

Please note the added / changed items in bold
SHEFFIELD VILLAGE
DIVISION OF BUILDING

INSTRUCTIONS FOR OBC PERMIT APPLICATION

Read the following instructions before completing this application

Section 106 Plans, when submitted to the building official for review, shall include the following:

1. An index of drawings located on the first sheet.
2. A plot plan showing street location and location of the proposed building and all existing buildings on the site; including setback and side yard dimension, distances between all buildings, and locations and sizes of all utility lines.
3. Floor plans, including plans of full or partial basements or cellars and full or partial attics or penthouses. Floor plans must show all relevant information, such as door swings, stairs and ramps, windows, shafts, etc., and must be sufficiently dimensioned to describe all relevant space sizes. Wall materials must be described by crosshatching (with explanatory key), by notation, or by other clearly understandable means, i.e. "auditorium" may not be identified as "meeting room" if its size and function dictates that it is an auditorium.
4. All elevations necessary to completely describe the exterior of the building including floor to floor dimensions.
5. Cross sections, wall sections and detail sections, to scale, as may be required to describe the general building construction; including wall, ceiling, floor, and roof materials and construction, and details which may be necessary to describe typical connections, etc.
6. Complete structural description of the building on the above drawings or on separate drawings, including size and location of all principal structural elements and a table of live loads used in the design of the building and computations, stress diagrams and other data sufficient to show correctness of plans.
7. Complete description of the mechanical and electrical systems of the building on the above drawings or on separate drawings, including plumbing schematics and principal plumbing, heating, ventilation and air conditioning duct and piping layouts and lighting and power equipment layouts.
8. Additional graphic or text information as may be reasonably required by the building official to allow him to review special or extraordinary construction methods or equipment.
9. Plans shall bear the identification and embossed seal of the person primarily responsible for their preparation and for the provisions for safety and sanitation shown there in. **Seal may be electronic, embossed, or a rubber stamp – seal must be signed and dated.**
10. The owner of a commercial or industrial property shall be registered to perform the work himself.
11. No owner shall proceed with the construction, erection, alteration or equipment of any building, until the plans and / or specifications have been approved. No plans or specifications shall be approved unless the building represented thereby would, if constructed, repaired or equipped according to the same, comply with the provisions of Chapter 3781 and 3791 of the Revised Code and the latest adopted edition of the Ohio Building Code.
12. Alterations or Repairs: Alterations or repairs may be made to any structure without requiring the existing structure to comply with all the requirements of this code, provided the alteration or repair conforms to that required of a new structure; however, if the structure is increased in floor area or number of stories, the entire structure shall be made to conform with the requirements of the OBC in respect to means of egress, fire protection, light and ventilation.
13. 106.3.1 Plan Sets Required; Three complete sets are required for approval. Identical sets as approved for one (1) set for Division of Building records, one (1) set returned to owner and one (1) set for the construction site for reference. **A copy of the submitted prints are also to be submitted on cd in pdf format as well as any revisions.**

If you have any questions regarding the directions listed above, please call / write to:

Sheffield Village Building Department
4480 Colorado Avenue
Sheffield Village, Ohio 44054

(440) 949-6209 – phone
(440) 949-5371 – fax

VILLAGE OF SHEFFIELD

APPLICATION FOR CERTIFICATE OF PLAN APPROVAL

PERMIT # _____

SUBMIT ONE APPLICATION FOR EACH BUILDING OR STRUCTURE – **PRINT OR TYPE**

1. Owner's Name _____	2. Contractor _____
Name of firm _____	Street Address _____
Street Address _____	City/State/Zip _____
City/State/Zip _____	Registration Number _____
Telephone Number _____	Telephone Number _____

3. Plans Prepared By:	4. Author of Plans _____
A. Ohio Reg. Architect Number _____	Street Address _____
B. Ohio Professional Engineer Number _____	City/State/Zip _____
C. Other _____	Telephone Number _____

5. A. Exact Location of Project _____

B. Sublot Number _____ Parcel Number _____

C. Type of Building (store, church, restaurant, etc.) _____

D. Describe the Exact Use of Building – BE PRECISE _____

6. A. Nature of Construction (check one)

New _____ Addition _____ Alteration _____ Change of Use _____

B. Complete items 1-13 for each building or structure. If the project is an addition, alteration, or chapter 34, provide the supplementary information requested below for the existing building. Submit drawings and details of the existing building along with the new drawings.

A. Area – Square Feet Basement _____ 1 st Floor _____ 2 nd Floor _____ 3 rd Floor _____ Other Floors _____	B. Walls: ___ Masonry ___ Wood Frame ___ Metal _____ Other – specify	
	C. Roof: ___ Wood Frame ___ All Metal ___ Reinforced Concrete ___ Heavy Timber ___ Other	
	D. Floors: ___ Wood on Wood Joists ___ Concrete on Steel Joists ___ Reinforced Concrete ___ Slab on Grade ___ Other	
	E. Ceilings: ___ Exposed Steel ___ Wood Joists ___ Plaster on Lath ___ Fire Rated Drywall or Tile Rating in Hours _____	
F. Show any fire walls, their thickness and openings	G. Does addition block exits from present building? How?	H. Comments & other explanations

7. Type of Construction of New Work – Chapter 6, Table 601 – OBC

1-A _____ 2-A _____ 3-A _____ 4 _____ 5-A _____
1-B _____ 2-B _____ 3-B _____ 5-B _____

8.

A. Use Group Classification – Chapter 3, OBC

Assembly—Section 303:

A-1 _____ A-2 _____ A-3 _____ A-4 _____ A-5 _____

Business—Section 304:

B _____

Educational—Section 305:

E _____

Factory & Industrial—Section 306,306.2,306.3:

F1 _____ F2 _____

High Hazard—Section 307:

H _____

Institutional—Section 308:

I1 _____ I2 _____ I3 _____ I4 _____

Mercantile—Section 309:

M _____

Residential—Section 310:

R1 _____ R2 _____ R3 _____ R4 _____

Storage—Section 311, 311.2, 311.3:

S1 _____ S2 _____

Utility & Misc.—Section 312

U _____

B. If the building is Use Group S, what is the nature of materials to be stored?

Combustibles _____ Noncombustible _____

C. If the building is Use Group R1, R2, R3, specify the number of apartments on units _____

D. If the building is Use Group I-2, specify the number of beds _____

9. Maximum Occupancy Load – Table 1003.2.2.2 OBC: _____

10. Enter the dimensions and square footage of new work

A. Basement: _____

B. First Floor: _____

C. Second, Third, Fourth, etc: _____

D. Additional Floors: _____

E. Total square footage (A+B+C+D) _____

**PLUMBING
FILL IN QUANTITIES**

_____ Closet _____ Lavatory _____ Tray _____ Shower _____ Boiler _____ Fountain
 _____ Bath Tub _____ Sink _____ Heater _____ Sanitary Sink _____ Urinal _____ Other

**ELECTRICAL EQUIPMENT
FILL IN QUANTITIES**

_____ Outlets _____ Fixtures _____ Motors _____ Generators _____ Misc.

HEATING EQUIPMENT

Type of equipment _____ Number of Units _____

Type of fuel: Natural Gas _____ L.P. Gas _____ Electric _____ Misc _____

Number of supply openings: _____ Number of return openings _____

**BELOW AREA IS TO BE FILLED OUT BY THE APPLICANT BEFORE A BUILDING PERMIT WILL BE
ISSUED. IF THE OWNER IS COMPLETING THE WORK, PLEASE SUBMIT THE NAME.**

	CONTRACTOR NAME	ADDRESS
MASONRY		
CARPENTRY		
PLUMBING		
ELECTRICAL		
HEATING & AIR		
STEEL ERECTORS		
EXCAVATORS		
LANDSCAPERS		
OTHER		

\$ _____ Estimated cost of Construction _____ Permanent Parcel Numbers _____ Zoning

Signature of Applicant

Signature of Building Inspector

DO NOT WRITE BELOW THIS LINE

Approval contingent upon the following:

Code – OBC Date _____ Plan Examiner _____

Planning Commissioner Date _____ _____

Engineering Date _____ _____

Fire Department Date _____ _____