

## DIRECTIONS FOR COMPLETING CITY OF FAIRVIEW PARK 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 three 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 with 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 City of Fairview Park Building Department, 20777 Lorain Road, Fairview Park, Ohio 44126-2018.

1. **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.
2. **TYPE OF PROJECT:** Check one of the types of projects from the list.
3. **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.
4. **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.
5. **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.
6. **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.
7. **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."
8. **APPLICANT INFORMATION:** Provide complete information. All project correspondences will be directed to the project applicant.
9. **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.
10. **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.
11. **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.
12. **CERTIFICATION:** The application cannot be processed if this section is not complete.
13. **OFFICE USE ONLY:** The is section is reserved for our office use only. Please do not mark in this area.
14. **APPLICATION FEES:** Please check one of the preferred payment methods and provide the square footage of the areas affected by the construction. Please refer to the Fees Worksheet in this package for more details.

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 City of Fairview Park (440)356-4405 by calling the dispatch center at least one day prior to the inspection. The dispatch phone number is City of Fairview Park (440)356-4405 Once all inspections have been obtained a final Certificate of Occupancy will be issued pursuant to OAC 4101:1-1-01.



# CITY OF FAIRVIEW PARK

## APPLICATION FOR NON RESIDENTIAL PLAN APPROVAL

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

- |   |   |                                     |
|---|---|-------------------------------------|
| 1. SCOPE OF PROJECT: (OBC 107.2.1)        | 2. TYPE OF PROJECT:                                   | 3. PHASED PLAN REVIEW               |
| _____                                     | <input type="checkbox"/> Repairs                      | <input type="checkbox"/> Foundation |
| <input type="checkbox"/> Building General | <input type="checkbox"/> New Building Construction    | _____                               |
| <input type="checkbox"/> Sprinkler System | <input type="checkbox"/> Alteration                   | _____                               |
| <input type="checkbox"/> Mechanical       | <input type="checkbox"/> Building Addition            | _____                               |
| <input type="checkbox"/> Fire Alarm       | <input type="checkbox"/> Change of Occupancy          | _____                               |
| <input type="checkbox"/> Electrical       | <input type="checkbox"/> Plumbing                     | _____                               |
|   | <input type="checkbox"/> Request Existing Bldg C of O |                                     |

### 4. APPLICATION RELATED INFORMATION:

- Is this project being submitted as a result of a previous preliminary plan review?  
 NO  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?  
 NO  YES, please provide the adjudication order number: \_\_\_\_\_

### 5. PROJECT/BUILDING LOCATION: (OBC 107.2.2)

Building Name \_\_\_\_\_ Street Address \_\_\_\_\_  
 City/Township \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Directions \_\_\_\_\_ County \_\_\_\_\_

- Is this project/building located in a flood plain?  Yes  No
- Has flood plain administrator been contacted for requirements?  Yes  No

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

\*\*\*PLEASE PROVIDE DIMENSIONS & SQUARE FOOTAGE OF AREA OF WORK\*\*\*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### 7. BUILDING OWNER INFORMATION:

Name of Owner \_\_\_\_\_ Attention: \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

### 8. APPLICANT INFORMATION: (Owner or designated representative) (OBC 107.2)

Applicant \_\_\_\_\_ Attention: \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone No. \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

### 9. REGISTERED DESIGN

PROFESSIONAL INFORMATION:  Architect  Engineer  Certified Fire protection system designer (OBC 107.4.4)

Designer \_\_\_\_\_ Registration/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 entire building, 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)

I certify that I am the \_\_\_\_\_ Owner \_\_\_\_\_ Owner Authorized Agent

All information contained in this application is true, accurate, and complete to the best of my knowledge. All official correspondence in connection with this application should be sent to my attention at the address shown above.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

13. THE AREA BELOW IS FOR OFFICIAL USE ONLY:

Date Received \_\_\_\_\_ Appl. No.: \_\_\_\_\_  
 Check No.: \_\_\_\_\_ Verification # \_\_\_\_\_  
 Processed by: \_\_\_\_\_ Walk in \_\_\_\_\_ Mail in \_\_\_\_\_

14. **APPLICATION FEES FOR CONSTRUCTION DOCUMENT EXAMINATION**

**Non-Residential Construction**

(\$10.00 per 100 sq. ft. or fraction thereof)	\$ 10.00+	Architect fees for non-residential Construction;
State approved industrial unit	\$100.00	\$93.41 base plus \$3.43 per 100 sq. ft. of floor area
Multi Family (over 3 units)	\$300.00	or fraction thereof, plus 3%.
Plus \$75.00 per unit in excess of 3		Resubmittals are ½ original fee.
Fire Alarms	\$ 75.00	
Hood/Suppression	\$ 75.00	Fire Protection (New)
Fire Sprinkler (Remodel)	\$100.00	Architect fees of \$93.41 plus \$2.86 per every
City Engineer		100 sq ft of gross sprinkler coverage area plus 3%.
Sewer evaluation deposit	\$300.00	Resubmittals are ½ original fee.
Grade Deposit	\$500.00	
Grade Fee	\$150.00	

revised 3/7/2013

# Work Sheet for Phased Plan Approval

1. Project location and applicant information:

Building address: \_\_\_\_\_ County: \_\_\_\_\_  
Designer: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
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 story, 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.