

9 CONTRACTOR INFORMATION: City of Reynoldsburg Registration No.: _____

Contractor Name: _____ State License No.: _____

Street Address: _____ City _____ State _____ Zip _____

Phone No.: _____ Fax: _____ E-Mail: _____

10 BUILDING CODE INFORMATION:

(Information applies to construction area in a mixed use groups building, or the entire building if a single use group building)

Current use group(s) _____ Current use group(s) _____ Current use group(s) _____

Occupancy Description: _____

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

* Building Information:

Use group(s)? _____ Mixed use group(s)? ___ No ___ Yes ___ 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)? _____

Limited area sprinkler system? _____ Type 1 hood suppression? _____ In-Rack sprinkler system? _____

Building fire alarm system? _____ Fire detection system? _____ Smoke detection system? _____

12 CERTIFICATION

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 on page one (1).

Signature: _____ Date: _____

Print Name: _____

13 THE AREA BELOW IS FOR OFFICE USE ONLY

Date received: _____ Project No.: _____ Permit No.: _____

Walk in _____ Mail in _____ Deposit amount: _____ Processed by: _____

Phased Approval ___ Nonconforming Approval ___ Certificate of Plan Approval ___ Correction Letter ___

Building Official: _____ Date: _____

Plans Examiner: _____ Date: _____

Square Footage of work area: _____

Building Fees: _____ Electrical Fees: _____ HVAC Fees: _____

Fire Suppression Fees: _____ Fire Alarm Fees: _____ Refrigeration Fees: _____

Gas Piping Fees: _____ Signage Fees: _____ 3% Fees: _____

TOTAL PERMIT FEES: _____

DIRECTIONS FOR COMPLETING THE CITY OF REYNOLDSBURG COMMERCIAL BUILDING PERMIT APPLICATION

In accordance with Ohio Revised Code, Section 3791.04 and the Ohio Building Code (OBC), Section 105, before beginning the construction, erection, alteration, repair, moving of a building or structure or part of a building or structure, or replacement of electrical, mechanical, gas regulated by the Ohio Building Code, application shall first be made to the building official and obtain the required approval. The owner shall submit four (4) sets of construction drawings and/or documents along with the required application, and a **non-refundable application deposit in the amount of \$200.00**. The construction documents shall be prepared by a registered design professional and a fee will be charged before approval is issued for any outstanding plan review expenses.

Application Directions: Complete pages 1 and 2 as outlined below. Please print clearly. All information must be completed for each section or the application will be returned.

1. **SCOPE OF PROJECT:** Check all boxes that apply to the scope of work proposed for this project.
2. **TYPE OF PROJECT:** Check one of the types of project from the list.
3. **APPLICATION RELATED INFORMATION:** Answer each of the questions in this block and provide additional information accordingly. Complete answers to the questions will help the Building Division process and review this project accurately.
4. **PROJECT/BUILDING LOCATION:** Provide complete information identifying the location of the building where the construction or renovation will occur.
5. **BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION:** Please provide the project cost, square footage of the work area, and 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 the building is covered under the application.
6. **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.
7. **APPLICANT INFORMATION:** Please provide complete information. All project correspondence will be directed to the project applicant.
8. **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.
9. **CONTRACTOR INFORMATION:** Please provide complete information. All contractors' working in the City are required to be registered with the City prior to the issuance of a permit.
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.
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.
12. **CERTIFICATION:** The application cannot be processed if this section is not complete.
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, one of the following will be issued; Certificate of Plan Approval, Certificate of Nonconforming Plan Approval, Certificate of Phased (Partial) Plan Approval, along with two (2) sets of construction documents. One of the sets must remain on the job site at all times during construction. Inspections can be obtained by calling the City of Reynoldsburg inspection line at 614-322-6821 by 3:00 pm at least one day prior to the inspection request.

COMMERCIAL PERMIT FEES

Commercial Plan Review Fees performed by a contracted plan reviewer

All Buildings, Accessory Structures and Residential Structures above three (3) family covered by the Ohio Building Code – will be the plan review fee charged to the City of Reynoldsburg by the contracted plan reviewer, plus a \$75.00 processing fee.

**A non-refundable application deposit is required in the amount of \$200.00 at the time of the application submittal. The deposit will be applied toward plan examination and permit fees at the time of issuance.

Commercial Building Permit Fees

New Shell Buildings – \$200.00 plus \$4.00 per 100 square foot
New Structures with finished interiors and Additions - \$200.00 plus \$7.00 per 100 square feet
Alterations, Renovations, and Tenant Finishes – \$200.00 plus \$4.00 per 100 square foot
Decks - \$100.00
Demolition Permit -- \$200.00
Tents (regulated by the Ohio Building Code) - \$50.00 for the first tent, \$25.00 for each additional tent
Minor Work - \$75.00

Commercial Electrical Permit Fees

New Electrical Shell Buildings - \$100.00 plus \$3.00 per 100 square foot
New Electrical with finished interiors/Additions - \$100.00 plus \$5.00 per 100 square foot
Electrical Alterations, Renovations, and Tenant Finishes – \$100.00 plus \$3.00 per 100 square foot
Low voltage permit - \$75.00 plus \$2.00 per 100 square foot
Electrical Service upgrade, Temporary Electric, Generators - \$75.00
Electric Pole-Base Lighting - \$100.00 plus \$25.00 per pole
Minor Electrical Work* - \$75.00

Commercial HVAC Permit Fees

New HVAC Shell Buildings - \$100.00 plus \$3.00 per 100 square foot
New HVAC with finished interiors/Additions - \$100.00 plus \$5.00 per 100 square foot
HVAC Alterations, Renovations, and Tenant Finishes – \$100.00 plus \$3.00 per 100 square foot
Replacement of Furnace, A/C, Heat pump, Air Handler, Ventilation, Cooling Systems, Boilers or Water Heater - \$75.00 per unit
Kitchen Exhaust Hood, Refrigeration or Walk-in Coolers - \$75.00
Gas Piping - \$75.00
Fireplace - \$75.00
Minor HVAC Work* - \$75.00

Fire Suppression Permit Fees

New Fire Suppression Shell Buildings - \$100.00 plus \$2.00 per 100 square foot
New Fire Suppression with finished interiors/Additions - \$100.00 plus \$3.00 per 100 square foot
Fire Suppression Alterations, Renovations, and Tenant Finishes – \$100.00 plus \$2.00 per 100 square foot
Kitchen Hood Suppression System - \$100.00
Minor Fire Suppression Work - \$75.00

Fire Alarm Permit Fees

New Fire Alarm Shell Buildings - \$100.00 plus \$2.00 per 100 square foot
New Fire Alarm with finished interiors/Additions - \$100.00 plus \$3.00 per 100 square foot
Fire Alarm Alterations, Renovations, and Tenant Finishes – \$100.00 plus \$2.00 per 100 square foot
Minor Fire Alarm Work - \$75.00

Commercial Sign Permit Fees

Wall Signs, Projected Signs, Awning/Canopy - \$50.00 each
Ground Sign or Pole - \$100.00 each

Commercial Swimming Pool Permit Fee

Pools - \$150.00

Miscellaneous Commercial Fees

Certificate of Occupancy - \$100.00
Temporary Certificate of Occupancy - \$150.00
Building Inspection Card Replacement - \$50.00
Inspection fee (to secure a building structure or site or for the purpose of checking for compliance with, or changing the Use Group as defined by the OBC of an existing building with no work proposed which would require a plan approval) - \$75.00
Re-inspection fee - \$75.00
Special Inspections (inspections required/requested other than during regular business hours) - \$100.00 per hour minimum of three (3) hours
Extension of a permit (which has expired for 180 days or less) – fee is one-half the amount required for a new permit
Work started without a permit – Twice the regular permit fees
Industrialized units, Pre-fabricated assemblies, relocated building(s) - \$150.00 per unit/building
Temporary/Construction Office Trailer - \$75.00 per trailer
New Communication Tower - \$1,500.00
Communication Tower modification - \$500.00

Note: The fees listed here do not include the State of Ohio 3% fees.