

**COMMERCIAL BUILDING PLAN REVIEW REQUIREMENTS
DELAWARE COUNTY**

8/29/23

**Checklist of the basic items required on the plans for a commercial building permit:
(If the following State required items are not provided, the plans may not be accepted
for plan review, or may be returned to the applicant without performing a review.)**

This is only a partial listing:

The items are NOT a complete listing of the items required for commercial projects, but only a checklist of the basic items required before a full plan review can be undertaken.

Construction Documents:

__1. The plans and other documents must be prepared and sealed by an Ohio registered architect or professional engineer per OBC 106.2.1. The plans must be legible and drawn to scale.

__2. Provide one (1) complete hard set of the plans and one (1) PDF copy.

(Only one (1) set if the plans are being submitted electronically). Note: Some fire department jurisdictions, require that 1 set be submitted to them directly. Please check with the appropriate fire jurisdiction to determine the necessary submittal requirements.

Also: New builds need a certified address from the Map Department.

Also: Floor plans shall indicate the maximum capacity for assembly occupancies.

Also: Floor plans for all day care occupancies shall indicate the age and number of occupants desired in each room.

Site Plan (OBC 106.1.1):

__3. Provide a site plan showing to scale the size and location of the new construction and all existing structures on the site, including setback and side-yard dimensions, all property and interior lot lines, distances from lot lines, the locations of the nearest streets, established street grades, types and sizes of all utility lines, and the elevations of all proposed finished grades; Site plan to be drawn with accurate boundary lines.

__4. For demolition, the site plan shall show construction to be demolished and the location and size of the existing structures and the construction that is to remain on the site or plot. Indicate the locations of terminated/capped utility lines.

__5. Identify buildings or structures located in the flood hazard areas.

Building Design Information (OBC 106.1.1):

__6. Provide an index of drawings, located on the first sheet (title page) of the documents.

__7. Indicate OBC occupancy classification(s) and/or Use Groups, both existing and proposed. Also identify separated or non-separated mixed uses as applicable.

__8. Indicate the OBC Construction Type and identify the building structural systems.

__9. Indicate tenant unit/suite location(s) for interior tenant alterations and/or build-outs.

Structural Information:

- __10. Submit a soils report per OBC Section 1803.1.
- __11. Provide complete structural design criteria as required per OBC 1603.
- __12. Foundation plan - indicate the design bearing pressure, details, anchorage (bolt sizes, spacing, layout, etc.), reinforcing clearances in concrete, etc.
- __13. Floor framing plans, roof framing plans, connection details, column grid dimensions. Identify bracing system used (wind/seismic).
- __14. Pre-engineered building (sealed erection drawings, standard details and letter of certification from the building manufacturer).

Floor Plans:

- __15. Submit complete floor plans, including plans of full or partial basements and full or partial attics or penthouses. Floor plans must show all relevant information such as firewalls, fire barrier walls, fire partitions, door swings, stairs and ramps, windows, shafts, all portions of the means of egress, etc., and shall be sufficiently dimensioned to describe all relevant space sizes.
- __16. Identify each space by its proper or intended room name. (Example: an auditorium may not be identified as a "meeting room" if its attributes indicate it is an auditorium.)
- __17. Designate the number of occupants to be accommodated on every floor, and in all rooms and spaces.
- __18. Indicate accessibility provisions for the building interior, exterior building, and site plan area, which clearly show compliance with OBC Chapter 11 & ICC A117.1-09.
- __19. Indicate materials to be used - provide room finish schedule(s), door and window schedule(s) with applicable ratings, glazing, and hardware information.
- __20. Indicate all fire-resistance ratings of all structural elements as required by the OBC, data substantiating all required fire resistance ratings, including details showing how penetrations will be made for electrical, mechanical, plumbing, and communication conduits, pipes and systems, and the materials and methods for maintaining the required structural integrity, fire-resistance rating, and fire stopping. (Provide rated U.L. Assembly information - rated listings numbers.)

Exterior wall envelope/Energy Code:

- __21. Provide details of the exterior wall envelope as required, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves, parapets, means of drainage and water-resistive membranes.
- __22. For new construction, additions and tenant build-outs in shell buildings, submit complete energy code analysis in compliance with OBC Chapter 13. (ASHRAE 90.1, ComCheck, MEC Check, International Energy Conservation Code.)
- __23. Submit complete detailing of exterior building elevations showing all openings, materials and total building height.
- __24. Provide complete building cross sections, wall sections (footing to roof), details including typical connections as required to fully describe the building construction showing wall, ceiling, floor and roof materials.

Plumbing (Refer to the 2011 Ohio Plumbing Code):

- __25. Submit plumbing plans and details that locate and describe all fixtures, plumbing fixture schedules, plus accessibility compliance features.
- __26. Provide primary and secondary roof drainage information.
- __27. The underground waterlines, connections, valves, and thrust blocking for waterlines serving a building fire sprinkler system.

NOTE: Except for the items above, the plumbing within the building is the jurisdiction of the Delaware County Department of Health, to whom application must be made.

Electrical (Refer to the 2014 National Electrical Code):

- __28. Submit complete electrical power and lighting plans with drawing symbol designation information. Provide electrical equipment and fixture schedules, exit signage, emergency lighting and egress lighting information, and GFCI information.
- __29. Submit electrical panel locations and panel schedules with conduit, conductor and ground wire sizes and types, plus overload protection devices and grounding details.
- __30. Provide calculated and/or connected load information.
- __31. Provide a complete one-line service riser diagram.
- __32. Hazardous location designation and provisions.

Mechanical (HVAC) – Refer to the 2011 Ohio Mechanical Code:

- __33. Complete HVAC system plans and details, plenum descriptions and detailing, supply and return air duct/diffuser layouts with cfm amounts, fire/smoke damper locations and types, etc.
- __34. Air balance schedule/information/calculations.
- __35. Location, description and schedules of all equipment, including manufacturer's equipment technical data and literature.
- __36. Combustion, make-up and outside air schedules, calculations and detailing.
- __37. Exhaust, smoke removal and related fire alarm/suppression/smoke detection information/detailing.
- __38. Kitchen and/or exhaust hood drawings and information.
- __39. Gas Fuel Piping. Isometrics of gas supply piping, calculations and sizing information for gas piping. Construction documents per IFGC 106.3.1.

Fire Suppression & Fire Alarm Systems: (2011 OBC Chapter 9, 2010 NFPA 13, 2010 NFPA 72):

- __40. These systems can be on a separate submittal to be made by the State of Ohio licensed fire protection designer installing each system.
- __41. Fire alarm systems drawing information - submit information as required by OBC 907.1 and the referenced standard NFPA 72.
- __42. Fire suppression system drawings - submit information required by OBC 903.1 and the referenced standard NFPA 13, Sections 8.1, A.8.1.
- __43. Provide room names on the floor plan layouts. (All room names shall match architectural submission drawing sets.)

Special Provisions/Building Official Additional Information:

- __44. Industrialized unit drawings and documents with State of Ohio Board of Building Standards approvals (current).
- __45. Submit complete details of on-site interconnections of industrialized modules or assemblies. Provide foundation plan and anchorage detailing for industrialized units.
- __46. Submit State of Ohio Department of Health approved swimming pool documentation and construction documents.
- __47. Fireworks storage or display - provide preliminary approved documentation from the State of Ohio Fire Marshall.
- __48. Submit food service drawings to the Department of Health.

Tents:

- __49. Flame resistance information and letter of certification.
- __50. Complete and accurate site plan information - showing distances from buildings, property lines, distances between tents, etc.

Other Miscellaneous Requirements:

- __ Provide a copy of the **zoning permit** from the proper township zoning official.
- __ Provide the **Certified Address Certificate** if a new building on an undeveloped lot.
- __ Provide a copy of the **septic permit** (if applicable).
- __ For properties greater than 5 acres, the **Drainage Protection Review Application** must be approved by the Delaware Soil and Water Conservation District (DSWCD) prior to submittal of the building permit application. For properties **less than 5 acres** in size, provide **instead** a copy of the **DESC Permit** from the office of the Delaware County Engineer.

Be advised it is a violation of the Ohio Revised Code and the Ohio Building Code to build, alter, or change use or occupancy without first obtaining the required approval.

If substantive changes to the building are contemplated after first document submission, or during construction, those changes must be submitted to the Building Official for review and approval prior to those changes being executed. The Building Official may waive this requirement in the instance of an emergency repair, or similar instance.