



# CITY OF LANCASTER

## BUILDING DEPARTMENT

121 East Chestnut Street, Suite 102

Lancaster, Ohio 43130-3825

(740) 687-6649

Forms & Information web site [www.ci.lancaster.oh.us](http://www.ci.lancaster.oh.us)

### COMMERCIAL ONLY

#### MINIMUM REQUIREMENTS FOR PLAN APPROVAL

#### OHIO BUILDING CODE (OBC) COMMERCIAL REGULATED CONSTRUCTION

(All applications **MUST** include the following five (5) items)

1. Complete the Permit Application with:
  - a. Type of permit requested.
  - b. Property information.
  - c. Owner information.
  - d. Estimated start/finish dates and value for each type of permit application.
2. Return the completed Permit Application to the Lancaster Building Department with a **\$100.00 non-refundable** deposit. The deposit shall be applied toward the review and final permit fee.
3. Provide a **total of four (4) complete sets of drawings of the plans and specifications** for the building, and **four (4) sets of site drawings**. Failure to include the proper number of drawings will result in the entire application being returned unprocessed. One set of building drawings and one set of site drawings will be returned upon approval of the permit. These approved drawings, permit cards, and related correspondence shall be maintained at the project site.
4. **Minimum drawing requirements include, but are not limited to:**
  - a. Bear the Seal of a register design professional, in compliance with Sections 3791.04, 4703.12, and 4733.14 of the Ohio Revised Code.
  - b. Plans shall be drawn to scale and shall be sufficiently clear, comprehensive, detailed, and legible so that a determination can be made for conformance with all of the applicable provisions of the currently adopted codes.
  - c. Mechanical Plans: Unit types and sizes, system layout, ventilation requirements and provisions, and control system diagram.
  - d. Electrical Plans: Riser diagram including provisions for grounding, panel board schedules, lighting plan(s) and circuiting, power plan(s) and circuiting, and special systems plans.
  - e. Energy calculations.
5. Provide a list of all subcontractors including their registration number(s). A subcontractor list shall be either included with the application, or must be submitted before the permit(s) can be issued. All contractors **MUST** be registered with the Building Department. Registration forms are available in our office or on-line at [www.ci.lancaster.oh.us/dept/building](http://www.ci.lancaster.oh.us/dept/building).

Note: For a more detailed list of requirements, see “*Commercial Plan Review Checklist*” form also available in our office or on-line in the “**forms**” section of the web site.



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**RESIDENTIAL ONLY**

**MINIMUM REQUIREMENTS FOR PLAN APPROVAL**  
**RESIDENTIAL CODE OF OHIO (RCO) RESIDENTIAL CONSTRUCTION**

(All applications MUST include the following five (5) items)

1. Complete the Permit Application with:
  - a. Type of permit requested.
  - b. Property information.
  - c. Owner information.
  - d. Estimated start/finish dates and value for each type of permit application.
  
2. Return the completed Permit Application to the Lancaster Building Department with a **\$135.00 non-refundable deposit for new homes or \$75.00 for room additions and other small construction projects as shown on the condensed fee schedule**. The deposit shall be applied toward the final review and permit fee.
  
3. Provide a **total of two (2) complete sets of drawings of the plans and specifications** for the building, and **three (3) sets of site drawings**. Failure to include the proper number of drawings will result in the entire application being returned unprocessed. One set of building drawings and one set of site drawings will be returned upon approval of the permit. These approved drawings, permit cards, and related correspondence shall be maintained at the project site.
  
4. **Minimum drawing requirements include, but are not limited to:**
  - a. Floor Plan(s) including an overhead view showing all rooms and their intended use including door and window sizes.
  - b. Foundation Plan (side elevation) showing the footer, foundation, floor framing, sidewall framing and roof framing.
  - c. Basement foundation plans shall include an overhead view of beam locations, size and pier pad or support locations, footer dimensions and location of crawl space vents if any.
  - d. Provide an overhead view showing all floor joists sizes, direction, spacing and spans.
  - e. Roof truss engineering drawings, sealed by a Professional Engineer, registered in the State of Ohio (current date with signature is required).
  - f. Site drawings indicating zoning compliance, grading conforming to the approved subdivision grading plan, sewer and water main locations.
  - g. On a separate copy of the floor plan include a plumbing schematic showing all fixture locations, supply and waste drain lines, sizes and types. Show location of incoming water and waste lines.
  - h. On a separate copy of the floor plan include an electrical drawing showing placement of all outlets, switches, light fixtures and a branch circuit schedule. Show compliance to the National Electrical Code.
  - i. On a separate copy of the floor plans include locations of supply and return air vents. Indicate equipment sizes, efficiencies and system layout. Provide an energy audit for all new construction and room additions.
  
5. Provide a list of all subcontractors including their registration number(s). A subcontractor list shall be included with the application, or must be submitted before the permits can be issued. All contractors **MUST** be registered with the Building Department. Registration forms are available in our office or on-line at [www.ci.lancaster.oh.us/dept/building](http://www.ci.lancaster.oh.us/dept/building)





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## BUILDING DEPARTMENT

www.ci.lancaster.oh.us/dept/building

OBC/RCO BUILDING CONSTRUCTION AREA (List the square footage under the appropriate column below)				
SQUARE FEET AREA	NEW & ADDITIONS	ALTERATIONS	CHANGE OF USE	OCCUPANCY LOADS
BASEMENT				
FIRST FLOOR				
2, 3, 4 FLOORS, ETC.				
GARAGE, SHED, DECK, ETC				
<b>TOTAL AREA SQUARE FEET</b>				

BUILDING PERMIT (Complete for structural construction)			
<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> OTHER_____		BASEMENT: <input type="checkbox"/> BLOCK <input type="checkbox"/> POURED <input type="checkbox"/> WOOD <input type="checkbox"/> OTHER	
# OF ROOMS:		# OF BEDROOMS:	
# OF BUILDINGS:		# OF FULL BATHS:	
# OF STORIES		ELEVATOR: <input type="checkbox"/> YES <input type="checkbox"/> NO	
HEIGHT IN FEET:		A/C: <input type="checkbox"/> YES <input type="checkbox"/> NO	

PROPOSED ANCHORING OF SHEDS:

ELECTRICAL PERMIT			
TYPE: <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> TEMPORARY SERVICE <input type="checkbox"/> NEW SERVICE <input type="checkbox"/> ADDITION / ALTERATION <input type="checkbox"/> REPLACEMENT / REPAIR <input type="checkbox"/> HOT TUB <input type="checkbox"/> OUTDOOR SIGN <input type="checkbox"/> OTHER			
VOLTAGE:	PHASE:	SERVICE CONDUCTORS:	/ SET # OF SETS:
NUMBER OF METERS:		NUMBER OF MAIN DISCONNECTS:	
NUMBER OF FIXTURES, SWITCHES, OUTLETS, ETC.:_____		NUMBER OF SUB PANELS, DISCONNECTS, ETC.:_____	

FIRE ALARM	
ALARM SYSTEM: <input type="checkbox"/> YES <input type="checkbox"/> NO	NO. OF DEVICES:
TYPE: <input type="checkbox"/> LOCAL <input type="checkbox"/> CENTRAL STATION <input type="checkbox"/> REMOTE STATION <input type="checkbox"/> PROPRIETARY <input type="checkbox"/> OTHER_____	
FIRE SUPPRESSION	
<input type="checkbox"/> SPRINKLERS <input type="checkbox"/> HOOD SUPPRESSION <input type="checkbox"/> LIMITED AREA	
TYPE OF SYSTEM: <input type="checkbox"/> WET <input type="checkbox"/> DRY <input type="checkbox"/> ANTI-FREEZE <input type="checkbox"/> CHEMICAL <input type="checkbox"/> OTHER_____	
NO. OF HEADS:	NO. OF STANDPIPES:
	NO. OF RISERS:



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### FIRE SUPPRESSION

SPRINKLERS     HOOD SUPPRESSION     LIMITED AREA

TYPE OF SYSTEM:    WET     DRY     ANTI-FREEZE     CHEMICAL     OTHER \_\_\_\_\_

NO. OF HEADS:

NO. OF STANDPIPES:

NO. OF RISERS:

### PLUMBING PERMIT

NUMBER OF FIXTURES:

TYPE OF SYSTEM:    MUNICIPAL     PRIVATE

### HVAC PERMIT

*Describe Heating System:*

BRAND: \_\_\_\_\_

MODEL: \_\_\_\_\_

# OF UNITS:

OUTPUT (BTU/HR):

TONS:

FUEL TYPE:

# OF OUTLETS:

*Describe Cooling System:*

BRAND: \_\_\_\_\_

MODEL: \_\_\_\_\_

- FORCED AIR     RADIANT     GRAVITY  
 INFRARED     HEAT PUMP     BOILER/STEAM  
 CONDENSING UNIT     COOLING TOWER  
 EVAPORATION COOLER

- TYPE:    RESIDENTIAL     COMMERCIAL  
 NEW     ADDITION     ALTERATION  
 REPLACEMENT / REPAIR

- FIREPLACE TYPE:    MASONRY     MANUFACTURED     INSERT  
 STOVE     SOLID FUEL     GAS LOGS

### DEMOLITION PERMIT (Separate Form Required-DO NOT USE THIS FORM FOR DEMOLITION APPLICATIONS)

### SIDEWALK PERMIT

TYPE:    NEW     REPLACEMENT     DRIVEWAY WIDENING     APPROACH NEW     APPROACH REPLACEMENT  
 SIDEWALK PROGRAM: PHASE \_\_\_\_\_     EXTERIOR SLAB

*Two (2) inspections are required. Sidewalk and approach are to be replaced within 7 days of tear out. Call for final inspection when forms are removed and grade work is complete.*

### SIGN PERMIT – For construction/installation only- ZONING REQUIRES SEPARATE SIGN APPLICATION

SIGN HEIGHT:                  FEET                  INCHES:                  SIGN FACE AREA:    \_\_\_\_HT X \_\_\_\_WD =        \_\_\_\_SQ. FT.

IS THERE A COMPREHENSIVE SIGN PLAN FOR THIS SITE?     YES     NO

TYPE:    WALL     GROUND     PROJECTION     AWNING     CANOPY     SUBDIVISION     FACE REPLACEMENT  
 OTHER \_\_\_\_\_

CHARACTERISTICS:    DOUBLE FACED     PERMANENT     TEMPORARY     NON-ILLUMINATED     OTHER \_\_\_\_\_  
 ON-PREMISE     OFF-PREMISE     ILLUMINATED (electrical permit is required)



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**SWIMMING POOL PERMIT**

SWIMMING POOL TYPE: <input type="checkbox"/> ABOVE GROUND <input type="checkbox"/> IN-GROUND <input type="checkbox"/> OUTDOOR <input type="checkbox"/> INDOOR	SIZE: _____ FEET X _____ FEET OR DIA.: _____ FEET TOTAL SQUARE FOOTAGE :
DOES POOL HAVE A DECK/ WALKWAY/ APRON AROUND IT? <input type="checkbox"/> YES <input type="checkbox"/> NO	HOW IS POOL PROTECTED? 6-FT. MINIMUM BARRIER REQUIRED. <input type="checkbox"/> FENCED YARD <input type="checkbox"/> BUILT-IN GUARDRAIL

**CERTIFICATION (Read all sections, sign, date and attach any drawings and/or supporting documents)**

**READ CAREFULLY BEFORE SIGNING AND SUBMITTING THIS APPLICATION:** CITY ORDINANCE 24-05 REQUIRES THE BUILDING DEPARTMENT TO COLLECT FIRE IMPACT FEES FOR ALL RESIDENTIAL & COMMERCIAL CONSTRUCTION. THE ORDINANCE PROVIDES FOR EXEMPTIONS AND CREDITS IF YOU QUALIFY. THE EXEMPTION OR CREDIT APPLICATION(S) MUST BE INCLUDED WITH THIS PERMIT APPLICATION TO BE CONSIDERED. FAILURE TO INCLUDE THE EXEMPTION OR CREDIT FORM WHEN SIGNING BELOW CONSTITUTES YOUR ACCEPTANCE AND AGREEMENT TO PAY FOR THE IMPACT FEES THAT WILL BE INCLUDED WITH THE TOTAL PERMIT FEES THAT YOU HAVE APPLIED FOR IN THIS APPLICATION.

**EXPIRATION:** THE APPROVAL OF PLANS OR DRAWINGS AND SPECIFICATIONS ARE INVALID IF CONSTRUCTION, ERECTION, ALTERATION OR OTHER WORK UPON THE BUILDING HAS NOT COMMENCED WITHIN 12 MONTHS OF THEIR APPROVAL. ONE EXTENSION SHALL BE GRANTED FOR AN ADDITIONAL 12-MONTH PERIOD IF REQUESTED BY THE OWNER AT LEAST 10 DAYS IN ADVANCE OF THE EXPIRATION OF THE APPROVAL AND UPON PAYMENT OF A \$60 FEE.

**EXTENSION:** IF IN THE COURSE OF CONSTRUCTION, WORK IS DELAYED OR SUSPENDED FOR MORE THAN SIX MONTHS, THE APPROVAL OF PLANS OR DRAWINGS AND SPECIFICATIONS OR DATA IS INVALID. TWO EXTENSIONS SHALL BE GRANTED FOR SIX MONTHS EACH IF REQUESTED BY THE OWNER AT LEAST 10 DAYS IN ADVANCE OF THE EXPIRATION OF THE APPROVAL AND UPON PAYMENT OF A \$60 FEE.

I FULLY UNDERSTAND THAT NO EXCAVATION, CONSTRUCTION, OR STRUCTURAL ALTERATION, ELECTRICAL OR MECHANICAL INSTALLATION OR ALTERATION OF ANY BUILDING, STRUCTURE, SIGN, OR PART THEREOF AND NO USE OF THE ABOVE SHALL BE UNDERTAKEN OR PERFORMED UNTIL THE PERMIT APPLIED FOR HEREIN HAS BEEN APPROVED AND ISSUED BY THE CITY OF LANCASTER BUILDING/ZONING DEPARTMENT.

I HEREBY CERTIFY THAT I AM THE OWNER OF THE NAMED PROPERTY, OR THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT AND I AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE JURISDICTION. IN ADDITION, IF A PERMIT FOR WORK DESCRIBED IN THIS APPLICATION IS ISSUED, I CERTIFY THAT THE CODE OFFICIAL OR THE CODE OFFICIAL'S AUTHORIZED REPRESENTATIVE SHALL HAVE THE AUTHORITY TO ENTER AREAS COVERED BY SUCH PERMIT AT ANY REASONABLE HOUR TO ENFORCE THE PROVISIONS OF THE CODE(S) APPLICABLE TO SUCH PERMIT.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND THE ABOVE LISTED INSTRUCTIONS.

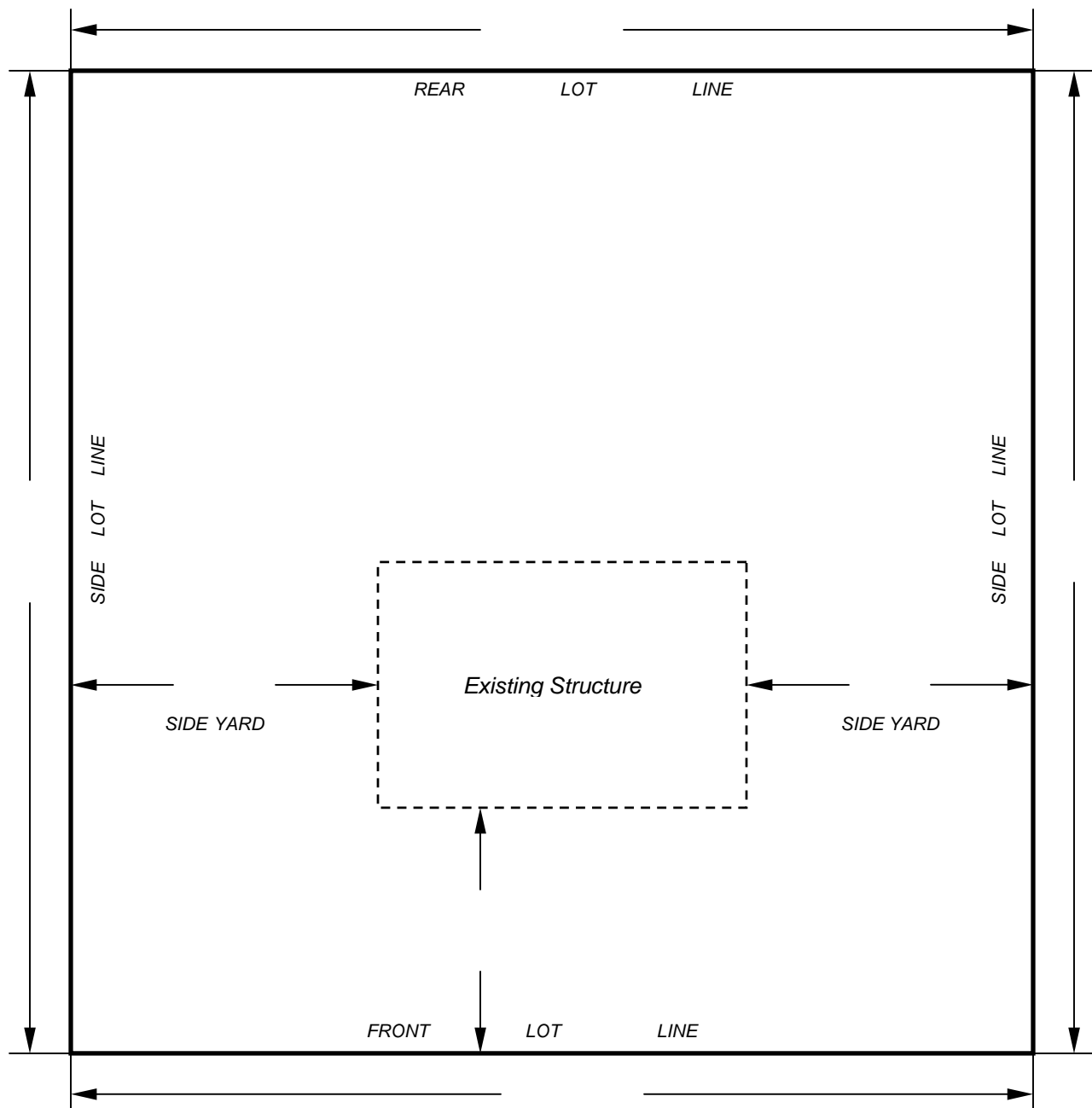
SIGNATURE OF APPLICANT:	DATE:
	PRINT NAME:
<input type="checkbox"/> HOLD / DATE: _____ REASON: _____	<input type="checkbox"/> INCOMPLETE <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIALLY APPROVED <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
	PLANS EXAMINER: _____ / /
	BUILDING OFFICIAL: _____ / /

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**New Construction - SITE PLAN AND/OR PLOT PLAN**

This simple layout shows the location of the existing building, front setback, side yard setbacks and lot dimensions, and can be used for most simple residential & commercial projects such as sheds, detached garages, porches, decks, and some additions. The Plans Examiner may require a more detailed site plan. See the reverse side/next page for a more complete list of details that may be required for existing structures and single family lots. All new One, Two, and Three Family Dwellings will require a detailed site plan. You are required to submit three (3) copies in either situation.



# PLOT AND GRADING PLAN MINIMUM REQUIREMENTS (Residential Checklist)

- Subdivision
- Lot Number for lot and surrounding lots
- Scale
- North Arrow
- Drawing of Lot & Improvements with Dimensions
  - a. House
  - b. Garage
  - c. Drive
  - d. Sidewalks
  - e. Any Other Detached Buildings
- Easements including dimensions
- Street Name(s)
- Street Right of Way Width
- Flood Zone Determination
- Building Setback Lines
- Sanitary Sewer location and appurtenances
- Sanitary Wye location and elevation of Wye
- Storm Sewer location and appurtenances
- Water Line location and appurtenances
- Proposed Ground Elevations
  - a. Property Corners
  - b. Building Corners
  - c. Curb Cut
  - d. Swales
- Storm water Routing Arrows
- House Number
- Intersecting Streets & Right-of-Way
- Floor Elevations
  - a. Finished Floor
  - b. Top of Block
  - c. Basement
- Certification (When Required)



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## **Fire Impact Fee Exemption Application**

Must be submitted with plan review & permit application to be considered.

The Permanent City Ordinance number 24-05 requires a "Fire Impact Fee" be added to each building permit after July 1, 2005. Section 13 of the ordinance provides for "Exemptions from Payment of Impact Fees".

### **Statement of Applicant to be exempt from payment of Impact Fees:**

I, \_\_\_\_\_ being the applicant shown on the attached Building Department "Application for Plan Review and Permit(s)" submitted to the Building Department on this date \_\_\_\_\_ do hereby apply for a building permit exempted from the payment of Fire Impact Fees for the listed project due to the following reason: (check appropriate box(s) below and include any supporting documentation.)

- Alterations or expansions of an existing building where no additional single-family or multi-family units are created and the proposed use has not been changed from the existing use, therefore no additional demand for fire/EMS will be produced over and above those produced by the existing use.
- Replacement of a destroyed or partially destroyed structure with a new building of the same size and use.
- An expansion of a single family dwelling unit.
- Expansion of a building or structure in which the use is other than single family use, and the area of the expansion is less than 1,500 square feet.
- A government facility or land use by a federal, county, municipality, public school district, or any other political subdivision as recognized by the Ohio Revised Code.
- Upon approval by the City, a feepayer may waiver his/her exemption rights and voluntarily make payment of the appropriate fee.
- Federal Housing Tax Credit application that was filed with the Ohio Housing Finance Agency prior to July 1, 2005.
- Commercial / Business Economic Development Credit (see page 2 of this form)

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant Contact Phone Number \_\_\_\_\_ Cell \_\_\_\_\_

-----  
(Applicant- do not write below this line)

Building Department Official: \_\_\_\_\_ Date: \_\_\_\_\_

- Exemption Approved, no Impact Fees will be charged.
- Exemption referred to Economic Development / SSD for review
- Exemption Not Approved, Impact Fees will be added to total permit fees.

Commercial / Business Economic Development  
Exemption Review Questionnaire

Provide the following information for project exemption review:

1. Type of business:
  - Office \_\_\_\_\_ sq ft
  - Retail \_\_\_\_\_ sq ft
  - Combined Office & Retail (check both above)
  - Service \_\_\_\_\_ sq ft
  
2. Number of jobs created:
  - 0-5
  - 6-15
  - 16-25
  - 26 or more
  
3. Expected construction project cost:
  - Up to \$50,000
  - \$50,001 to \$250,000
  - \$250,001 to \$500,000
  - \$500,001 or more
  
4. Building:
  - Owner Occupied
  - Speculative Investment Property
  - Pre-leased Investment Property
  - Combination Owner Occupied & Speculative Investment
  
5. Project Address: \_\_\_\_\_
6. Comments that would define why this project will benefit the community:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Return this completed form to:

**R. Michael Pettit**  
**Director of Economic Development**  
**1424 Campground Road**  
**Lancaster, Ohio 43130**  
(740) 687-6670 ext. 10  
[rmpettit@ci.lancaster.oh.us](mailto:rmpettit@ci.lancaster.oh.us)

-----  
(Applicant- do not write below this line)

Economic Development Director recommended exemption \_\_\_\_\_ %

EDD \_\_\_\_\_ Date \_\_\_\_\_

Service Safety Director approved exemption \_\_\_\_\_ %

SSD \_\_\_\_\_ Date \_\_\_\_\_

(Please return the original to the Building Department)