



City of Lancaster- Building Department

121 East Chestnut Street, Suite 102, Lancaster, Ohio 43130-3825
(740) 687-6649, Fax (740) 681-5030

Web site: www.ci.lancaster.oh.us/dept/building

Commercial Inspections

Contractors should be aware that permits for commercial construction can be issued with a "Partially Approved" status. This means a "correction letter" has been issued for this permit and construction can only be completed up to the point as the "partially approved" plans indicate. A correction letter **REQUIRES A RESPONSE** from the engineer or design professional that has stamped the original plans that were submitted to the Building Department for review. Failure to respond to a correction letter will ultimately void the permit, application and all construction completed to this point on the project. A "stop work" order will be issued.

Once our office receives your application for plan review, four sets of drawings and documents will be reviewed by our commercial plans examiner. If the plans are approved and stamped our office will issue a "Certificate of Plan Approval" indicating the plans meet the requirements of the Ohio Building Code. Two sets of drawings and plans will be returned along with the certificate of plan approval. One set of plans will be retained by the Building Department and one set will be sent to the Lancaster Fire Department for their use and review.

A "green inspection card" will accompany all the documents given back to the applicant. The green inspection card must be placed in the same location as the approved construction drawings at the construction site and both are required to be available to all inspectors who arrive on your project.

As construction begins, the contractor must call the Building Department at 740-681-5018 to schedule appointments. Failure to have inspections completed will result in a "stop work" order issued and posted at the construction site. The contractor will be asked to remove construction items so that proper inspections can be completed as per Ohio Revised Code.

Generally inspections are required in the following order:

- Temporary Electric (optional & requires separate permit)
- Sewer Tap Installed (call City Engineer's Office 740-687-6614)
- Footer – inspected prior to concrete pour
- Foundation – inspected prior to concrete pour
- Underground Plumbing- prior to earth covering or concrete pour
- Rough Structural- prior to inside or outside covering/siding or insulation
- Rough Electrical- prior to installation of drywall or inner covering
- Electrical Service- prior to energizing by the power company
- Rough Plumbing- prior to covering
- Rough HVAC- prior to covering
- Roof Structure- consult inspector before ceiling installed
- Fire Stopping- prior to covering or during above ceiling inspections
- All Trades Above Ceiling- before ceiling is concealed
- All Trades Final Inspections and testing
- Fire Department Life Safety- per fire department protocols
- Building Department Life Safety Inspection
- Final Occupancy & Compliance Certificate Issued By Chief Building Official

The new Building can now be legally occupied