

SOUTHEAST OHIO BUILDING DEPARTMENT ~ SEOBD
205 PUTNAM STREET, MARIETTA, OHIO 45750
(740) 374-4185

Is this project located in a FEMA Serious Hazard Area? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Base Flood Elevation: _____ Check one: <input type="checkbox"/> Zone A <input type="checkbox"/> Zone AE
Has Zoning approval been acquired? <input type="checkbox"/> Yes <input type="checkbox"/> No
Provide Driving Directions to Project Site:

Read the following instructions before completing the following pages.

1. **Complete all four (4) pages of this application for a plan approval for each building or structure.**
2. In accordance with the 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, (*within the state approved jurisdiction of SEOBD*), the owner shall submit three (3) copies/sets of construction documents or provide an electronic media set for approval.
3. Three (3) bound sets of construction documents or an electronic media set, including plot plans, elevations, floor plans, and plans for elevator enclosures, must be submitted for approval. Construction documents must be complete with wall sections showing footings, 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 on all construction documents.
4. All construction documents submitted shall provide sufficient information and detail to determine full compliance with the requirements of the current Ohio Building Code (OBC).
5. The approval of SEOBD does not include plumbing or sewage disposal. Plumbing approvals for the City of Marietta are obtained through the City of Marietta Health Department (740) 373-0611. Plumbing approvals in Washington County are obtained through the Washington County Health Department (740) 374-2782. Plumbing approvals in Belmont County are obtained by calling (614) 466-3543. For other areas within SEOBD's jurisdiction contact the local Municipality for information.
6. The approval of SEOBD does not include zoning. For zoning in the City of Marietta contact (740) 373-5495. For zoning in other areas within the jurisdiction of SEOBD, contact the Municipality.
7. The approval of Fire Suppression submittals within the Cumberland Trail Fire District must also be submitted to that fire department at (740) 695-5147. For fire suppression in other areas within jurisdiction of SEOBD, contact that Municipality to verify if they also require a set of drawings.

IMPORTANT NOTICES

A separate application for a Certificate of Plan Approval shall be submitted for each building or structure.

Sections 303.02 to 519.25 Revised Code (inclusive and paraphrased). These sections of the Revised Code provide for municipal, township, and county zoning. Many municipalities, townships, and counties have availed themselves of these provisions. You must contact the appropriate municipality, township, or county zoning office to check before submitting an application.

Section 3791.04 Revised Code (extracted and paraphrased). It is unlawful to begin the construction, remodel, alteration of a building or structure, and or change the occupancy of an existing building or structure before receiving a Plan Approval from the municipality and or county certified building department (SEOBD). After the construction documents have been reviewed and approved, a Plan Approval (permit) will be issued to the owner or applicant along with two (2) sets of construction documents or an electronic media set will be provided. One (1) printed set of construction documents **on no less than 11x17 paper** MUST be clearly visible with the SEOBD **plan approval stamp**, and must remain on the job site at all times during construction.

Construction of the building or structure must be in accordance with the approved construction documents, and with the other provisions stated in Chapter 3781 and 3789 Revised Code. Inspections are obtained from the Southeast Ohio Building Department office ~ SEOBD, by calling (740) 374-4185, no less than one business day prior to the time of requested inspection. Upon completion of all required inspections a Certificate of Occupancy or Certificate of Completion will be issued.

APPLICATION FOR PLAN APPROVAL

Required: Application will not be accepted without the
PARCEL NUMBER:
Choose the county this project is in:
Washington County Noble County Monroe County
Belmont County Meigs County Guernsey County

Is this project in an incorporated City or Village?
Has local zoning approval been approved?

* Other permits may be required in the incorporated cities, villages, and counties. See page A-1, item 5.
* Submit one application for each building or structure.

PROJECT / BUILDING LOCATION

Business Name:
Contact Name:
Address:
City:
State: Zip Code:

PROPERTY OWNER

Name:
Contact Name:
Address:
City:
State: Zip Code:
Phone Number:
E-mail address:

APPLICANT or SUBMITTER INFORMATION

Name:
Address:
City:
State: Zip Code:
Phone number:
E-mail address:

APPLICATION NUMBER:
(for office use only)

Check here if installing a sign(s):
Number of signs:
(Signs will be permitted as a separate plan approval.)

PLANS PREPARED BY:
Ohio Registered Architect, Regist. No.
Ohio Professional Designer, Regist. No.

Check Appropriate Floor (s) Total Square Feet per Floor
Basement
First Floor
Second Floor
3, 4, 5, 6, (Circle No.)
Additional Floors (mezzanine, etc.)
Total Square Feet

Type of Building (Church, Store, Office, etc.):

Description of Work:

Nature of Project:
New Alteration/Remodel
Addition Change of Use

Type of Construction:
IA IB IIA IIIA IIIB IV VA VB

Current OBC Use Group:
Proposed OBC Use Group:
A1 A2 A3 A4 B E
F1 F2 H1 H2 H3 H4
I1 I2 I3 M U
S1 S2 R1 R2 R3

If this building is Use Group R1, R2, or R3, specify the number of apartments or units.

Cost of work covered by this application: (Does not affect the price of this application.) \$

Signature of Applicant (Typed name is same as signature.)
Name
Date Title

Southeast Ohio Building Department ~ SEOBD
Fee Schedule

Structural *, +		
\$275.00 Processing Fee		
\$10.00 per 100 sqft **	sqft	
Mechanical / HVAC *, ~		
\$275.00 Processing Fee		
\$10.00 per 100 sqft **	sqft	
HVAC Direct Replacement *, ^, +		
\$200.00 Field Inspection (electrical)		
\$200.00 Field Inspection (structural)		
Re-Roof / Roof Replacement / Siding *, +		
\$275.00 Processing Fee		
\$5.00 per 100 sqft **	sqft	
Fence (over 6" tall) *, +		
\$275.00 Processing Fee		
\$30.00 per 100 linear ft **	lnft	
Retaining Wall (48" from bottom of footing) *, +		
\$275.00 Processing Fee		
\$20.00 per 100 linear ft **	lnft	
Field Inspections		
\$200.00 per inspection		
Towers (new) *, ^, +		
\$300.00 Processing Fee		
\$200.00 Field Inspection (electrical)		
\$200.00 Field Inspection (structural)		
Towers (additions to existing) *, ^, +		
\$200.00 Processing Fee		
\$200.00 Field Inspection (electrical)		
\$200.00 Field Inspection (structural)		
Kitchen Hood *, +, ^		
\$200.00 Processing Fee		
\$200.00 Field Inspection (electrical)		
\$200.00 Field Inspection (structural)		
Kitchen Hood Fire Suppression *, +, ^		
\$100.00 Processing Fee		
\$200.00 Field Inspection (electrical)		
\$200.00 Field Inspection (structural)		
Fire Alarms *, +, ^		
\$275.00 Processing Fee		
\$10.00 per device	device	
Fire Suppression *, +, ^		
\$275.00 Processing Fee		
\$10.00 per 100 sqft **	sqft	
Underground Fire Suppression *, +		
\$275.00 Processing Fee		
\$10.00 per 100 linear ft **	lnft	
Fees for Special Situations		
Determined by the Building Official		

Electrical *, ^	
\$275.00 Processing Fee	
\$10.00 per 100 sqft **	sqft
Electrical Service *, ^	
\$275.00 Processing Fee	
Provide a one-line drawing for 400amp or less	
Provide designer drawings for over 400amp	
Electrical Outside Pole Lighting *, ^, +	
\$200.00 Processing Fee	
\$200.00 Field Inspection (electrical)	
\$200.00 Field Inspection (structural)	
Generators *, ^, +	
\$100.00 Processing Fee	
\$200.00 Field Inspection (electrical)	
\$200.00 Field Inspection (structural)	
Construction Trailers *, +, ^	
\$100.00 Processing Fee	
\$200.00 Field Inspection (electrical)	
\$200.00 Field Inspection (structural)	
Tents and Temporary Structures *, +, ^	
\$100.00 Field Inspection (electrical)	
\$100.00 Field Inspection (structural)	
Industrialized Units (IU's) *, ^, +	
\$275.00 Processing Fee	
\$200.00 Field Inspection (electrical)	
\$200.00 Field Inspection (structural)	
Partial or Phased Approvals	
\$200.00 per approval	
Resubmittal (after 2nd revision)	
\$100.00 per submittal	
Existing Building Certificate of Occupancy *	
\$200.00 Field Inspection (electrical)	
\$200.00 Field Inspection (structural)	
Notes:	
*Add Certificate of Occupancy / Completion Fee to total.	
**Round all square/linear footage up to the next 100.	
***For work started without a Plan Approval: Double fee for 1 st offense, Triple fee for 2 nd , and etc.	
Check, Money Order, Credit/Debit Card payable to SEOBD.	
+ Includes required Structural Inspections.	
^ Includes required Electrical Inspections.	
~ Includes required Mechanical Inspections.	
Certificate of Occupancy / Completion *	\$50.00
Non-Compliance Fee *** (1st, 2nd, 3rd)	
Sub Total	
3% State of Ohio, BBS Surcharge	
TOTAL	\$

Contractor List

(The State of Ohio requires a Licensed Contractor for installation of Electrical, Mechanical, Plumbing and Fire Suppression installations.)

General	
Name:	
Contact Person:	
Address:	
City:	Zip
Phone:	
Email:	

Plumbing	
Name:	
Contact Person:	
Address:	
City:	Zip
Phone:	
Email:	

Electrical	
Name:	
Contact Person:	
Address:	
City:	Zip
Phone:	
Email:	

Fire Suppression	
Name:	
Contact Person:	
Address:	
City:	Zip
Phone:	
Email:	

Mechanical / HVAC	
Name:	
Contact Person:	
Address:	
City:	Zip
Phone:	
Email:	

Fire Alarms	
Name:	
Contact Person:	
Address:	
City:	Zip
Phone:	
Email:	