

**BUTLER COUNTY BUILDING AND ZONING**  
**APPLICATION FOR NON RESIDENTIAL PLAN APPROVAL (OBC 107.2)**  
 All sections must be completed, See instruction sheet for details.

<b>1 SCOPE OF PROJECT: (OBC 107.2.1)</b>  <input type="checkbox"/> Building General <input type="checkbox"/> Sprinkler System <input type="checkbox"/> Mechanical <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Electrical <input type="checkbox"/> Other  COST OF JOB:      \$ _____	<b>2 TYPE OF PROJECT:</b>  <input type="checkbox"/> Repairs <input type="checkbox"/> New Building Construction <input type="checkbox"/> Alteration <input type="checkbox"/> Building Addition <input type="checkbox"/> Change of Occupancy <input type="checkbox"/> Request Existing Bldg C of O	<b>3 PHASED PLAN REVIEW:</b>  <input type="checkbox"/> Footer & Foundation <input type="checkbox"/> Slab & Perimeter <input type="checkbox"/> Shell <input type="checkbox"/> Interior Partitions <input type="checkbox"/> Building Systems <input type="checkbox"/> Other <input type="checkbox"/> N/A
<b>4 LOCAL INFORMATION:</b> Occupants Name: _____ Water <input type="checkbox"/> Public_Private    Sewer- <input type="checkbox"/> Public_Private  Type of Heat: _____	<b>5 INSTALLER'S NAME, STATE LICENSE, &amp; EXPIRATION DATE:</b> Mechanical: _____ Electrical: _____ Fire: _____ Refrigeration/Hydronics: _____	
<b>6 APPLICATION RELATED INFORMATION:</b> <ul style="list-style-type: none"> <li>▪ Is this project being submitted as a result of a previous preliminary plan review?                      Yes, please provide the preliminary plan review number: _____  <input type="checkbox"/> No                    <input type="checkbox"/> Yes</li> <li>▪ Is this application being submitted as a result of a Notice of Violation or Adjudication Order that you received?  <input type="checkbox"/> No                    <input type="checkbox"/> Yes, please provide the adjudication order number: _____</li> </ul>		
<b>7 PROJECT/BUILDING LOCATION: (OBC 107.2.2)</b> Building Name _____ Street Address _____ Suite _____ City/Township _____ Zip Code _____ County _____ Directions _____ <ul style="list-style-type: none"> <li>▪ Is this project/building located in a flood plain?      <input type="checkbox"/> Yes      <input type="checkbox"/> No</li> <li>▪ Has flood plain administrator been contacted for requirements?      <input type="checkbox"/> Yes      <input type="checkbox"/> No</li> </ul>		
<b>8 BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION: (OBC 107.2.1)</b>  _____ _____ _____		
<b>9 CONTRACTOR INFORMATION</b> Company _____ Attention: _____ Street Address _____ City _____ State _____ Zip _____ Phone No. _____ Fax _____ E-mail _____		
<b>10 BUILDING OWNER INFORMATION:</b> Owner: _____ Attention: _____ Street Address _____ City _____ State _____ Zip _____ Phone No. _____ Fax _____ E-mail _____		

<b>11</b>	<b>APPLICANT INFORMATION: (Owner or designated representative) (OBC 107.2)</b>
Applicant: _____ Attention: _____	
Street Address _____ City _____ State _____ Zip _____	
Phone No. _____ Fax _____ E-mail _____	

<b>12</b>	<b>REGISTERED DESIGN PROFESSIONAL INFORMATION:</b>	Architect _____	Engineer _____	Certified Fire protection system designer (OBC 107.4.4)
Designer _____		Registration /Certificate No.: _____		
Street Address _____		City _____	State _____	Zip _____
Phone No. _____		Fax _____	E-mail _____	

<b>13</b>	<b>BUILDING CODE INFORMATION:</b>
(Information applies to construction area in a mixed use groups building, or the entire building if a single use group building)	
Current use group(s) _____ Current use group(s) _____ Current use group(s) _____	
Occupancy Description: _____	

<b>14</b>	<b>GENERAL BUILDING INFORMATION:</b> (The following information applies to the <i>entire building</i> , not just construction area.) (OBC 107.2.3.)																																						
<ul style="list-style-type: none"> <li>Building Information:           <table border="0"> <tr> <td>Use group(s)? _____</td> <td>Mixed use groups? _____</td> <td>No _____</td> <td>Yes _____</td> <td>Separated _____</td> <td>Non-separated _____</td> </tr> <tr> <td>Construction type? _____</td> <td>Building height (FT)? _____</td> <td colspan="4">No. of stories? _____</td> </tr> <tr> <td>Occupant load? _____</td> <td>Storage height (FT)? _____</td> <td colspan="4">Storage aisle width (FT)? _____</td> </tr> </table> </li> <li>List USE GROUP below for mixed use building.           <table border="0"> <tr><td>▪ _____</td></tr> <tr><td>▪ _____</td></tr> <tr><td>▪ _____</td></tr> <tr><td>▪ _____</td></tr> <tr><td>▪ _____</td></tr> </table> </li> <li>List Occupancy Type for associated use group below.           <table border="0"> <tr><td>▪ _____</td></tr> <tr><td>▪ _____</td></tr> <tr><td>▪ _____</td></tr> <tr><td>▪ _____</td></tr> <tr><td>▪ _____</td></tr> </table> </li> <li>Fire Protection Systems: (Enter the type of system such as NFPA 13, NFPA 72, etc., if known. Enter "N/A" if not applicable)           <table border="0"> <tr> <td>Building sprinkler system? _____</td> <td>Sprinkler demand @ base of riser (PSI)? _____</td> </tr> <tr> <td>Limited area sprinkler system? _____</td> <td>Type 1 hood suppression? _____</td> </tr> <tr> <td>Building fire alarm system? _____</td> <td>Fire detection system? _____</td> </tr> <tr> <td></td> <td>In-Rack sprinkler system? _____</td> </tr> <tr> <td></td> <td>Smoke detection system? _____</td> </tr> </table> </li> </ul>		Use group(s)? _____	Mixed use groups? _____	No _____	Yes _____	Separated _____	Non-separated _____	Construction type? _____	Building height (FT)? _____	No. of stories? _____				Occupant load? _____	Storage height (FT)? _____	Storage aisle width (FT)? _____				▪ _____	▪ _____	▪ _____	▪ _____	▪ _____	▪ _____	▪ _____	▪ _____	▪ _____	▪ _____	Building sprinkler system? _____	Sprinkler demand @ base of riser (PSI)? _____	Limited area sprinkler system? _____	Type 1 hood suppression? _____	Building fire alarm system? _____	Fire detection system? _____		In-Rack sprinkler system? _____		Smoke detection system? _____
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<b>15</b>	<b>CERTIFICATION:</b> (OBC 107.2.5)
I certify that I am the _____ Owner _____ Owner Authorized Agent	
All information contained in this application is true, accurate, and complete to the best of my knowledge. All official correspondence in connection with this application should be sent to my attention at the address shown above.	
Signature _____	
Print Name: _____	Date _____

<b>16</b>	<b>SQARE FOOTAGE OF AREA AFFECTED BY CONSTRUCTION</b>
1 <sup>ST</sup> FLOOR _____	TOTAL: _____
2 <sup>ND</sup> FLOOR _____	
OTHER: _____	

<b>17</b>	<b>THE AREA BELOW IS FOR OFFICIAL USE ONLY:</b>
Date received _____	Appl. No.: _____
Check No.: _____	Verification # _____
Processed by: _____	Walk in _____ Mail in _____

**Notes:**

**DIRECTIONS FOR COMPLETING  
BUTLER COUNTY APPLICATION FOR BUILDING PLAN APPROVAL**

In accordance with Ohio Administrative Code (OAC) Chapter 4101:1-1-01, pursuant to Ohio Revised Code (ORC) Section 3791.04, before beginning the construction, erection or manufacture of any building for which construction documents are required, the owner shall submit **4** copies of construction drawings to this division for approval. The construction documents shall be accompanied with the application form and attached (scope / fees) worksheets. The construction documents shall be prepared by a registered design professional pursuant to OAC 4101:1-1-01. An application fee of \$30.00 will be required at submittal. Additional fees will be due at permit issuance.

***Application Directions: Complete page one of the application and attached worksheets as outlined below. All boxes, 1 through 17, must be completed in full or the application will be returned. Send this completed form along with all required documents to **Butler County Building and Zoning, 130 High Street, Hamilton, Ohio 45011.*****

1. **SCOPE OF PROJECT:** Check all the boxes that apply to the scope of work proposed in this project. Every scope of work checked must be accompanied with the appropriate fees. Without establishing the proper scope of work, the division will be unable to establish the inspection schedule for the project. Please note that "**Building General**" refers to **all "general trade" work** in the building including ceiling panels/grids, non-loadbearing partitions, flooring, etc.; NOT just structural loadbearing components of the building.
2. **TYPE OF PROJECT:** Check one of the types of projects from the list.
3. **PHASED PLAN REVIEW:** If you are applying for a phased plan approval, check all phases of the plan reviews that are applicable to this project. The plans examiner will review your plans according to the phased schedule. If you are not applying for a phased plan review, leave all boxes blank.
4. **LOCAL INFORMATION:** Occupant information
5. **INSTALLER'S INFORMATION:** State of Ohio License information
6. **APPLICATION RELATED INFORMATION:** Answer each of the questions in this block and provide additional information accordingly. Complete answers to the questions will help the division process and review the project accurately.
7. **PROJECT/BUILDING LOCATION:** Please provide complete information identifying the location of the building where the construction or renovation will occur. This will help the division determine the proper jurisdiction for the project.
8. **BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION:** Please provide a brief description of the scope of work. Please include the names of the areas or rooms affected by the construction when only a portion of building is covered under the permit application. The description provided will be shown on your certificate of use and occupancy.
9. **CONTRACTOR INFORMATION:** Provide complete information
10. **BUILDING OWNER INFORMATION:** Please provide complete answers to each item. If the building is owned by a corporation, please provide the name of the corporation and identify a contact person in the section called "Attention." applicant.
11. **APPLICANT INFORMATION:** Provide complete information. All project correspondences will be directed to the project.
12. **DESIGNER INFORMATION:** Section 106.2 of the Ohio Building Code requires that the design professional be identified including the design professional's Ohio registration number.

13. **BUILDING CODE INFORMATION:** Information provided applies to the construction area in a mixed use groups building, or the entire building if it is a single use group building. For change of occupancy, the term "Current use group" refers to the approved use group under the previous occupancy. For information concerning the term "Proposed use group", please refer to Chapters 3 and 6 of Ohio Building Code for the proper classification.
14. **GENERAL BUILDING INFORMATION:** The information provided applies to the entire building and is not limited to the construction area. Even when the proposed project is a partial building renovation or a building addition, the information for the entire building is required. The information provided will be shown on your certificate of use and occupancy in accordance with section 111 of the Ohio Building Code.
15. **CERTIFICATION:** The application cannot be processed if this section is not complete.
16. **SQUARE FOOTAGE:** Please provide the square footage or linear footage of the areas affected by the construction.
17. **OFFICE USE ONLY:** This section is reserved for our office use only. Please do not mark in this area.

Once the plans have been examined and approved, a Certificate of Plan Approval will be issued to the owner along with *one* set of construction documents. This set of construction documents must remain at the job site at all times during construction pursuant to OAC 4101:1-1-01. Inspections can be obtained from the **Butler County Building Department 513-887-3204, 887-3205, 887-3206** by calling one day prior to the inspection. Once all inspections have been obtained a final Certificate of Occupancy will be issued pursuant to OAC 4101:1-1-01.

## Work Sheet for Phased Plan Approval

1. Project location and applicant information:

Building address: \_\_\_\_\_ County: \_\_\_\_\_  
 Designer: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
 Address: \_\_\_\_\_ Fax No: \_\_\_\_\_  
 \_\_\_\_\_ E-mail: \_\_\_\_\_

2. Check the type of work:

- New Construction     Alterations     Change of Occupancy     Building Additions

Use group(s): \_\_\_\_\_ Construction type: \_\_\_\_\_

3. Phase of plan approval requested: (Please indicate all applicable phases you are requesting)

- Building footing and foundation:
- Site plan showing the location of the building in relation to the property lines, public streets, and/or adjacent buildings,
  - Building footing and foundation plan showing the depth, section, and all structural design data,
  - Building floor plan showing the use occupancy and construction type classification, building area, building height, number of story, means of egress, required fire rated wall locations, etc.,
  - Soil investigation report if required by section 1802 OBC.
  - Special inspections statement for footing and foundation if required by section 1704 OBC.
- Building slab and perimeter insulation:
- All documents required for building footing and foundation phase,
  - Building slab and perimeter insulation details,
  - Underground utilities including electrical, water, gas, sewer, and fire protection lines and construction details,

○ *Building energy conservation reports per 1301 OBC for new building constructions,*

**Building shell:**

- *All documents required for building footing, foundation, and slab and perimeter insulation,*
- *Construction details for exterior wall, load bearing and non-load bearing walls, including the required fire resistance rating wall construction details,*
- *Roof truss and/or floor truss shop drawings,*
- *Roof construction details,*
- *Electrical service and wiring for exterior walls and required means of egress lightings,*

**Building interior partitions:**

- *All documents required for building footing, foundation, and slab and perimeter insulation, and building shell,*
- *Construction details for all interior partitions including the required fire resistance rating wall construction details,*
- *Electrical, plumbing, and/or mechanical drawings if the finishes of interior partitions are a part of the request.*

**Building systems:**

- *All documents required for building footing, foundation, and slab and perimeter insulation, and building shell, and interior partitions,*
- *Construction drawings and details for building system such as electrical, plumbing, mechanical, fire protection systems separately if desired.*

**Other type of phased approvals: Please attach additional sheet(s) to explain.**



Butler County

— BUILDING & ZONING —