



APPLICATION FOR NON RESIDENTIAL PLAN APPROVAL

City of Berea
11 Berea Commons, Berea Ohio 44017
P:(440) 826-5812 F: (440) 826-4800
buildingdept@cityofberea.org

DATE:	1. SCOPE OF PROJECT	2. TYPE OF PROJECT	3. PHASED PLAN REVIEW <small>*See Page 4</small>
<input type="checkbox"/> Building General	<input type="checkbox"/> Sprinkler System	<input type="checkbox"/> New Building	<input type="checkbox"/> Footing & Foundation
<input type="checkbox"/> HVAC	<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Alteration	<input type="checkbox"/> Building Shell
<input type="checkbox"/> Electrical	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Addition	<input type="checkbox"/> Interior Partitions
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Other /Hood Suppression	<input type="checkbox"/> Change of Occupancy	<input type="checkbox"/> Building Systems

4. APPLICATION RELATED INFORMATION

Is this project being submitted as result of a previous preliminary plan review? ☐ Yes* ☐ No
 *If YES please provide the preliminary plan review number: _____

Is this application being submitted as result of a Notice of Violation or Adjudication Order that you received?
☐ Yes* ☐ No
 *If YES, please provide the violation or adjudication number: _____

5. PROJECT / BUILDING LOCATION

Business / Tenant Name: _____

Phone: _____	Email: _____
Street Address: _____	Is this project/building located within the flood plan? <input type="checkbox"/> Yes* <input type="checkbox"/> No *If YES, has the flood plain Administrator been contacted for requirements

6. BRIEF DISCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION

7. BUILDING OWNERS INFORMATION

Name of Owner: _____		Attention: _____	
Street Address: _____	City: _____	State: _____	Zip Code: _____
Phone: _____	Email: _____		

8. APPLICANT INFORMATION

Name of Applicant: _____		Attention: _____	
Street Address: _____	City: _____	State: _____	Zip Code: _____
Phone: _____	Email: _____		

9. DESIGN PROFESSIONAL (OBC 106.2.1)☐ Architect☐ Engineer☐ Fire Protection Designer

Name:

Ohio Registration No.:

Street Address:

City:

State:

Zip Code:

Phone:

Email:

10. BUILDING CODE INFORMATION

Current Use Group(s): _____

Proposed Use Group(s): _____

Construction Type(s): _____

11. GENERAL BUILDING INFORMATION (Information applies to the entire building, not just the construction area)

Use Group(s):

☐ A - 1☐ A - 2☐ A - 3☐ A - 4☐ A - 5☐ B☐ E☐ F - 1☐ F - 2☐ H - 1☐ H - 2☐ H - 3☐ H - 4☐ I - 1☐ I - 2☐ I - 3☐ I - 4☐ M☐ R - 1☐ R - 2☐ R - 3☐ R - 4☐ S - 1☐ S - 2☐ U

Mixed Use Group(s):

☐ No☐ Yes☐ Separated☐ Non - Separated

Occupant Load:

Building Height (ft):

No. of Stories:

Storage Height (ft):

Storage Aisle Width (ft):

Construction Type:

☐ IA☐ IB☐ IIA☐ IIB☐ IIIA☐ IIIB☐ IV☐ VA☐ VB**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 rise (PSI):

Limited Area Sprinkler System:

Type 1 Hood Sprinkler:

In-Rack Sprinkler System:

Building Fire Alarm System:

Fire Detection System:

Smoke Detection System:

Estimated Project Cost:

Total Square Footage:

\$ _____

New Building: Sq. ft.

Addition: Sq. ft.

Alteration: Sq. ft.

12. CERTIFICATION (OBC 107.2.5)I certify that I am the ☐ Owner or ☐ 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.

Print Name: _____

Signature: _____

DIRECTIONS FOR COMPLETING APPLICATION FOR 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 the Building Department for approval. The construction documents shall be prepared by a registered design professional pursuant to OAC 4101:1-1-01. An examination 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 outlined below. All boxes, 1 through 12, must be completed in full or the application will be returned. Send this completed form along with all required documents to City of Berea, Building Department, 11 Berea Commons, Berea, Ohio 44017

1. **SCOPE OF PROJECT:** Check all the boxes that apply to the scope of work proposed in this project. Please note the "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 review 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 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.
6. **BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION:** Please provide a brief description of the scope of work. Please include names of the areas or rooms affected by the construction when only a portion of the 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 group 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 cannot be processed if this section is not complete.
13. **NON RESIDENTIAL FILING FEES FOR PLAN APPROVAL:** This section is reserved for our office use only. Please do not mark in this area.
14. **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 Section 107.7 Ohio Building Code. Inspections can be obtained by calling the Building Department at (440) 826-5812, 24 hours prior to the inspection. Once all inspections have been obtained a final Certificate of Occupancy will be issued pursuant to Section 111 Ohio Building Code.

WORK SHEET FOR PHASED PLAN APPROVAL

PROJECT LOCATION & APPLICANT INFORMATION

Building Address:

Designer Name:

City:

State:

Zip Code:

Phone:

Email:

CHECK TYPE OF WORK

☐ New Building

☐ Alteration

☐ Addition

☐ Change of Occupancy

Use Group(s)

Construction Type(S)

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, fire protection lines, and construction details.
- Building energy conservation reports per 1301 OBC for new building construction.

☐ 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 lighting.

☐ Building Interior Partition

- 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 addition sheet(s) to explain.

***** DO NOT WRITE BELOW THIS LINE *****
Office Use Only

13. NON RESIDENTIAL FILING FEES FOR PLAN APPROVAL

Building Review Fee	Base	Square Footage Fee	Total
- New Construction - Alterations (*3%BBS fee required) - Additions - Renovations (*Construction Area Only)	\$500.00 +	$\frac{\text{Sq. ft.}}{100 \text{ Sq. ft.}} \times \$5.00 =$	
- Electrical - Plumbing (*3%BBS fee required) - HVAC - Fire protection	\$500.00 +	$\frac{\text{Sq. ft.}}{100 \text{ Sq. ft.}} \times \$5.00 =$	
- Hood Suppression - Wrecking (*3%BBS fee required) - Demolition - Razing	\$250.00 +	$\frac{\text{Sq. ft.}}{100 \text{ Sq. ft.}} \times \$5.00 =$	
Engineering Review Fee	Base	Square Footage Fee	Total
- Engineering Review	\$500.00 +	$\frac{\text{Sq. ft.}}{1000 \text{ Sq. ft.}} \times \$35.00 =$	
- Site Development	\$250.00 +	$\frac{\text{Sq. ft.}}{1000 \text{ Sq. ft.}} \times \$4.00 =$	
			Sub Total
			*3% BBS Fee
			Total

14. OFFICE USE ONLY

Date Received: _____	Certification/Permit Number: _____
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