



## City of Lancaster- Building Department

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### Checklist for **Commercial** Building Plan Review

This checklist can be used to aid in providing the basic minimum information required to perform a building code Plan Review in accordance with OBC Section 106.1.1.

When submitting an application for Plan Review, The City requires four (4) sets of plans along with a \$100.00 non-returnable review fee. The \$100.00 review fee will be applied to the total cost of the plan review and permits when the review is completed and we inform you the permits are ready to be picked up in our office.

#### **Permit Application**

- 1) \_\_\_ Type of permit requested
- 2) \_\_\_ Property information
- 3) \_\_\_ Owner information
- 4) \_\_\_ Estimated start and finish dates
- 5) \_\_\_ Value for each type of permit requested

#### **Construction Documents**

- 1 \_\_\_ Provide a total of 4 sets of plans and specifications for the building
- 2 \_\_\_ Provide a total of 4 sets of site drawings

#### **Minimum Drawing Requirements**

- 1) \_\_\_ Bear the seal of a registered design professional, in compliance with Sections 3791.04, 4703.12, and 4733.14 of the Ohio Revised Code.
- 2) \_\_\_ Provide a Site Plan (OBC 106.1.1 item 2) showing to scale the size and location of new construction and all existing structures on the site, including setback and side yard dimensions, all property and interior lot lines, distances from lot lines, the locations of the nearest streets, the established street grades, types and sizes of all utility lines and the elevations of all proposed finished grades; drawn in accordance with an accurate boundary line survey.
- 3) \_\_\_ For demolition, the site plan shall show construction to be demolished and the location and size of existing structures and show construction that is to remain on the site. Indicate locations of utilities that are to be terminated or capped off.
- 4) \_\_\_ Identify buildings or structures located in the floodway or hazard areas.

#### **Building and Design Data (OBC 106.1.1)**

- 1) \_\_\_ Provide an index of drawings, locate the index on the first sheet (title page) of the construction drawings.
- 2) \_\_\_ Show OBC occupancy classification(s) and/or use group(s)
- 3) \_\_\_ Show the OBC construction classification and identify the structural systems of the building.
- 4) \_\_\_ Provide complete structural design criteria per OBC 1603.0.
- 5) \_\_\_ Indicate tenant unit or suite location(s) for interior tenant alterations.

### **Structural Foundation Information**

- 1) \_\_\_ Submit a soils report per OBC Section 1802.1.
- 2) \_\_\_ Submit foundation plan that indicates design bearing pressure, details, anchorage and reinforcing clearances in concrete.
- 3) \_\_\_ Submit floor framing plans, roof framing plans, connection details, column grid dimensions and identify bracing system used.
- 4) \_\_\_ For pre-engineered building submit erection drawings, standard details and letter of certification from building manufacturer.

### **Floor Plans**

- 1) \_\_\_ Submit complete floor plans including full or partial basements, and attics. Floor plans must show all relevant information such as fire walls, fire barrier walls, fire partitions, door swings, stairs and ramps, windows, shafts, and all parts of the means of egress. Dimensions shall be sufficiently drawn to describe all relevant parts of the building.
- 2) \_\_\_ All spaces shall be properly identified as to its proper or intended name.
- 3) \_\_\_ Show designation of the number of occupants to be accommodated on every floor, and in all rooms and spaces shown on the plans.
- 4) \_\_\_ Indicate accessibility provisions for the building interior, exterior of the building including the site plans which clearly show compliance to OBC Chapter 11.
- 5) \_\_\_ Provide information on materials to be used, provide schedule for- room finish, doors and windows and include all hardware information.
- 6) \_\_\_ Indicate all fire-resistance ratings of all structural components as required by OBC. Include data substantiating all required fire resistance ratings including details of all penetrations for electric, mechanical, plumbing, and communication conduits, pipes and all other systems and the materials and/or methods for maintaining the required structural integrity, fire resistance rating, and fire stopping. Provide all rated U.L. listing information.

### **Exterior Walls and Energy Code**

- 1) \_\_\_ Submit details of the exterior wall envelope as required, including flashing, corners, end details, control joints, intersections with dissimilar materials, at roof, eaves, parapets, and water-resistive membranes with means of drainage.
- 2) \_\_\_ Submit complete energy audit in compliance with OBC Chapter 13.
- 3) \_\_\_ Submit complete detailing of exterior building elevations showing all openings, materials and building height(s).
- 4) \_\_\_ Provide building wall section details including connections as required to fully describe the building construction including wall, ceiling, floor and roof materials.

### **Plumbing**

- 1) \_\_\_ Submit plumbing plans and details that locate and describe all fixtures, fixture schedules, and show compliance to handicapped accessibility. Include drawing symbol designation information. Provide primary and secondary roof drainage information.
- 2) \_\_\_ Show sanitary waste, drain and storm line plumbing isometrics with pipe sizes, cleanouts and material specifications.
- 3) \_\_\_ Show water supply line, sizes and isometrics. Include location of water meter, valves, shut-offs, back flow preventer and expansion tanks.
- 4) \_\_\_ Show hot water heater drawings with valves drain pan information.
- 5) \_\_\_ Provide all information on interceptor, grease trap, sizes and types.

## **Electrical**

- 1) \_\_\_ Provide complete electrical power and lighting plans with drawing symbol designation information. Electrical equipment and fixture schedules. Provide information on exit signage, emergency, egress lighting and GFCI data sheets. Show overload protection devices and grounding details.
- 2) \_\_\_ Submit electrical panel locations with panel schedules. Include conduit, wire & ground locations and indicate wire sizes and types.
- 3) \_\_\_ Provide calculated and/or connected load information.
- 4) \_\_\_ Submit detailed drawing of electric service riser system and include type of service feeder voltage and current capacity requirements.
- 5) \_\_\_ Show Hazardous location designation and any provisions.

## **Mechanical-HVAC**

- 1) \_\_\_ Provide complete HVAC system plans and details including plenum descriptions, supply and return air duct layouts with cfm amounts, fire/smoke damper locations and types.
- 2) \_\_\_ Provide air balance schedule, information and calculations.
- 3) \_\_\_ Description, schedules and locations of all equipment including manufacturer's equipment technical data and specification sheets.
- 4) \_\_\_ Exhaust, smoke removal and related fire alarm, smoke detection information details.
- 5) \_\_\_ Any kitchen and/or exhaust hood drawings with specifications.
- 6) \_\_\_ Provide gas fuel piping, isometrics of gas supply piping, calculations and sizing. Include construction documents per IFGG 106.3.1.

## **Fire Suppression & Fire Alarm Systems**

- 1) \_\_\_ These systems normally are submitted separately by a Ohio Licensed Fire Protection contractor for each system being installed. Suppression and detection plan review and permitting not accompanying the building permit will require a separate permit and review.
- 2) \_\_\_ Provide fire alarm system drawings as required by OBC 907.1.
- 3) \_\_\_ Provide fire suppression system drawings as required by OBC 903.1.
- 4) \_\_\_ Provide room names on the floor plan layout sheet. All room names must match architectural submission drawing sets.