

Requirements for Commercial Applications

A **Separate Application** for plan approval shall be submitted for each building, structure or address.

Applications must include:

- Name and Signature of Applicant, Legible Address, Phone Number & Fax Number or e-mail address
- Project Description, Square Foot calculations and Project Cost
- Permit Type (Building, Electric, HVAC or other)
- Base Fees Paid at time of Application

Separate approvals are generally issued for all types of work: building/structural, fire protection, fire alarms, fire detection systems, fuel gas piping, electrical, HVAC.

Combination Approvals (Building, HVAC and Electrical) may be included on a common permit if clearly and specifically identified and requested at time of application.

**Plumbing Permits are administered through the Montgomery County Public Health District.
Ph. # 937-225-4421**

Submit 4 sets of Building plans drawn to scale and sufficiently clear, comprehensive, detailed and legible so that it can be determined whether or not the proposed work will conform to all applicable provisions of the Ohio Building Code.

Include 4 sets of Site Plans showing dimensions of lot, size and location of all proposed and existing structures and all easement, setbacks and infrastructure.

Floor Plans must show all relevant information such as means of egress, door sizes, door swing, stair details, etc. and must be sufficiently dimensioned to describe all relevant space sizes. Wall materials must be described.

Interior Rooms and Spaces must be identified by intended use.

Plans must include mechanical systems drawings, energy calculations, structural descriptions, elevations, sections, and details as necessary to describe the general building construction. (Per OBC Section 106.1).

Projects requiring Planning/Zoning and/or Engineering approval, must file application with the Englewood Development Department and obtain approval before applying for Building Approval.

Required Construction Documents shall bear the identification of the person primarily responsible for their preparation.
(Per OBC Section 106.2).

BUILDING CODE INFORMATION

USE GROUPS PER OBC SECTION 300.0 (EXAMPLES OF COMMON TYPES)

A-1	Theaters, Symphony and Concert Halls	I-3	Prisons, Jails, Detention Centers
A-2	Banquet Halls, Night Clubs, Restaurants, Taverns	I-4	Adult and Child Day Care Facilities
A-3	Arcades, Churches, Community Halls, Libraries, Museums	M	Retail Stores, Automotive Service Stations (no vehicle repairs)
A-4	Arenas, Skating Rinks, Tennis Courts	R-1	Hotels, Motels
A-5	Bleachers, Grandstands, Stadiums	R-2	Multi-Family Dwellings over 3 units, Dormitories
B	Banks, Beauty Shops, Car Wash, Offices, Clinics	R-3	Townhouses, Multiple Single-Family Structures over 3 units
E	Schools, Certain Day-Care Centers	R-4	Residential Care/Assisted Living Facilities
F-1	Factories – Moderate Hazard	S-1	Storage – Moderate Hazard, Vehicle Garages (Group 1)
F-2	Factories – Low Hazard	S-2	Storage – Low Hazard, Garages (Group 2)
H-1	High Hazard – Explosive	U	Utility Structures, Fences, Tanks, Retaining Walls, Private Garages
H-2	High Hazard - Flammable/combustible Repair,		
H-3	High Hazard – Combustible/Physical Hazard		
H-4	High Hazard – Health Hazards		
H-5	High Hazard – Hazardous Production Material (HMP)		
I-1	Group or Halfway Homes (more than 16 persons)		
I-2	Hospitals, Nursing Homes, Certain Day Care Centers		

CONSTRUCTION TYPE – Fill in number and letter corresponding to type
(Per OBC SECTION 600.0) I-A I-B II-A II-B III-A III-B IV V-A V-B
Noncombustible Noncombustible/Combustible Heavy Timber Combustible

OCCUPANT LOAD – The number of occupants shall be determined by the greater of either the actual number of occupants for which the design is intended or at the rate of one occupant per unit of area as described in Table 1004.1.1
(Per OBC Section 1004).

ESTIMATED VALUE OF WORK - The market value of all materials, equipment and labor used to construct the work covered by this approval. Site cost, profit and overhead need not be included.

IMPORTANT NOTICES

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 (Per OBC Section 105.1).

The approval of plans is invalid if construction or other work upon the building has not commenced within twelve (12) months of the approval of the plans or if, in the course of construction, the work is suspended for more than six (6) months

(Per OBC Section 105.3).

INSPECTIONS

Requests for Inspections must be made at least one (1) day in advance. When scheduling an inspection, be prepared to provide the Address, City, PERMIT NUMBER and Type of Inspection(s) needed.

To obtain a time for the inspection, you must call 888-433-4642, between 8:00 and 8:30 AM on the morning of the scheduled inspection. You will be given a Two Hour "Inspection Window". The Approved Permit Drawing must be on the Job Site for **ALL** Inspections

The city of Englewood has contracted with National Inspection Corporation, "NIC", to administer Commercial Projects located within the City.

Plan reviews, Approvals and Inspections are all performed by N.I.C.

All business aspects of this process, Permit Application, Plan Submittal, Revisions, Fee Collection and Permit Pick Up, will be conducted in the City of Englewood Building Department Offices at 333 W. National Rd., Englewood Ohio.

Contact Information:

ENGLEWOOD BUILDING DEPARTMENT

Ph# 937-771-2877 or 937-771-2881

Office hours are 8:00 – 4:30, Monday through Friday

COMMERCIAL BUILDING, ELECTRICAL & HVAC

National Inspection Corporation- Ph# **433-4642**

PLUMBING

Montgomery County Public Health District- Ph# **225-4943**