

**DIRECTIONS FOR COMPLETING  
ROSS COUNTY APPLICATION FOR PLAN APPROVAL**

*In accordance with Ohio Revised Code (ORC) Section 3791.04, before beginning the construction, erection or manufacture of any building for which construction documents are required, including all industrialized units the owner shall submit two (2) copies of construction drawings to this department for approval. The construction documents shall be accompanied with the application form. The construction documents shall be prepared by a registered design professional.*

***Application Directions: Complete and sign the application (front and back) as outlined below. Please print legibly (in blue or black ink) or type. All boxes must be completed in full or the application will be returned. The application cannot be processed without the signature of the owner or agent for the owner.***

Check all boxes that apply to the proposed project. If applicable, include the number of boilers and/or elevator units that will be installed in this building.

1. Provide owner name, their address, telephone, and a contact person.
2. According to the OBC Section 106.3.4, the design professionals must be identified by completing all information including their Ohio registration number.
- 3a. List exact description of project.
- 3b. In order to establish the proper jurisdiction please check yes or no.
- 3c. Refer to Ohio Building Code (OBC) Chapter 2 for definitions.
- 3d. List any previous permit number(s) associated with this submission.
4. Refer to OBC Chapter 6 for Types of Construction.
5. Calculate floor area as directed by items a-c, and submit calculations in #9 a-g.
- 6a. List current use group and occupancy type if submission is an existing building.
- 6b. Transcribe from plans or refer to OBC 302.1 for use group and occupancy type.
- 6c. If the use group is R1, R2, R3, or R4, specify the number of apartments or units.
- 6d. List total cost of work covered by this application.
7. Provide submitter name, their address, and telephone.
8. Provide the name, address, and telephone of the person drawing the plans.
- 10a-e. List the Structural, Mechanical, Electrical, or Industrialized Units square footages for each floor of the proposed project.
- 10f. If project includes alarm devices, show the total number of devices included in the project.
- 10g. Enter the total square footage for items 9a-f.
- 11a-c. Calculate the structural fees, based on the square footage.
- 11d. If this is a project based on special inspections calculated the special fee for structural.
- 12a-b. Calculate the mechanical fees, based on the square footage.
- 12c. If this is a project based on special inspections calculated the special fee for mechanical.
- 13a-b. Calculate the electrical fees, based on the square footage.
- 13c. Calculate the alarm device fees based on the number of devices.
- 13d. If this is a project based on special inspections calculated the special fee for mechanical.
- 14a-b. Calculate the sprinkler fees, based on the square footage.
- 14c. If this is a project based on special inspections calculated the special fee for sprinkler.
- 15a-b. Calculate the industrialized unit fees, based on the square footage.
- 15c. If this is a project based on special inspections calculated the special fee for industrial units.
16. List subtotal, BBS fee and total of all fees.
17. Reserved for official use only.

*Once the plans have been examined and approved, a building permit will be issued along with one set of construction documents which must remain at the job site at all times during construction. Inspections can be obtained by calling our office at least 24 hours prior to the inspection. The phone number is (740) 773-7200. Once all inspections have been obtained a final Certificate of Occupancy will be issued.*

Last Revised: 06/02/2006 1:08pm

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*You have the option of signing the following statement for in-house plan review by our Chief Building Official. If you wish not to sign the statement, we will send the plans to an outside firm for plan review.*

THE CONSTRUCTION DOCUMENTS SUBMITTED TO THE ROSS COUNTY BUILDING DEPARTMENT CONTAINING PLANS AND SPECIFICATIONS FOR THE PROJECT KNOWN AS

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\_\_\_\_\_

ARE IN CONFORMANCE WITH THE REQUIREMENTS OF OBC AND CHAPTERS 3781 AND 3791 OF THE REVISED CODE.

SIGNED

Sworn in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary

My commission expires: \_\_\_\_\_