

Application for “Phased” Plan Approval

❖ Introduction:

Section 105.1.4 OBC allows for the building official to grant a phased plan approval provided that adequate information and detailed statements are submitted in compliance with pertinent requirements of the building code. The holder of such approval may proceed with the approved portions of the work at his or her own risk with the building operation and without assurance that an approval for the entire structure will be granted. This procedure will allow the building owners to commence the construction work while the remaining portions of plan and design are still under review.

❖ Required documents for phased plan approval application:

- Application for certificate of building plan approval form (DIC3016)
- Request for phased plan approval work sheet (a part of DIC3016 form)
- Proper construction drawings and documents (See list below for various phases requirement),
- Payment for the required fees; see descriptions below.

❖ Plan approval phases and minimum documents required for each phase:

The following phases of construction are commonly requested and the minimum requirements of drawings, documents, and information for each phase to be considered adequate for review and approval:

- Building footing and foundation:
 - Site plan showing the location of the building in relation to the property lines, public streets, and/or adjacent buildings,
 - Building footing and foundation plan showing the depth, section, and all structural design data, and building code analysis,
 - Building floor plan showing the use occupancy and construction type classification, building area, building height, number of stories, means of egress, required fire rated wall locations, etc.,
 - Soil investigation report if required by section 1803 OBC.
 - Special inspections statement for footing and foundation per section 1705 OBC.
- Building slab and perimeter insulation:
 - All documents required for building footing and foundation phase,
 - Building slab and perimeter insulation details,
 - Underground utilities including electrical, water, gas, sewer, and fire protection lines and construction details,
 - Building energy conservation reports per 1301 OBC for new building constructions,
- Building shell:
 - All documents required for building footing, foundation, and slab and perimeter insulation phases,
 - Construction details for exterior wall, load bearing and non-load bearing walls including the required fire resistance rating wall constructions, windows and doors
 - Roof truss and/or floor truss shop drawings, and roof construction details
 - Electrical service and wiring for exterior walls and required means of egress lightings,

- Building interior partitions:
 - All documents required for building footing, foundation, and slab and perimeter insulation, and building shell phases,
 - Construction details for all interior partitions including the required fire resistance rating wall construction details,
 - Electrical, plumbing, and/or mechanical drawings if the finishes of interior partitions are a part of the request.
- Building Systems:
 - All documents required for building footing, foundation, and slab and perimeter insulation, and building shell, and interior partitions,
 - Construction drawings and details for building system such as electrical, plumbing, mechanical, fire protection systems separately if desired.
- Other phases of construction:
 - If construction phases are defined as phases for various areas, rooms, sections, floors, etc. of the building, then the complete construction documents and drawings for each phase shall be submitted for review and approval.
 - A master plan showing all phases of construction and their schedules shall also be submitted,
- ❖ Phased plan approval fees:
 - The application fees for all applicable scopes of work for the entire project including building general, electrical, mechanical, fire protection systems, etc., shall be paid at the initial submission even if the complete set of construction drawings is not submitted. Special circumstances shall be approved by the building official.
 - The applicant is encouraged to provide the complete set of construction drawings at the initial submission. If the complete set of construction drawings is not provided at the initial submission, an additional processing fee of \$250.00 will be charged for each submission of subsequent phases of construction excluding fire protection system drawings.
- ❖ How to apply for Inspection without sealed plans:
 1. Apply online through web portal: <https://icportal.com.ohio.gov/web/ohio/login>
If you have not registered as a member in the web portal, you must complete the registration process first. Once you are registered, you can follow the screen instructions to apply for "Building Permit" as application type and upload all required supporting documents (in .PDF format) in the attachment tab.
 2. Apply in paper format:
Complete the application form (DIC 3016) and mail in, fax in (614) 644-3145, or e-mail in (BDCCPlans@com.state.oh.us) the application form and required supporting documents.
 3. A walk-in plan review appointment can be scheduled for phased plan review permits. Check the box "Request for expedited (walk-in) plan review appointment" on the paper building plan approval application form or apply through the web portal by selecting "walk-in" as application subtype. Additional expedited plan review fee of \$275.00 per scope of work will be charged in addition to the regular permit fees.

Work Sheet for Phased Plan Review Request

1	Project location: Building address: _____ County: _____
2	Check the type(s) of work <input type="checkbox"/> New Construction <input type="checkbox"/> Alteration <input type="checkbox"/> Addition <input type="checkbox"/> Change of occupancy
3	Building information Use group(s) _____ Construction type _____
4	Request plan review per construction phase(s): (Select all applicable) <input type="checkbox"/> Building footing and foundation (Submit all documents listed below) <ul style="list-style-type: none"> ▪ Site plan showing the location of the building and fire separation distances ▪ Building code information analysis for the entire proposed building ▪ Building footing & foundation plans showing structural design data and details ▪ Building floor plans showing room use occupancy purpose and dimensions for each room ▪ Soil investigation report if required by Section 1803 Ohio Building Code (OBC) ▪ Special inspection statement & inspector's resume if required by Section 1705 OBC. <input type="checkbox"/> Building slab and perimeter insulation (Submit all documents listed below) <ul style="list-style-type: none"> ▪ All documents required for footing and foundation phase ▪ Building slab and perimeter insulation details ▪ Types and details of all underground utilities entering the building ▪ Building energy conservation report per Section 1301 OBC if applicable. <input type="checkbox"/> Building shell (Submit all documents listed below) <ul style="list-style-type: none"> ▪ All documents required for footing, foundation, slab, and perimeter insulation. ▪ Building design data and factors, construction details, fire rating for all building walls & floors ▪ Roof construction details ▪ Electrical & means of egress lighting design & details for exterior walls & building. <input type="checkbox"/> Building interior partitions (Submit all documents listed below) <ul style="list-style-type: none"> ▪ All documents required for footing, foundation, slab, perimeter insulation, and building shell ▪ Construction details and fire rating requirement for all interior partitions ▪ Electrical, plumbing, and/or mechanical details for interior partitions <input type="checkbox"/> Building systems; mechanical, electrical, plumbing, fire protections, etc. (All documents) <ul style="list-style-type: none"> ▪ All documents required from foundation to building structural completion ▪ Construction details for building system(s) requested. <input type="checkbox"/> Other types of construction phases: <ul style="list-style-type: none"> ▪ Provide complete drawings and information according to the phases specified.