

**LOGAN COUNTY
BUILDING AUTHORITY**

10/16/2017

**COMMERCIAL PLAN APPROVAL
APPLICATION**

PLEASE FILL OUT COMPLETELY. OMISSIONS MAY DELAY PERMIT PROCESS.

Application No. _____

(1) Project Information

Township: _____
Name of Business: _____
Site Address: _____
City: _____

(2) Project Description

(3) Square Footage _____

Proposed Use Code _____

(4) Property Owner

Owner/Representative: _____
Address: _____
(if different from site address)
City: _____ State: _____ Zip: _____
Phone: _____

(5) Responsible Design Professional

Contact Person: _____
Email address: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
Mobile/Cell/Pager _____

(6) Contractor Information

Company Name _____
Contact Name _____
Company Address _____
City _____ State _____ Zip _____
Phone _____
Mobile/Cell/Pager _____
Email address: _____
Value of work \$ _____

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and that we agree to conform to all applicable laws of the County, City, Village and State.

Applicant Signature _____
Applicant Title _____
Date _____
Phone/Cell/Pager _____

(7) Type of Approval

Building

- Footer/Foundation Building Shell Only New Building
 Temp Structure Alt/ Renovation
 Addition Cert Occupancy Other _____

Electrical

- Service Upgrade New Wiring/Alterations
 New Complete Temporary Pole
 New Alarm System Alarm Alteration

HVAC/Gas Line/Refrigeration

- New HVAC System Duct Alteration Exhaust (Hood)
 Bldg Service Piping Unit Replacement New Gas Piping
 Gas Piping Repair Gas Piping Extension

Fire Suppression

- New System Alteration Hood Suppression

ALL ITEMS CHECKED MUST BE INCLUDED ON THE CONSTRUCTION DOCUMENTS SUBMITTED WITH THIS APPLICATION IN ORDER TO BE APPROVED FOR THIS PLAN APPROVAL.

Foundation or Remodel Start before plan approval \$75.00
At Contractor's own risk
Yes _____ No _____

DEPARTMENT USE ONLY

Certificate of Plan Approval (Plans Examiner Use)

Plans examiner approval: _____ Date ____/____/____

CBO approval _____

Comments _____

Special Instructions/Comments _____

Zoning Required Yes _____ No _____ N/A _____

Return Plans Yes _____ No _____

Application Fee \$ _____ 3% _____

Project Fee \$ _____ 3% \$ _____

INSTRUCTIONS

Issuance of a certificate of plan approval does not authorize the start of construction. A permit to start construction must be purchased, and the Building Official must grant permission to build, install, or construct this project.

HVAC, Electrical, Mechanical, Gas Piping, and Refrigeration Contractors must be state licensed and registered with Logan County in order to purchase a permit to install these systems.

This Department does not research for property deed restrictions and easements that may impact building approvals.

1. This application will not be accepted without all necessary information as indicated.
2. Zoning approval when required.
3. Site approval from Logan Health District or Ohio EPA must be submitted for new structures or additions.
4. Five sets of the specifications and plans shall be submitted. A601.1
5. Filing an application for permit does not constitute permission to proceed with work. A401.1
6. Person primarily responsible: the design professional for building construction shall be responsible for the coordination of all ancillary documents including subsequent specifications and reports, electrical, plumbing, HVAC, gas lines and fire protection.
7. Application is invalid six (6) months from the date of same if permit has not been secured. A401.1.3
8. The approval of documents is invalid if construction, erection, alteration, or other work has been not commenced within twelve (12) months.
9. The Building Official shall be notified of inspections not less than twenty-four (24) hours in advance.

Contact Information:

Logan Co. Building Authority
1365 C.R. 32 N.
Bellefontaine, OH 43311
937-592-7473
937-592-7589 fax

Michael Reffitt, CBO,
Michele Hall, Office Administrator
mhall@co.logan.oh.us

Office Hours:

8:00am to 4:00pm Monday through Friday

Inspection Scheduling:

8:00am to 3:00pm

Revised 10/16/2017