



# Department of Commerce

Division of Industrial Compliance

John R. Kasich, Governor  
Jacqueline T. Williams, Director

## Bureau Policy for Roof Replacement Permit

### ❖ Introduction:

- **This policy is for roof covering materials replacement only.** Any roof replacement including alteration or replacement of roof structural members, roof-top mechanical equipment, etc., should be processed through a regular building permit process.

### ❖ Code Requirements and References:

- **Section 1510 Ohio Building Code** provides general guidelines for re-roofing. Roof covering materials and installations shall comply with the requirements of the type of roof materials as specified in chapter 15 of Ohio Building Code.

### ❖ Re-roofing permit procedures:

- **Application form:** Complete and submit one copy of the "Ohio application for building plan approval" (DIC3016) and fees for each building.
- **Plan requirements:** Submit **three (3) sets** of construction plans and documents sealed by an Ohio registered design professional. Construction documents, at a minimum, shall include the following:
  1. **Roof plan:** Construction documents shall show the proposed roof plan with proper dimensions and location of the building.
  2. **Fire rated roof assembly:** The design professional shall evaluate the existing roof assembly to determine if it is a part of "the required fire rated roof assembly" according to applicable building codes. If it is, the design professional shall provide construction details for the replacement roof to show that the required fire rating of the roof assembly is maintained. If not, it shall be indicated on the drawings or documents.
  3. **Fire classification of roof assembly:** The construction documents shall show roof materials and assembly classification in accordance with section 1505 OBC.
  4. **Structural load verification:** If the roof materials and assemblies are changed, the design professional shall evaluate and certify the structural load design of the existing roof is adequate for the new roof materials and/or assemblies.
  5. **Roof insulation, drainage, and flashing:** The construction details for the slope, drainage, and flashing shall be shown on the drawings.
- **Fees:** Roof replacement fees are assessed as follows:
  1. \$275.00 Processing fee
  2. \$ 10.50 A fixed square footage fee for a basic 100 square feet
  3. \$ 65.00 Certificate of use and occupancy fee
  4. \$ 3.25 Ohio Board of Building Standard fee

**\$353.75 Total permit fee**
- A walk-in plan review appointment can be scheduled for re-roofing permits. Call DIC Woody Nelson at (614) 752-1380 to schedule an appointment.

(Revised 01/01/2016)



# OHIO APPLICATION FOR BUILDING PLAN APPROVAL

This form is also available at [www.com.ohio.gov/dico](http://www.com.ohio.gov/dico)

Submit one application per building or structure; all sections must be completed, See instruction sheet for details.

<b>1 SCOPE OF PROJECT:</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"/> Industrialized unit	<b>2 TYPE OF PROJECT:</b>  <input type="checkbox"/> New Building Construction <input type="checkbox"/> Alteration <input type="checkbox"/> Building Addition <input type="checkbox"/> Change of Occupancy	<b>3 PHASED PLAN REVIEW:</b>  <input type="checkbox"/> Footing & Foundation <input type="checkbox"/> Building Slab <input type="checkbox"/> Building Shell <input type="checkbox"/> Interior Partitions <input type="checkbox"/> Building Systems
<b>4 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?  <input type="checkbox"/> No    <input type="checkbox"/> Yes, please provide the preliminary plan review CPA number: _____</li> <li>▪ Has this building received any certificate of plan approval before this application?  <input type="checkbox"/> No    <input type="checkbox"/> Yes, please provide all previous or related CPA numbers: _____</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> <li>▪ Total number of sheets in one set of your drawings for this application? _____</li> </ul>		
<b>5 PROJECT/BUILDING LOCATION:</b> Building Name _____ Street Address _____ City/Township _____ Zip Code _____ County _____ Directions _____ <ul style="list-style-type: none"> <li>▪ Is this project /building located in an incorporated city, township, or village?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</li> <li>▪ Is this project/building located within your local flood plain?                    <input type="checkbox"/> Yes    <input type="checkbox"/> No</li> </ul>		
<b>6 BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION:</b> _____ _____ _____		
<b>7 BUILDING OWNER INFORMATION:</b> Name of owner _____ Attention: _____ Street Address _____ City _____ State _____ Zip _____ Phone No. _____ Fax _____ E-mail _____		
<b>8 APPLICANT INFORMATION:</b> Applicant _____ Attention: _____ Street Address _____ City _____ State _____ Zip _____ Phone No. _____ Fax _____ E-mail _____		
<b>9 DESIGNER INFORMATION:</b> <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Fire protection system designer Designer _____ Ohio registration No.: _____ Street Address _____ City _____ State _____ Zip _____ Phone No. _____ Fax _____ E-mail _____		
<b>10 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) _____ Proposed use group(s) _____ Construction type(s) _____		



# OHIO APPLICATION FOR BUILDING PLAN APPROVAL

<b>11</b>	<b>GENERAL BUILDING INFORMATION:</b> (The following information applies to the <i>entire building</i> , not just construction area.)																																					
<ul style="list-style-type: none"> <li>▪ Building Information:             <table style="width: 100%; border: none;"> <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>▪ Fire Protection Systems: (Enter the type of system such as NFPA 13, NFPA 72, etc., if known. Enter "N/A" if not applicable)             <table style="width: 100%; border: none;"> <tr> <td>Building sprinkler system? _____</td> <td colspan="5">Sprinkler demand @ base of riser (PSI)? _____</td> </tr> <tr> <td>Limited area sprinkler system? _____</td> <td>Type 1 hood sprinkler? _____</td> <td colspan="4">In-Rack sprinkler system? _____</td> </tr> <tr> <td>Building fire alarm system? _____</td> <td>Fire detection system? _____</td> <td colspan="4">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 sprinkler? _____	In-Rack sprinkler system? _____				Building fire alarm system? _____	Fire detection system? _____	Smoke detection system? _____			
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<b>12</b>	<b>APPLICATION FEES:</b> Paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit card <input type="checkbox"/> ISTV																																					
<ul style="list-style-type: none"> <li>▪ Total square footage of construction area (Round up to the next 100 square feet):             <table style="width: 100%; border: none;"> <tr> <td>Building _____</td> <td>Mechanical _____</td> <td>Electrical _____</td> <td>Sprinkler _____</td> <td>I.U. _____</td> </tr> </table> </li> <li>▪ Total linear footage of construction items not covered under the square footage:             <table style="width: 100%; border: none;"> <tr> <td>Building _____</td> <td>Mechanical _____</td> <td>Electrical _____</td> <td>Number of alarm devices _____</td> </tr> </table> </li> <li>▪ <b>Total application fees (from fee worksheet)</b> _____ Estimated construction cost: _____</li> </ul>			Building _____	Mechanical _____	Electrical _____	Sprinkler _____	I.U. _____	Building _____	Mechanical _____	Electrical _____	Number of alarm devices _____																											
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<b>13</b>	<b>CERTIFICATION:</b>  I certify that I am the _____ Owner _____ Agent for the owner and 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>14</b>																																				
		<b>THE AREA BELOW IS FOR OFFICIAL USE ONLY:</b>  Date received _____ CPA No.: _____ Check No.: _____ Verification # _____ Processed by: _____ <input type="checkbox"/> Walk in <input type="checkbox"/> Mail in																																				

**DICL 3016 (Rev. 01/01/201)**

*"An Equal Opportunity Employer and Service Provider"*

**Notes:**

Effective July 1, 2009, the maximum number of inspections( excluding plumbing and medical gas) included in the fees provided for in Table 115.2 of the Ohio Building Code (OBC) will be as indicated in the chart below. Any additional inspections will be subject to a charge of \$150 re-inspection fee as provided for in section 115.6 OBC.

Total square footage / Linear footage	Maximum Number of Inspections included in the permit fees
0-2,500	5 per each scope of project
2,501-10,000	6 per each scope of project
10,001-20,000	9 per each scope of project
20,001-30,000	10 per each scope of project
> 30,000	Add 1 inspection per each additional 10,000 s.f.

**Changes After Final Approval**

According to section 115.2.4 OBC, if changes are made to construction documents after final plan approval has been issued and it requires resubmission, the review and approval of the changes will be subject to a \$250 processing fee and a \$100/hour fee for examination by a Plans Examiner. If an inspection cannot be completed due to the changes that have not been approved by a plans examiner, an additional \$150 re-inspection fee will be required regardless of whether the allowed number of inspections have occurred.

## DIRECTIONS FOR COMPLETING OHIO 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, including all industrialized units, the owner shall submit three (3) copies of construction drawings to this division for approval. Two (2) additional sets of plans are required when the division has jurisdiction for the Plumbing and/or medical gas. The construction documents shall be accompanied with the application form and attached worksheets. The construction documents shall be prepared by a registered design professional pursuant to OAC 4101:1-1-01. An examination and inspection fee will be assessed at the time of submittal as outlined in OAC 4101:1-1-01.

***Application Directions: Complete page one of the application and attached worksheets as outlined below. All boxes, 1 through 14, must be completed in full or the application will be returned. Send this completed form along with all required documents to "Ohio Department of Commerce, Division of Industrial Compliance, Bureau of Building Code Compliance, 6606 Tussing Road, Reynoldsburg, Ohio 43068-9009"***

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. **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.
5. **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.
6. **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.
7. **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."
8. **APPLICANT INFORMATION:** Provide complete information. All project correspondences will be directed to the project applicant.
9. **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.
10. **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.
11. **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.
12. **APPLICATION FEES:** Please check one of the preferred payment methods and provide the square footage or linear footage of the areas affected by the construction. Please refer to the Fees Worksheet in this package for more details.
13. **CERTIFICATION:** The application cannot be processed if this section is not complete.
14. **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 two sets of construction documents. One of the sets 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 Division of Construction Compliance by calling the dispatch center at least one day prior to the inspection. The dispatch phone number is (800) 822-3208. Once all inspections have been obtained a final Certificate of Occupancy will be issued pursuant to OAC 4101:1-1-01.*

## WORKSHEET FOR FEES TO BE PAID

**Special Note: See attached instruction sheet regarding the allowed number of inspections covered under the fees listed below. Additional inspection fees will be required when the actual number of inspections exceeds the allowed number for each scope of work.**

\*\* Round up all lineal and square footage figures to the next 100 feet

<b>BUILDING GENERAL FEES</b>	
A. \$275.00 Processing Fee	\$
B. \$10.50 per 100 Square Feet** (Ex. if 103 sq ft, round to 200 sq ft)	\$
C. \$10.50 per 100 Lineal Feet** (See notes below, if 103 lineal ft, round to 200 lineal ft)	\$
<b>MECHANICAL FEES</b>	
A. \$275.00 Processing Fee	\$
B. \$6.50 per 100 Square Feet** (See notes below; if 103 sq ft, round to 200 sq ft)	\$
<b>ELECTRICAL FEES</b>	
A. \$275.00 Processing Fee	\$
B. \$6.50 per 100 Square Feet** (Ex. if 103 sq ft, round to 200 sq ft)	\$
C. \$6.50 per 100 Lineal Feet** (See notes below, if 103 lineal ft, round to 200 lineal ft)	\$
<b>FIRE ALARM FEES</b>	
A. \$275.00 Processing Fee	\$
B. \$6.50 per Alarm Device	\$
<b>SPRINKLER FEES</b>	
A. \$275.00 Processing Fee	\$
B. \$6.50 per 100 Square Feet** (Ex. if 103 sq ft, round to 200 sq ft)	\$
<b>INDUSTRIALIZED UNIT FEES</b>	
A. \$200.00 Processing Fee	\$
B. \$1.75 per 100 Square Feet** (Ex. if 103 sq ft, round to 200 sq ft. The Industrialized Unit fees are only required if you are placing an approved Board of Building Standards Industrialized Unit at a commercial or industrial site for the first time. Otherwise, ignore this fee box.)	\$
<b>CERTIFICATE OF USE AND OCCUPANCY FEE (108.8 OBC)</b>	<b>\$ 65.00</b>
<b>SUB TOTAL</b>	<b>\$</b>
<b>BOARD OF BUILDING STANDARDS (BBS) FEE</b>	<b>\$ 3.25</b>
TOTAL (transfer this amount to Total Fees to be Paid on the front side of this application)	\$
<b>Make fee check payable to: Treasurer, State of Ohio</b>	

Fees are due when plans are submitted. If you have fee related questions when completing this worksheet, call 1-800-523-3581.

<b>OFFICIAL USE ONLY</b>	
Additional Fees Due	\$
Refund Due	\$

Notes:

- Building general linear footage fee applies to fences and/or retaining walls, etc.
- Mechanical linear footage fee applies to projects containing only mechanical units or ductwork replacements or repairs where square footages are difficult to calculate. If the work is covered under the mechanical square footage fee calculation; no need to provide linear footage fee again.
- Electrical linear footage fee applies to projects containing only electrical units or conductor/conduit replacements or repairs where square footages are difficult to calculate. If the work is covered under the electrical square footage fee calculation; no need to provide linear footage fee again.