



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

MINIMUM REQUIREMENTS FOR PLAN APPROVAL 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** of the building, and **four (4) sets of site drawings**. Failure to include the proper number of drawings will result in the entire application 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 issued, 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 determination can be made for conformance in sanitation and safety to all applicable provisions of the OBC.
 - c. Mechanical Plans: Unit types and sizes, system layout, ventilation requirements and provisions, 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, 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 shall 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.

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.