

9. REGISTERED DESIGN Certified Fire protection system designer
PROFESSIONAL INFORMATION: Architect Engineer (OBC 107.4.4)

Designer _____ File Number: _____
 Street Address _____ City _____ State _____ Zip _____
 Phone No. _____ Fax _____ E-mail _____

10. BUILDING CODE INFORMATION:
 (Information applied to construction area in a mixed use groups building, or the entire building if a single use group building)

Current use group(s) _____ Additional use group(s) _____
 Description: _____

11. GENERAL BUILDING INFORMATION: (The following information applied to the **entire building**, not just construction area.) (OBC 107.2.3.)

Project Valuation _____ Project Square Footage _____
 Building Valuation _____ Square Footage _____
 Use group (s) _____ Mixed use groups? Yes No 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)? _____
 Type 1 hood
 Limited area sprinkler system? _____ 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 _____ Agent for the owner and 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: _____ Upfront fee paid \$ _____
 Processed by: _____ Walk in Mail in E-mail
 Plan Review Approved by _____ Date _____
 Balance Due \$ _____
 Notified By _____ Date _____
 Date Picked Up _____

DIRECTIONS FOR COMPLETING VILLAGE OF WEST JEFFERSON 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 a minimum of three (3) 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 and two of the application and attached worksheets as outline below. All boxes, 1 through 13, must be completed in full or the application will be returned. Send this complete form along with all required documents to “The Village of West Jefferson, Building, Planning and Zoning Department, 28 East Main Street, West Jefferson, Ohio 43162 ”.

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-load bearing partitions, flooring, etc.; NOT just structural load bearing components of the building.
2. **TYPE OF PROJECT:** Check the type of project 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 department 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. Correct parcel number is required, this will help the department 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 the contact person, in the section called “Attention”.
8. **APPLICANT INFORMATION:** Please 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 Chapter 3 and 6 of the 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 will not be accepted unless signed and dated.
13. **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 may be requested no later than 3:30 pm the day before the date of the inspection. The phone number is (614) 379-5246 or (614) 379-5250. Office Hours: Monday-Friday 7:30 am - 4:00 pm closed from 12:00 to 1:00. Once all inspections have been obtained a final Certificate of Occupancy will be issued pursuant to OAC 4101:1-1-01.

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, 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, slab, and perimeter insulation, 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.