

**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 is YES, supply the additional information at right.	Base Flood Elevation <input style="width: 100px;" type="text"/>	
	<input type="checkbox"/> Zone A	<input type="checkbox"/> Zone AE

DRIVING DIRECTION 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 zoning, 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. City of Marietta zonings approval are obtained through the engineering department at 740-373-5495.
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 Plan Approval (permit) will be issued to the owner or applicant 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 – Application will not be accepted without this number)*

PARCEL NUMBER:

- WASHINGTON CO       NOBLE CO  
 MONROE CO     BELMONT CO     GUERNSEY 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?**  
 Yes     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. \_\_\_\_\_  
 (For Office Use Only)

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.
- 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 (Typed named is same as signature)

Title  Date

**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 <input type="text"/>	\$250.00 Processing Fee <input type="text"/>
\$9.50 per 100 sq. ft. * <input type="text"/>	\$2.60 per 100 sq. ft. * <input type="text"/>
MECHANICAL	FENCE (Over 6'0")
\$250.00 Processing Fee <input type="text"/>	\$250.00 Processing Fee <input type="text"/>
\$5.75 per 100 sq. ft. * <input type="text"/>	\$25.00 per 100 Ft of Length * <input type="text"/>
ELECTRICAL	RETAINING WALL
\$250.00 Processing Fee <input type="text"/>	\$250.00 Processing Fee <input type="text"/>
\$5.75 per 100 sq. ft. * <input type="text"/>	\$9.50 per 100 sq. ft. * <input type="text"/>
FIRE SUPPRESSION	TOWERS (NEW)
\$250.00 Processing Fee <input type="text"/>	\$250.00 Structural Processing Fee <input type="text"/>
\$5.75 per 100 sq. ft. * <input type="text"/>	\$250.00 Electrical Processing Fee <input type="text"/>
FIRE ALARMS	\$150.00 Field Inspections (2) <input type="text"/>
\$250.00 Processing Fee <input type="text"/>	TOWERS (ADDITIONS TO EXISTING)
\$5.75 per device <input type="text"/>	\$250.00 Processing Fee <input type="text"/>
KITCHEN HOOD	\$150.00 Field Inspections (2) <input type="text"/>
\$250.00 Processing Fee <input type="text"/>	GENERATORS
\$150.00 Field Inspection <input type="text"/>	\$150.00 Structural Field Inspection <input type="text"/>
KITCHEN HOOD FIRE SUPPRESSION	\$150.00 Electrical Field Inspection <input type="text"/>
\$250.00 Processing Fee <input type="text"/>	HVAC DIRECT REPLACEMENT
\$150.00 Field Inspection <input type="text"/>	\$150.00 Mechanical Field Inspection <input type="text"/>
OUTSIDE POLE LIGHTING	\$150.00 Electrical Field Inspection <input type="text"/>
\$250.00 Processing Fee <input type="text"/>	RACK SPRINKLERS
\$150.00 Field Inspection <input type="text"/>	\$250.00 Processing Fee <input type="text"/>
CONSTRUCTION TRAILERS	\$5.75 per 100 sq. ft. * <input type="text"/>
\$150.00 Structural Field Inspection <input type="text"/>	EXISTING BUILDING C/O
\$150.00 Electrical Field Inspection <input type="text"/>	\$150.00 Structural Field Inspection <input type="text"/>
ELECTRIC SERVICE (UNDER 400 AMP)	\$150.00 Electrical Field Inspection <input type="text"/>
\$250.00 Processing Fee <input type="text"/>	\$50.00 Certificate of Occupancy Fee <input type="text"/>
Requires a 1 line drawing signed by author	TEMPORARY STRUCTURES & TENTS
RE-ROOF / ROOF REPLACEMENT	\$75.00 (1) Tent <input type="text"/>
\$250.00 Processing Fee <input type="text"/>	\$85.00 (2) Tents <input type="text"/>
\$1.00 per 100 sq. ft. * <input type="text"/>	\$75.00 Electrical Inspection <input type="text"/>
\$150.00 Spray Foam Roof <input type="text"/>	RESUBMITTAL – After 2 <sup>nd</sup> submittal
UNDERGROUND FIRE SUPPRESSION	\$60.00 Per plan approval <input type="text"/>
\$250.00 Processing Fee <input type="text"/>	FIELD INSPECTION
\$.50 per Linear Foot * <input type="text"/>	\$150.00 Inspection Fee <input type="text"/>
FEES FOR SPECIAL SITUATIONS	PARTIAL / PHASED APPROVALS
DETERMINED BY BUILDING OFFICIAL <input type="text"/>	\$150.00 Per Approval <input type="text"/>
<input type="text"/>	CERTIFICATE OF OCCUPANCY
<input type="text"/>	\$50.00 <input type="text"/>
PAYMENT – Check, Money Order or Credit Card Payable to: Southeast Ohio Building Dept.	<b>SUB TOTAL</b> <input type="text"/>
<input type="text"/>	<b>NON-COMPLIANCE FEE</b> for work already started → <input type="text"/>
<input type="text"/>	1 <sup>st</sup> Offense – Double Fee, 2 <sup>nd</sup> Offense –Triple Fee, etc
<input type="text"/>	<b>3% STATE OF OHIO, BBS SURCHARGE</b> → <input type="text"/>
<b>*Fees are in addition to the initial fee.</b>	<b>TOTAL FEES</b> → <input type="text"/>

CONTRACTOR LIST – This form is used to expedite inspections.

**General**

Name:

Contact:

Address:

City:  State  Zip

Phone:

Email:

**Plumbing**

Name:

Contact:

Address:

City:  State  Zip

Phone:

Email:

**Electric**

Name:

Contact:

Address:

City:  State  Zip

Phone:

Email:

**Fire Suppression**

Name:

Contact:

Address:

City:  State  Zip

Phone:

Email:

**HVAC**

Name:

Contact:

Address:

City:  State  Zip

Phone:

Email:

**Fire Alarms**

Name:

Contact:

Address:

City:  State  Zip

Phone:

Email: