alternative purpose within the time limit specified.

The building official has the latitude to permit time-limited occupancy of a building or structure or some portion. The occupancy, however, is permitted if it is possible to assure that the building's occupants can do so safely without being endangered.

*The language does not require building officials to allow time-limited occupancy; it only states the building official **may** issue a time-limited certificate of occupancy. This language is permissive to allow the building official some latitude when evaluating the methods to be used to assure safe occupancy. If the building official feels that adequate provisions can be made to permit safe occupancy, the time-limited certificate of occupancy can be issued.*

The occupancy must be issued as time-limited and it is the building official's responsibility to track the issuance of a time-limited certificate of occupancy. The content of the certificate should comply with section 111.3.

Using the Time-Limited Occupancy Process

- Step 1. **Form a team** – It is imperative to have the owner (or owner’s representative who has decision making authority), a plans examiner, the CBO and fire official with fire prevention responsibilities (and other decision makers with a stake in the event/project) all on the same page and at the project discussion meeting.
- Step 2. **Hold a project discussion meeting** - The applicant must provide a **comprehensive description of what they intend to use the space or building for and for what amount of time**. Since each building is different, and ideas on how to use buildings are infinite, the information necessary and the questions to ask will vary with each case. Some examples:
- Minimum & maximum number of persons using the space
 - Times of the day the space/building will be used for the purpose
 - Types of materials/commodities that would/could change with the temporary use
 - What additional fuel and/or ignition sources will be used
 - Identification of combustible materials location
 - Types of fire protection and egress systems are currently in place
 - Travel distances to safety
 - What alternate areas of refuge can be used
 - Staffing available to be used for alternate protection methods
 - What methods are being planned as alternative protection methods
 - How will other spaces within the building be secured to limit the alternate use to specified areas
 - How will the evacuation plan be changed
 - What fire drill planning or event announcements will occur
 - Evaluation of the OBC’s requirements for the proposed time limited occupancy and if the proposal accounts in some way for the risks the code provides for
- Step 3. **Process the application for a time-limited change of occupancy** – In order to perform an inspection to verify existing conditions, it is necessary for the department to have a request in writing that describes the proposed temporary use. While it may be very beneficial to have a set of existing building plans available, they will not always be retrievable. In all cases, the owner must provide a footprint layout of the spaces (evacuation plan) indicating what each space is currently being used for and what spaces are intended to be used temporarily for the limited purpose. An inspection (joint building & fire department) should be conducted to verify the evacuation plan and to check for any serious hazards.
- Step 4. The team should **discuss the options for what systems to have in place** in order for the building official to approve the time-limited occupancy...when an agreement is reached, the Time-Limited Certificate of Occupancy should be prepared with all the understood conditions listed. If any of the options included changes to the building or the building systems that had not been inspected, a verifying inspection(s) must occur before the Certificate of Occupancy is issued. *Note:* the owner must clearly understand that the process shall be limited to short time periods (hours, days, weeks) and not generally used for periods in excess of a month. The approval is used once. Any intent to use this process after the expiration of the approval must require a new application and evaluation.

Posted Occupant Load Sign
BBS Form 5-3
OBC 1004.3

Occupant Load Limit

(OBC 1004.3)

This space is approved to be used as a:

Add Group Here

This space is allowed to be occupied by no more than

Add # of Persons Here

At any one time.

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

Sample Occupant Load Limit Sign for Assembly Use Groups

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

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

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

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

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

Design Live Load Limit

(OBC 3404.3.1)

This space has been designed to safely allow:

Add PSF# Here

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

Sample Design Load Limit Sign

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

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

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