

**Checklist for Commercial Buildings
per the 2011 Ohio Building Code
Basic Submittal Criteria**

Completed Application

Provide the legal address, Parcel ID# (visit AREIS), full contact information for the owner, applicant, person who prepared the plans, general contractor (including all email addresses), and complete the building area summary on the back of the application

Deferred Submittals:

Note all deferred submittals on the cover sheet of the plans (i.e. truss design drawings, fire sprinkler shop drawings, fire alarm shop drawings, etc.)

Submittal Documents:

Plans shall include two sets of bound blue-line or black-line documents. Ensure that the registrant has sealed all sheets associated with their design and signed and dated them accordingly.

Cover Sheet:

Provide a cover sheet that has a plan index, code edition, job title, address, code summary in accordance with the currently adopted codes, deferred submittals, and special inspections.

Site Plan:

Provide two sets of site plans that denote all setbacks, elevations, slopes, easements, floodplains, property lines, distances to all property lines and other buildings on the same lot. Include sufficient information necessary to verify compliance with all accessibility requirements.

Foundation Plan:

Dimensioned plan view of the foundation system including all anchors and hold downs. Provide details and sections necessary to denote size, materials, reinforcement, etc.

Floor Plan:

Provide all architectural, fire and life safety requirements including the exiting plan. Show an exiting analysis with occupant load calculations. Show the accessible route throughout the building and compliance with all accessibility requirements per OBC Chapter 11 and ICC A117.1-2009.

Framing Plan:

Plan view of all structural components: beams, trusses, headers and all associated connection details. Specify the size, spacing, species and grade of all materials. Provide sealed shop drawings for engineered products.

Elevation Views:

Show all sides of the structure fully dimensioned and labeled accordingly. Show finished floor elevation, existing and proposed finish grades. Label all exterior finishes and materials.

Section Views:

Show views and details of all structural members. Label all framing members and detail all connections.

Mechanical Plan:

Plan view of layout of ductwork. Provide an equipment schedule with BTU rating, fuel source, location, supply, return and outdoor air volumes, etc. Combustion/relief air and exhaust ventilation sizes.

Plumbing Plan:

Plan view showing layout of fixtures, DWV, water/gas piping. Fixture schedule, gas/water pipe sizing calculations.

Electrical Plan:

Plan view showing all outlets, lights and circuits. Panel schedule with circuits, over current devices, conductor and conduit sizes, and a power riser diagram. Provide load calculations and service sizes.

Energy Conservation Compliance:

Provide calculations according to the 2009 IECC or ASHRAE 90.1. COMcheck is available at www.energycodes.gov. Provide registrant signed and dated sheet with the submittal.

Special Inspection Certificates:

Concrete >2500 psi, field welding, high-strength bolts, engineered masonry construction, etc., as necessary

Fire Sprinkler Plans:

Provide two sets of fire sprinkler shop drawings and associated calculations prepared by a certified designer. Provide electronic supervision of the system. Note that backflow prevention is required on all fire service lines.

Kitchen Hood Fire Suppression Plans:

Provide two sets of kitchen hood fire suppression shop drawings and associated calculations prepared by a certified designer.

Fire Alarm Plans:

Provide two sets of fire alarm shop drawings and associated calculations prepared by a certified designer.

ITEMS SUBMITTED	
Completed application	
2 sets of construction documents	
Signed COMcheck	
2 sets of sealed truss design drawings	
Special Inspection Certificate	
Project Manual	
Soils Report	
Structural Calculations	
Fire Code Official Review	
Zoning Approval	
Water/Sewer or Well/Septic receipt	

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Applicant's signature _____ Date _____

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ZONING JURISDICTIONS

City of Sylvania

6730 Monroe St.
Sylvania, OH 43560
419-885-8948

Website: www.cityofsylvania.com

Harding Township

430 N. Berkey-Southern Rd.
Swanton, OH 43558
419-825-3852

Website: <http://www.hardingtwp.net/>

Jerusalem Township

9501 Jerusalem Rd.
Curtice, OH 43412
419-836-4510

Website: <http://twp.jerusalem.oh.us/zoning/>

Monclova Township

4335 Albon Rd.
Monclova, OH 43542
419-865-7857

Website: <http://monclovatwp.org/>

Ottawa Hills

2125 Richards Rd.
Toledo, OH 43606
419-536-1111

Website: <http://ottawahills.org/>

Providence Township

13257 Perry Rd.
Grand Rapids, OH 43522
419-877-0156

Website: <http://providencetwp.org/>

Richfield Township

3951 Washburn Rd.
Berkey, OH 43504
419-829-4291

Website: <http://www.richfieldtwp.com/>

Spencer Township

630 N. Meilke
Holland, OH 43528
419-865-2883

Website: <http://spencertownship.org/>

Springfield Township

7617 Angola Rd.
Holland, OH 43528
419-865-0239 Ext. 119

Website: www.springfieldtownship.net

Sylvania Township

4927 Holland-Sylvania Rd.
Sylvania, OH 43560
419-885-5276

Website: <http://sylvaniatownship.com/>

Swanton Township

13410 Airport Highway
Swanton, OH 43558
419-826-9730

Website: www.swantontwp.org/

Washington Township

5714 Blessing Dr.
Toledo, OH 43612
419-726-6621

Website: <http://washington-twp.com/>

Waterville Township

621 Farnsworth Rd.
Waterville, OH 43566
419-877-0156

Website: www.watervilletownship.com/

Village of Berkey

5735 N. Berkey-Southern Rd.
Berkey, OH 43504
419-829-3810

Village of Waterville

25 N. Second St.
Waterville, OH 43566
419-878-8132

Website: <http://waterville.org/>

WATER DEPARTMENTS

Lucas County Sanitary Engineer

1111 S. McCord Rd.
Holland, OH 43528
419-213-2926

<http://www.co.lucas.oh.us/>

Lucas County Health Department

635 N. Erie St.
Toledo, OH 43604
419-213-4100 Ext.3

<http://www.lucascountyhealth.com/>

FIRE JURISDICTIONS

Jerusalem Township
Chief Anthony S Parasiliti
Jerusalem Township Fire Department
9501 Jerusalem Rd.
Curtice, OH 43412
419-836-7302

Monclova Township
Deputy Chief Michael George
Monclova Township fire/Rescue
4395 Albon Rd.
Monclova, OH 43542
419-865-9425

Village of Ottawa Hills
Lynn Thompson
Toledo Fire Prevention Bureau
One Government Center, Suite 1600
Toledo, OH 43604
419-245-1145

Providence Township
Chief Jeremiah Floyd
419-875-6592

Richfield Township
Chief Ronald Tate
Richfield Township Fire Department
11450 Sylvania Ave.
Berkey, OH 43504
419-829-2055

Spencer Township
Springfield Township
Battalion Chief David Moore
Springfield Township Division of Fire & EMS
7617 Angola Road
Holland, OH 43528
419-865-3959

City of Sylvania
Sylvania Township
Deputy Chief Mike Froelich
Sylvania Township Fire Department
8210 Sylvania Ave
Sylvania, OH 43560
419-882-7676

Washington Township
Assistant Chief Ron Kay
Washington Township Volunteer Fire Department
2469 Shoreland Ave.
Toledo, OH 43611
419-726-2453

City of Waterville
Waterville Township (partial)
Chief Patrick Wambo
Waterville Fire Department
751 Waterville Monclova Road
Waterville, OH 43566
419-878-0165

Village of Whitehouse
Waterville Township (partial)
Swanton Township (partial)
Deputy Chief Jason Francis
Whitehouse Fire Department
10550 Waterville Street
Whitehouse, OH 43571
419-877-0363