

**SOUTHEAST OHIO BUILDING DEPARTMENT
205 PUTNAM STREET
MARIETTA, OH 45750
(740) 374-4185 – OFFICE (740) 374-3096 – FAX**

Is project located in a FEMA Serious Flood Hazard Area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If the answer if YES, supply the additional information at right.	Base Flood Elevation _____	
	<input type="checkbox"/> Zone A	<input type="checkbox"/> Zone AE

Driving directions to project site _____

READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING THE REVERSE SIDE

1. In accordance with Ohio Revised Code (ORC) Section 3791.04 , before beginning the construction, erection or manufacture of any building for which construction documents are required, including all industrialized units, the owner shall submit THREE (3) copies of construction drawings to this department for approval.
2. THREE (3) bound sets of drawings, including plot plans, elevations, floor plans, and plans for elevator enclosures, must be submitted for approval. Drawings must be complete with wall sections showing footer, foundation, floor, wall and roof construction, indicating all structural members, size, spacing, material, etc. Two copies of the specifications for the work must be submitted, or the specifications may appear on the plans. The seal of an Ohio Registered architect or engineer shall be plainly visible in the lower right hand corner on all plans or drawings.
3. **ALL PLANS SUBMITTED SHALL PROVIDE SUFFICIENT INFORMATION AND DETAIL TO DETERMINE FULL COMPLIANCE WITH THE REQUIREMENTS OF THE OHIO BUILDING CODE (OBC).**
4. Our approval does not include sewage disposal or plumbing. Plumbing approvals for the City of Marietta are obtained through the City of Marietta Health Department, 304 Putnam Street, Marietta, OH, 45750, phone 740-373-0611. All other plumbing approvals are obtained through the Washington County Health Department, 342 Muskingum Drive, Marietta, OH, 45750, phone 740-374-2782. For plumbing approval in Belmont County, call 614-466-3543. Fire suppression submittals for projects in the Cumberland Trail Fire District must be submitted to that fire department 740-695-5147.
5. **COMPLETE ALL FOUR PAGES OF APPLICATION FOR PERMIT FOR EACH BUILDING OR STRUCTURE.**

IMPORTANT NOTICES

A SEPARATE APPLICATION FOR CERTIFICATE OF PLAN APPROVAL SHALL BE SUBMITTED FOR EACH BUILDING OR STRUCTURE.

SECTIONS 303.02 TO 519.25 R.C. INCLUSIVE These Sections of the Revised Code provide for municipal, township, and county zoning. Many municipalities, townships, and counties have availed themselves of these provisions. Therefore, it is suggested that you contact the appropriate municipal, township, or county zoning before construction is begun.

SECTION 3791.04 R.C. (EXTRACTED AND PARAPHRASED) It is unlawful to enter into contract for or begin the construction of a new building/structure, the alteration of or addition to an existing building/structure, and /or changing the occupancy of an existing building/structure before receiving approved plans for the municipal or county certified building department. If there is no municipal or county certified building department, approved plans must be obtained from the Division of Industrial Compliance. Construction of the building/structure must be in accordance with the approved plans, and with the other provisions stated in Chapters 3781 and 3791 Revised Code.

Once the plans have been examined and approved, a Permit will be issued to the owner along with two sets of construction documents. One of the sets of construction documents must remain at the job site at all times during construction. Inspections can be obtained from the Building Department by calling at least one day prior to needing an inspection at (740) 374-4185. Once all inspections have been obtained a final Certificate of Occupancy will be issued for occupied buildings.

APPLICATION FOR PLAN APPROVAL

(Required)
PARCEL NUMBER _____

- WASHINGTON CO NOBLE CO
 MONROE CO BELMONT CO

SUBMIT ONE APPLICATION FOR EACH BUILDING OR STRUCTURE

● PROJECT / BUILDING LOCATION		
Business Name		
Contact Name	Phone Number	
E-Mail Address		
Address		
City	State	Zip Code
Is this in an incorporated City or Village?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		

● PROPERTY OWNER'S INFORMATION		
Name		
Contact Name	Phone Number	
E-Mail Address		
Address		
City	State	Zip Code

● APPLICANT / SUBMITTER INFORMATION		
Name		
Contact Name	Phone Number	
E-Mail Address		
Address		
City	State	Zip Code

APPLICATION NO. _____

CHECK HERE IF INSTALLING SIGN(S) _____ HOW MANY _____ Signs will be permitted as a separate plan approval.

● Plans Prepared By (Check One)

- Ohio Registered Architect Ohio Reg No. _____
 Ohio professional Engineer Ohio Reg No. _____
 Certified Sprinkler/Alarm Designer Ohio Reg No. _____

● Circle Appropriate Floor (s)	Total Square Feet Per Floor
A. Basement	_____
B. First Floor	_____
C. 2,3,4,5,6, (Circle No.)	_____
D. Additional Floors—Mezzanines	_____
Total Square Feet	

● A. Description of work and type of building—Store, Church, etc.

Please describe project

B. Nature of Job

- Change of use New
 Addition Alteration

● Type of Construction

- IA IB IIA IIB
 IIIA IIIB IV VA VB

A. Current OBC Use Group _____
B. Proposed OBC Use Group _____

- A1 A2 A3 A4 A5 B
 E F1 F2 H1 H2 H3
 H4 I1 I2 I3 M R1
 R2 R3 S1 S2 U

C. **If this building is Use Group R1, R2, or R3. Specify the number of apartments or units** _____

● **Cost of work covered by this application \$** _____

Signature of Applicant _____
 Title _____ Date _____

For Office Use Only – Date Received _____

Other permits may be required in the incorporated cities, villages and counties. See page A-1, Item 4.

SOUTHEAST OHIO BUILDING DEPARTMENT FEE SCHEDULE

Round all square footage figures to the next 100 sq. ft. when calculating fees

STRUCTURAL		INDUSTRIALIZED UNIT	
\$250.00 Processing Fee		\$250.00 Processing Fee	
\$9.50 per 100 sq. ft. *		\$2.60 per 100 sq. ft. *	
MECHANICAL		FENCE (Over 6'0")	
\$250.00 Processing Fee		\$250.00 Processing Fee	
\$5.75 per 100 sq. ft. *		\$25.00 per 100 Ft of Length *	
ELECTRICAL		RETAINING WALL	
\$250.00 Processing Fee		\$250.00 Processing Fee	
\$5.75 per 100 sq. ft. *		\$9.50 per 100 sq. ft. *	
FIRE SUPPRESSION		TOWERS (NEW)	
\$250.00 Processing Fee		\$250.00 Structural Processing Fee	
\$5.75 per 100 sq. ft. *		\$250.00 Electrical Processing Fee	
FIRE ALARMS		\$150.00 Field Inspections (2)	
\$250.00 Processing Fee		TOWERS (ADDITIONS TO EXISTING)	
\$5.75 per device		\$250.00 Processing Fee	
KITCHEN HOOD		\$150.00 Field Inspections (2)	
\$250.00 Processing Fee		GENERATORS	
\$150.00 Field Inspection		\$150.00 Structural Field Inspection	
KITCHEN HOOD FIRE SUPPRESSION		\$150.00 Electrical Field Inspection	
\$250.00 Processing Fee		HVAC DIRECT REPLACEMENT	
\$150.00 Field Inspection		\$150.00 Mechanical Field Inspection	
OUTSIDE POLE LIGHTING		\$150.00 Electrical Field Inspection	
\$250.00 Processing Fee		RACK SPRINKLERS	
\$150.00 Field Inspection		\$250.00 Processing Fee	
CONSTRUCTION TRAILERS		\$5.75 per 100 sq. ft. *	
\$150.00 Structural Field Inspection		EXISTING BUILDING C/O	
\$150.00 Electrical Field Inspection		\$150.00 Structural Field Inspection	
ELECTRIC SERVICE (UNDER 400 AMP)		\$150.00 Electrical Field Inspection	
\$250.00 Processing Fee		\$50.00 Certificate of Occupancy Fee	
Requires a 1 line drawing signed by author		TEMPORARY STRUCTURES & TENTS	
RE-ROOF / ROOF REPLACEMENT		\$75.00 (1) Tent	
\$250.00 Processing Fee		\$85.00 (2) Tents	
\$1.00 per 100 sq. ft. *		\$75.00 Electrical Inspection	
\$150.00 Spray Foam Roof		OUTSIDE WASHINGTON COUNTY	
UNDERGROUND FIRE SUPPRESSION		\$60.00 Per plan approval	
\$250.00 Processing Fee		NON-COMPLIANCE FEE	
\$.50 per Linear Foot *		Two times the original fee	
		FIELD / REINSPECTION	
FEEES FOR SPECIAL SITUATIONS		\$150.00 Inspection fee	
DETERMINED BY BUILDING OFFICIAL		PARTIAL / PHASED APPROVALS	
		\$150.00 per approval	
PAYMENT – Check or Money Order Only			
Payable to: Southeast Ohio Building Dept.		CERTIFICATE OF OCCUPANCY	50.00
		SUB TOTAL	⇒
		3% STATE OF OHIO, BBS SURCHARGE	
		TOTAL	⇒

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CONTRACTOR LIST – This form is used to expedite inspections.

General

Name: _____
Registration #: _____
Address: _____
City: _____ State ____ Zip _____
Phone: _____

Electric

Name: _____
Registration #: _____
Address: _____
City: _____ State ____ Zip _____
Phone: _____

HVAC

Name: _____
Registration #: _____
Address: _____
City: _____ State ____ Zip _____
Phone: _____

Plumbing

Name: _____
Registration #: _____
Address: _____
City: _____ State ____ Zip _____
Phone: _____

Hydronics

Name: _____
Registration #: _____
Address: _____
City: _____ State ____ Zip _____
Phone: _____

Refrigeration

Name: _____
Registration #: _____
Address: _____
City: _____ State ____ Zip _____
Phone: _____

Fire Suppression

Name: _____
Registration #: _____
Address: _____
City: _____ State ____ Zip _____
Phone: _____

Fire Alarms

Name: _____
Registration #: _____
Address: _____
City: _____ State ____ Zip _____
Phone: _____

Other

Name: _____
Registration #: _____
Address: _____
City: _____ State ____ Zip _____
Phone: _____

Other

Name: _____
Registration #: _____
Address: _____
City: _____ State ____ Zip _____
Phone: _____