

# Procedures for Non-Residential Plan Examination

## Engineering, Planning & Building Department

### City of Warren, Ohio

540 Laird Ave., S.E. Warren, Ohio 44484

Phone: (330) 841-2916 – Fax: (330) 841-2614

#### CONSTRUCTION DOCUMENTS

Construction documents, special inspection and structural observation programs, and other data shall be submitted in three (3) sets with each application for a plan approval. Four (4) sets are required to be submitted when foodstuffs are involved with a project. Before beginning the construction of any building for which construction documents are required under section 105 of the Ohio Building Code, the owner or the owner's representative shall submit construction documents to the building official for approval. When the construction documents have been determined to conform to the applicable provisions of the rules of the board in accordance with the procedures set forth in Section 105.3.1 of the OBC, the building official shall endorse or stamp such plans as approved. One set of construction documents shall be kept by the building official. One set is kept by the Fire Department. One set shall be kept at the work site and shall be open for inspection by the building official or the building official's designated representative. Where applicable, the fourth set is kept by the Health Department.

The project construction documents are forwarded to a State Certified Plans Examiner for review. The documents are reviewed per the 2007 Ohio Building Code, and all subsequent revisions and additions thereto.

The Building Department will circulate a copy of the construction documents for review comments/approvals through the Engineering, Planning, Fire, Police, Health, Water, and Warren Redevelopment and Planning departments where applicable. Most plans can be reviewed within a two-week period.

The building official has the authority to issue a phased approval to allow construction to begin. Any construction under a phased approval permit is "at the holder's own risk" and "without assurance that a permit for the entire structure will be granted." The holder of a phased plan approval may proceed only to the point for which approval has been given. The coordinating and correlating of other design code aspects into the project in phases is the responsibility of the registered design professional in responsible charge described in Section 106.3.4 of the Ohio Building Code.

**IMPORTANT REMINDER:** Construction Documents that are submitted to the building department for approval shall be accompanied by the following:

- The required number of sets of construction documents properly sealed and signed.
- Completed two (2) page nonresidential plan examination application.
- Processing Fee of fifty dollars (\$50.00) check or money order (no cash) made payable to the City of Warren.
- A written statement from the design professional if the applicant is requesting a phased approval. (Please allow up to five working days for all phased approvals)