



## Ohio Department of Commerce

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## Building Code Compliance New Electronic Plan Submission System

In an effort to improve our electronic plan submission process, the Bureau of Building Code Compliance has revised our on-line Electronic Plans Submission Process. This new and improved electronic plan submission process will become effective on **January 2, 2008.**

The major changes from the previous version of electronic plan submission process are as follows:

### 1. Application form format:

The application form format will look slightly different than the previous version, but the majority of the required data and information remains the same.

### 2. Automatic population of application information:

If your plans include multiple structures, you can file multiple permit applications. A majority of the application data will be automatically re-populated in the next application form, and all subsequent applications that follow. That is right!! It is no longer necessary to re-type all the application data on multiple permit applications anymore. The revised program will also allow you to change the re-populated data if necessary.

### 3. Electronic check payment (ACH):

In the past, there had been issues with some large projects having permit fees that exceeded credit card limits. The revised process will allow an electronic check (ACH) payment which allows you to transfer funds directly from your bank account to our account. Please have your bank account numbers ready when you select this payment method.

### 4. Additional payments:

In the past, the process allowed one time on-line payment per project only. The revised process will allow us to create additional invoices and allow you to make on-line payments multiple times if necessary.

If you have any additional questions, please contact Felicia Bolin at 614-995-1420 or [fabolin@com.state.oh.us](mailto:fabolin@com.state.oh.us) or contact Yeong T. Jiang at (614) 644-3492 or [ytjiang@com.state.oh.us](mailto:ytjiang@com.state.oh.us)