

CITY OF OBERLIN (NON RESIDENTIAL) APPLICATION FOR CERTIFICATE OF PLAN APPROVAL

This form is also available at www.cityofoberlin.com

Submit one application per building or structure; all sections must be completed.

1	SCOPE OF PROJECT: (OBC 107.2.1) <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Building General <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical</div><div><input type="checkbox"/> Sprinkler System <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Plumbing</div></div>	2	TYPE OF PROJECT: <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	3	PHASED PLAN REVIEW: <input type="checkbox"/> Foundation <input type="checkbox"/> Shell <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical												
4	APPLICATION RELATED INFORMATION: <div style="margin-top: 5px;"><input type="checkbox"/> Is this project being submitted as a result of a previous preliminary plan review? <div style="display: flex; justify-content: space-between;"><input type="checkbox"/> No<input type="checkbox"/> Yes, please provide the preliminary plan review number: _____</div></div> <div style="margin-top: 5px;"><input type="checkbox"/> Is this application being submitted as a result of a Notice of Violation or Adjudication Order that you received? <div style="display: flex; justify-content: space-between;"><input type="checkbox"/> No<input type="checkbox"/> Yes, please provide the adjudication order number: _____</div></div>																
5	PROJECT/BUILDING LOCATION: (OBC 107.2.2) <div style="margin-top: 5px;"><div style="display: flex; justify-content: space-between;"><div>Building Name _____</div><div>Street Address _____</div></div><div style="display: flex; justify-content: space-between;"><div>Parcel # _____</div><div>Lot # _____</div><div>Zoning District _____</div></div><div style="display: flex; justify-content: space-between;"><div>Business Name _____</div><div>Unit Number _____</div></div><div style="margin-top: 5px;"><table border="0" style="width: 100%;"><tr><td style="width: 60%;"><input type="checkbox"/> Is this project/building located in a flood plain?</td><td style="width: 10%; text-align: center;"><input type="checkbox"/> Yes</td><td style="width: 10%; text-align: center;"><input type="checkbox"/> No</td><td style="width: 10%; text-align: center;"><input type="checkbox"/> N/A</td></tr><tr><td><input type="checkbox"/> Has flood plain administrator been contacted for requirements?</td><td style="text-align: center;"><input type="checkbox"/> Yes</td><td style="text-align: center;"><input type="checkbox"/> No</td><td style="text-align: center;"><input type="checkbox"/> N/A</td></tr><tr><td><input type="checkbox"/> Has this project/building received Planning Approval?</td><td style="text-align: center;"><input type="checkbox"/> Yes</td><td style="text-align: center;"><input type="checkbox"/> No</td><td style="text-align: center;"><input type="checkbox"/> N/A</td></tr></table></div></div>					<input type="checkbox"/> Is this project/building located in a flood plain?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Has flood plain administrator been contacted for requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Has this project/building received Planning Approval?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
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6	BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION: (OBC 107.2.1) <div style="margin-top: 10px;"><div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div><div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div></div>																
7	BUILDING/PROPERTY OWNER INFORMATION: <div style="margin-top: 5px;"><div style="display: flex; justify-content: space-between;"><div>Name of owner _____</div><div>Attention: _____</div></div><div style="display: flex; justify-content: space-between;"><div>Street Address _____</div><div>City _____</div><div>State _____</div><div>Zip _____</div></div><div style="display: flex; justify-content: space-between;"><div>Phone No. _____</div><div>Fax _____</div><div>E-mail _____</div></div></div>																
8	APPLICANT INFORMATION: (Owner or designated representative) (OBC 107.2) <div style="margin-top: 5px;"><div style="display: flex; justify-content: space-between;"><div>Applicant _____</div><div>Attention: _____</div></div><div style="display: flex; justify-content: space-between;"><div>Street Address _____</div><div>City _____</div><div>State _____</div><div>Zip _____</div></div><div style="display: flex; justify-content: space-between;"><div>Phone No. _____</div><div>Fax _____</div><div>E-mail _____</div></div></div>																
9	OBC 106.2 REGISTERED DESIGN PROFESSIONAL INFORMATION: <div style="margin-top: 5px;"><div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Architect</div><div><input type="checkbox"/> Engineer</div><div>Certified Fire protection system designer (OBC 107.4.4)</div></div><div style="margin-left: 400px;">Registration /Certificate No.: _____</div><div style="display: flex; justify-content: space-between;"><div>Designer _____</div><div>Street Address _____</div><div>City _____</div><div>State _____</div><div>Zip _____</div></div><div style="display: flex; justify-content: space-between;"><div>Phone No. _____</div><div>Fax _____</div><div>E-mail _____</div></div></div>																
10	BUILDING CODE INFORMATION: (Information applies to construction area in a mixed use groups building, or the entire building if a single use group building) <div style="margin-top: 5px;"><div style="display: flex; justify-content: space-between;"><div>Current use group(s) _____</div><div>Current use group(s) _____</div><div>Current use group(s) _____</div></div><div>Occupancy Description: _____</div></div>																

11	GENERAL BUILDING INFORMATION: (The following information applies to the <i>entire building</i> , not just construction area.) (OBC 107.2.3.)											
<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> Building Information: Use group(s)? _____ Construction type? _____ Occupant load? _____ </div> <div style="width: 65%;"> Mixed use groups? ____ No ____ Yes ____ Separated ____ Non-separated Building height (FT)? _____ No. of stories? _____ Storage height (FT)? _____ Firewall (Hour rating) _____ </div> </div> </div>												
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> List USE GROUP below for mixed use building. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> </table> </div> <div style="width: 48%;"> List Occupancy Type for associated use group below. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> </table> </div> </div>												
<div style="border: 1px solid black; padding: 5px;"> 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%;"> <tr> <td style="width: 33%;">Building sprinkler system? _____</td> <td style="width: 33%;">Sprinkler demand @ base of riser (PSI)? _____</td> <td style="width: 33%;"> </td> </tr> <tr> <td>Limited area sprinkler system? _____</td> <td>Type 1 hood suppression? _____</td> <td>In-Rack sprinkler system? _____</td> </tr> <tr> <td>Building fire alarm system? _____</td> <td>Fire detection system? _____</td> <td>Smoke detection system? _____</td> </tr> </table> </div>			Building sprinkler system? _____	Sprinkler demand @ base of riser (PSI)? _____		Limited area sprinkler system? _____	Type 1 hood suppression? _____	In-Rack sprinkler system? _____	Building fire alarm system? _____	Fire detection system? _____	Smoke detection system? _____	
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12	FEE INFORMATION Total value of construction: \$ _____ Square Footage: Structural _____ Mechanical _____ Plumbing _____ Electrical _____ Fire Alarms _____ Fire Suppression _____											
13	CERTIFICATION: (OBC 107.2.5) 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. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Signature _____ Print Name: _____ </div> <div style="width: 45%;"> Date _____ </div> </div>											
14	THE AREA BELOW IS FOR OFFICIAL USE ONLY: <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> Date received _____ Check No.: _____ Processed by: _____ Total Fee's Due: _____ Fee's paid by ____cash ____check </div> <div style="width: 35%;"> Permit No.: _____ Reviewer _____ <div style="display: flex; justify-content: space-between;"> Walk in ____ Mail in ____ </div> </div> </div>											

Submit five (5) sets/paper copies of drawings and two (2) sets of specification books.

Fire Department drawing submittal: Submit one digital/electronic copy (except R3, R4 and accessory buildings on same lot as one/two family drawings. Files shall be submitted in an approved media and format compatible with the fire department system. Files embedded with external references (xref) shall be included on media; cryptic naming of layer s/files shall include a definition key. All plans shall be drawn at 1:1 scale.

Minimum required information:

Site Plan indicating parking, building numbers, garages, fire lanes, hydrants.

Floor Plan for each building floor level, exterior/interior walls, rated walls, door locations including roll ups, and roof hatches, stairs and elevators, room names/numbers, utility shutoff locations, special hazards, high piled stock/racks, standpipe/sprinkler/riser/fire extinguisher systems, alarm panels, FD connections and key locations.

Roof Plan indicating layout and access.

CONTRACTOR INFORMATION

All contractors shall be registered with City of Oberlin per Resolution. Permit fees may be paid by the submitter, and permits will be issued to the appropriate registered contractor. **A list of all contractors working on this project is required to be submitted prior to start of work.**

Work started prior to permit being obtained is subject to a 100% penalty.