

## **DIRECTIONS FOR COMPLETING ECOBA APPLICATION FOR PLAN APPROVAL**

*In accordance with Ohio Revised Code (ORC) Section 3791.04, before beginning the construction, movement, addition, alteration, repair, use and occupancy, of any building for which construction documents are required, the applicant shall submit four (4) copies of construction drawings to this department for approval. The construction documents shall be accompanied with the application form and attached worksheets. The construction documents shall be prepared by a registered design professional an examination fee will be assessed at the time of submittal.*

***Application Directions: Complete page one of the application and attached worksheets as outlined below. Please print legibly (in blue or black ink) or type. All boxes, 1 through 24, must be completed in full or the application will be returned.***

1. Check all boxes that apply to the proposed project. If applicable, include the number of boilers and/or elevator units that will be installed in this building.
2. List the County where the proposed project is located.
3. In order to establish the proper building department jurisdiction, please check yes or no.
4. Please respond in order to comply with federal law regarding proposed construction within a flood plain.
5. Enter the number of sheets included in one set of your drawings.
6. Refer to Ohio Building Code (OBC) Chapter 2 for definitions.
7. List any previous or related Certificate of Plan Approval (CPA) number(s) associated with this submission.
8. List exact title of project or name of business. For inspection purposes provide specific address and location including tenant space, building floor number, suite numbers, crossroads, landmarks or any other directional guidelines.
9. Provide owner name, their address, telephone, and a contact person.
10. Provide submitter name, their address, telephone. All correspondence will be sent to the submitter.
11. According to the OBC Section 106.3.4, the design professionals must be identified by completing all information including their Ohio registration number.
12. Refer to OBC Chapter 6 for Types of Construction.
13. List current use group and occupancy type if submission is an existing building. Otherwise, show N/A and move on to 14.
14. Transcribe from plans or refer to OBC 302.1 for use group and occupancy type.
15. List total cost of work covered in scope of project shown in box 1.
16. N/R
17. List the structural, mechanical, electrical, or Industrialized Units square footages.
18. List the lineal footage of fence, underground service, or other types of non-square footage submissions.
19. If different from box 17, list the area that covers the installation of the sprinkler system only.
20. If project includes alarm devices, show the total number of devices included in the project.
21. List total of all fees from corresponding worksheets.
22. Check the method of payment.
23. In order to rescind a standing adjudication order and to stop further legal proceedings, list the number found on the order.
24. Application cannot be processed without the signature of the owner or agent for the owner.
25. Reserved for official use only.

*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 set of construction documents must remain at the job site at all times during construction. Inspections can be obtained from the East Central Ohio Building Authority by calling at least one day prior to the inspection. The dispatch phone number is (330) 364-3164. Once all inspections have been obtained a final Certificate of Occupancy will be issued.*