

## Application for Preliminary Plan Review

### ❖ Introduction:

A preliminary plan review before the project design stage has proven to be beneficial for both our customers and our plan examiners in the past. This preliminary plan review process will provide the following benefits:

- It provides opportunity for design professional to get examiner's interpretations for potential code violations in the project design.
- It provides a process for initiating code variance appeal if potential code violations can not be resolved in the preliminary plan review meeting.

### ❖ Preliminary plan review qualifications:

- **Please note that this application for a preliminary plan review is for scheduling a personal meeting with a plan examiner to go over potential code violations identified in your application. At the end of meeting, you will only receive answers to your code questions and no "building permit" will be issued to start the construction work.**
- The preliminary plan review meeting can be conducted either in our office or on project site if necessary. Please indicate the desirable meeting location when completing the application form.
- This preliminary plan review meeting can also be conducted through a go-to-meeting video conference process to save time and money of traveling to site or to state office.

### ❖ How to apply for a preliminary plan review meeting:

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 "**Preliminary plan review**" 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 3016PL**) and mail in, fax in (614) 644-3145, or e-mail in ([BDCCPlans@com.state.oh.us](mailto:BDCCPlans@com.state.oh.us)) the application form along with all required supporting documents.

### ❖ Preliminary plan review procedures:

- The preliminary plan review meeting is scheduled by appointment only. To schedule for an appointment, complete and submit the application form and work sheet. You will be contacted to schedule an appointment once the application is processed. Please contact DIC office at (614) 644-2622 for any additional question.
- The State plan examiner(s) will meet with the project designer(s) and/or property owner(s) either in person or via video conference to review and discuss all identified potential code violation issues.
- If unusual conditions exist and after discussion the potential code violations can not be resolved, an adjudication order can be issued by the plan examiner. This will facilitate

an early opportunity to appear before the Ohio Board of Building Appeals for relief. Otherwise, the designer should write up a meeting note summarizing all the discussion and conclusions for all issues discussed and mail it or e-mail it to our office or upload it to our web portal for our file.

- When the project design is completed and submitted for a building permit, please provide the “preliminary plan review CPA number” on the block #4 of the application form for building permit. Then, this project will be assigned to the plan examiner in the preliminary plan review meeting to continue the plan review for consistency purpose.

❖ **Preliminary plan review fees:**

- Preliminary plan review fees will be based ONLY on the actual time spent by the plan examiner for the meeting @ \$130.00 per hour. For on-site preliminary plan review meeting, the travel time will not be charged. An invoice will be mailed to the customers or posted online after the meeting.

**No document or adjudication order letter other than invoice will be mailed to the submitter until the review fees are paid.**

Revised 04/02/2019



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<b>1</b>	Scope of project: <input type="checkbox"/> Structural <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Sprinkler <input type="checkbox"/> Fire alarm
<b>2</b>	Type of project <input type="checkbox"/> New building construction <input type="checkbox"/> Alteration <input type="checkbox"/> Addition <input type="checkbox"/> Change of occupancy
<b>3</b>	<ul style="list-style-type: none"> <li>▪ Is this project located in an incorporated city, township, or village?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</li> <li>▪ In this project located within a local flood plain?    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</li> <li>▪ Previously or related Certificate of Plan Approval (CPA) number(s) _____</li> <li>▪ Enter number of sheets in one set of your drawings _____</li> </ul>
<b>4</b>	Request meeting place: <input type="checkbox"/> State office <input type="checkbox"/> Project site <input type="checkbox"/> Video conference
<b>5</b>	Name of building: _____ County: _____ Building address: _____ Directions: _____
<b>6</b>	Building owner _____ Attention: _____ Address: _____ Phone: _____ Fax: _____ E-mail _____
<b>7</b>	Applicant: _____ Attention _____ Address: _____ Phone: _____ Fax: _____ E-mail: _____
<b>8</b>	Plans prepared by: <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Certified fire protection system designer Designer name: _____ Ohio registration No.: _____ Address: _____ Phone: _____ Fax: _____ E-mail: _____
<b>9</b>	Current use group _____
<b>10</b>	Fee paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit card <input type="checkbox"/> ISTV
<b>11</b>	Construction type _____ I hereby certify that I am the (select one)
<b>12</b>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Official use only    <input type="checkbox"/> owner    <input type="checkbox"/> agent for owner  Fee: _____ Hours x \$130 = \$ _____  Date received: _____  CPA Number: _____  Verification No.: _____  Processed by: _____  Check No. _____  CPA No. _____  <input type="checkbox"/> Mail in    <input type="checkbox"/> Walk in </div> <div style="width: 50%; border-left: 1px solid black; padding-left: 10px;"> I certify that 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 _____ </div> </div>

DIC 3016PL Revised 04/02/2019

## **Instructions for Completing Application for Preliminary Plan Review (DIC 3016PL)**

Mail the completed application form along with work sheet to “State of Ohio, Department of Commerce, Division of Industrial Compliance, Bureau of Building Code Compliance, 6606 Tussing Road, Reynoldsburg, Ohio 43068-9009.” OR e-mail the completed application form to [BDCCplans@com.state.oh.us](mailto:BDCCplans@com.state.oh.us)

This application for preliminary plan review process is also available through our web portal. However, the results of permit process and approval can be viewed and downloaded from our web portal if you are registered in our web portal system as a member, log onto <https://icportal.com.ohio.gov/web/ohio/login> for details.

**The items listed below correspond to the numbered boxes on the application. Complete information in all boxes except box 12:**

1. Select applicable scope of work for this project
2. Select the type of project
3. Answer all the questions listed
4. Indicate the preferred meeting location
5. Provide the building location information
6. Provide building owner’s name and contact information
7. Provide applicant’s name and contact information
8. Provide project design professional’s name and contact information
9. Provide building use group and construction type
10. Select the method of payment. (Make check payable to “Treasurer, State of Ohio”.)
11. Application cannot be processed without the signature of the owner or agent for the owner.
12. This space is reserved for official use only.

If paying by credit card, **PLEASE DO NOT WRITE CREDIT CARD # ON THE APPLICATION.** Include a phone number where you can be reached for the credit card information. Once the application has been reviewed and approved, you will receive notification in the mail or via e-mail (if e-mail address provided) regarding the procedure to schedule inspections.

