



# Ohio Department of Commerce

Division of Industrial Compliance  
Bureau of Building Code Compliance  
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Governor

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## Bureau Policy for “Walk-In” Plan Review

### ❖ Walk-In plan review project qualifications:

The walk-in plan review project is generally for a project (**excluding use groups “H” and “I”**) with limited scopes of work and sufficient information that can be adequately reviewed and approved **in less than two hours**. Three complete sets of construction documents must be submitted and payment must be made in addition to the certificate of plan approval application form.

A partial plan approval **MAY** be issued if adequate documents are submitted and approved at the discretion of the plan examiner for a partial plan approval. However, future submission of revised drawings and/or additional drawings **WILL NOT** be treated as a walk-in plan review project.

### ❖ Walk-in plan review by appointment only:

All walk-in plan review projects will be conducted by **appointment only** for the following reasons;

- Guaranteed time for plan review; no more waiting in the lobby for an available examiner,
- Better control of walk-in traffic and staff availability,
- Better efficiency in plan review and approval.

A walk-in appointment must be made **no less than two business days** before the requested plan review date. To schedule for a walk-in appointment, please contact **Woody Nelson at (614) 644-2622**. The assigned plan examiner will contact the submitter or designer one business day prior to the scheduled appointment to discuss about the project in general as well as other information and/or documents may be required for the particular project.

It will be necessary for a **registered** architect or engineer **who are directly involved in the preparation of the construction documents and are authorized to make changes in the documents** to walk the project through the plan review process. However, it is not mandatory for the design professional **who sealed** the drawings to be the one walking through the plan review process.

### ❖ Walk-in plan review for electronic plan submission:

Walk-in plan review process for the **electronic plan submission** (visit [www.com.state.oh.us/dic](http://www.com.state.oh.us/dic)) follows the similar procedures as the regular walk-in plan review process except the following:

- Certificate of plan approval application forms are to be filled out and submitted online,
- Application payments are to be submitted online,
- Construction drawings and documents are to be uploaded online,
- The project design professional **must be available by the phone** for the entire appointment date and time (approximately two hours) in case the plan examiner needs to discuss the code review comments, and if necessary, require changes to the documents.

### ❖ Walk-in information check list:

See pages below for walk-in plan review information and documents check list.

**WALK-IN PLAN REVIEW PROJECTS  
REQUIRED INFORMATION CHECK LIST**

The following information must be verified and/or provided in construction documents prior to making application for plan approval. Applications lacking this information will not be accepted. Please note that providing this information does not guarantee that plan approval will be issued. Refer to OBC Section 106.1.1 for additional construction document requirements.

**SECTION 1- JURISDICTION (SEE O.B.C. APPENDIX "Z")**

- A. County of project \_\_\_\_\_
- B. City or Township of project \_\_\_\_\_
- C. Does the State of Ohio have jurisdiction? \_\_\_\_\_ Yes \_\_\_\_\_ No
- D. For plumbing, does the State of Ohio have jurisdiction? \_\_\_\_\_ Yes \_\_\_\_\_ No

**SECTION 2- EVIDENCE OF RESPONSIBILITY**

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

- A. Is the applicant the registered design professional who sealed the documents?  
\_\_\_\_\_ Yes \_\_\_\_\_ No (**Go to "B"**)
- B. If no, it is required that a registered engineer or architect who has direct involvement in the preparation of the documents, and be capable of answering technical questions or making revisions to the plans if necessary.  
\_\_\_\_\_ Yes, \_\_\_\_\_ No (**Stop here, walk-in appointment can not be made**)
- C. Are all documents sealed by the design professional?  
\_\_\_\_\_ Yes, \_\_\_\_\_ No (**Stop here, walk-in appointment can not be made**)

**SECTION 3- BUILDING INFORMATION**

- A. Use classification of building \_\_\_\_\_ (*No "H" or "I" uses Accepted*)
- B. Type of construction \_\_\_\_\_
- C. Occupant load of building \_\_\_\_\_
- D. Total number of floors \_\_\_\_\_
- E. Total building area \_\_\_\_\_
- F. Total building height (*Feet*) \_\_\_\_\_

## SECTION 4- SHOP DRAWINGS/PRE-ENGINEERED SYSTEMS

If applicable to the project, the following must be provided with this submittal:

- A. \_\_\_\_\_ Sprinkler plans and calculations
- B. \_\_\_\_\_ Fire alarm plans/device specifications
- C. \_\_\_\_\_ Kitchen hood/fire suppression/alarm tie-in
- D. \_\_\_\_\_ Bleachers including handrail details
- E. \_\_\_\_\_ Sealed roof/floor truss diagrams
- F. \_\_\_\_\_ Pre-engineered metal building plans
- G. \_\_\_\_\_ State approved Industrialized Unit drawings

## SECTION 5- COMMONLY OVERLOOKED INFORMATION

- A. \_\_\_\_\_ If your project includes **plumbing work** under the State of Ohio's jurisdiction, a separate permit and two additional sets of drawings are required.
- B. \_\_\_\_\_ If your project includes **medical gas work** under the State of Ohio's jurisdiction, a separate permit and two additional sets of drawings are required.
- C. \_\_\_\_\_ Table of structural design criteria (*O.B.C. 1603*)
- D. \_\_\_\_\_ Energy code analysis
- E. \_\_\_\_\_ Electrical riser diagram
- F. \_\_\_\_\_ Soil report (Bearing capacity greater than 3,000 psf or engineered fill)
- G. \_\_\_\_\_ MSDS Information for "F" and "S" occupancies
- H. \_\_\_\_\_ Site plan including ADA compliance and site utilities
- I. \_\_\_\_\_ Department of Health approval for swimming pools
- J. \_\_\_\_\_ If your project includes boilers, refrigeration over 5 tons, LP Gas, Medical Gas, or water systems over 160 psi, plans detailing the Pressure Piping systems will be required.
- K. \_\_\_\_\_ **Statement of special inspections per section 1704 Ohio Building Code.**
- L. \_\_\_\_\_ If your project includes a fuel storage tank or container with combustible and/or Flammable liquids, an additional permit from a local fire authority or State Fire Marshal Office may be required.

If you have any questions regarding the walk-in checklist and general policy, please contact our office at 614-644-2622 or visit our website [www.com.state.oh.us/dic](http://www.com.state.oh.us/dic).