



339 Oxford Street • Dover, OH 44622
Tuscarawas Co. (330) 364-3164
Holmes Co. (330) 674-1131
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Application for Inspections Not Requiring Sealed Plans

Introduction: Procedures for inspection without sealed plans are established to expedite the approval process for alterations, construction or repairs to any buildings or structures subject to Sections 3781.06 to 3781.18 and 3791.04 of the Revised Code where the building official determines that the proposed work does not involve the technical design analysis of work affecting public health or general safety in the following areas: means of egress, structural, mechanical, electrical, plumbing or fire protection. The following types of projects may qualify for application for inspections without sealed plans.

1. **Minor Construction, Alterations or Repairs:** Scope of work shall not include the cutting away or removal of any wall, partition, structural beam or load bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical systems, or other work affecting public health or general safety to existing building.
2. **Type A Day-Care Home:** Day care for children provided in the permanent residence of the administrator for seven to twelve children or four to twelve children if four or more are under two years of age.
3. **Electrical Upgrades:** (see plan requirements below)
 - Permanent 60-amp services for lighting on existing billboard signs only
 - Exact replacement of Mechanical equipment only
 - Upgrading existing electrical services not to exceed 400 amps
4. **Temporary Electrical:** (see plan requirements below)
 - Temporary electrical service not to exceed 400 amps
 - Electrical wiring and installation for a temporary use purpose.

Please Note: One (1) set of plans for these projects are still required except the plans do not require to be sealed by a registered design professional per 106.3.4.1 OBC.

Application requirements: The following documents are required to be submitted:

1. Completed application form (see attached)
2. Fee Payment (\$250.00 for each required inspection required based on the scope of work plus \$75.00 for the required Certificate of Occupancy or Completion)
3. One (1) set of plans; indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code in accordance with OBC 106.1.1, including but not limited to: site plan, floor plan, elevations, sections, details, and materials specifications.

Application for Inspections Not Requiring Sealed Plans (continued)

4. A riser diagram is required for electrical work; indicate conductor and conduit sizes, grounding method, overcurrent protection, burial depth, clearances, drip loop, and cut sheets for all listed equipment.
5. Contractor license for Electrical, HVAC, Refrigeration, Hydronics, and Plumbing work, required to be completed by an individual or business that is licensed by the Ohio Construction Industry Licensing Board as required by ORC-4740 and OAC-4101:16.

Please contact the Building Official to discuss the scope of work required. If upon inspection, your project is found to be more than what is shown on the approved plans for minor construction, you may be required to submit the sealed drawings for review and you will forfeit the fees paid to date. Under special circumstances, other projects may be qualified for the inspections without sealed plans process at the discretion of the building official on a case by case basis.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Nicholas Montan, AIA
Chief Building Official / Plans Examiner

ECOBA APPLICATION FOR INSPECTION NOT REQUIRING PLANS

Please complete all sections of the application. Do not enter "same" for any field.

1 Scope of Project * <input type="checkbox"/> Structural <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing	2 County: Jurisdiction:	3 Is this project located in an incorporated city or village? <input type="checkbox"/> Yes <input type="checkbox"/> No
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4 Type: <input type="checkbox"/> Electrical upgrade <input type="checkbox"/> Temporary electrical <input type="checkbox"/> Minor construction <input type="checkbox"/> Temporary structure <input type="checkbox"/> Type-A day care <input type="checkbox"/> Certificate of Occupancy for existing structure* * <input type="checkbox"/> Medical Gas <input type="checkbox"/> Building Services Replacement Piping

Describe nature of work / explain what you are doing:

5	Name of Project:
	Exact address of project:
	City: Zip:
	Directions to project:

6	Owner of project:	Attention:
	Address:	City: State: Zip:
	Phone:	E-mail:

7	Name of submitter:	Certification:
	Address:	City: State: Zip:
	Phone:	E-mail:

8	Type of construction	
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9	Current use group	
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10	Cost of work covered by this application	
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11	If plans submitted as the result of an Adjudication Order, enter order number here:
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12	* Fees to be paid from Scope of Project	
	Structural	
	Mechanical	
	Electrical	
	Plumbing	
	Certificate of Occupancy	
	Total fees to be paid	

13	Fees paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit card
	Make check payable to: East Central Ohio Building Authority

14	I hereby certify that I am the (check one) <input type="checkbox"/> Owner <input type="checkbox"/> 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; margin-top: 20px;"> <div style="width: 60%; border-bottom: 1px solid black; text-align: center;">Signature</div> <div style="width: 30%; border-bottom: 1px solid black; text-align: center;">Date</div> </div> <div style="margin-top: 10px; border-bottom: 1px solid black; text-align: center;">Print or type name of signer</div>
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15	THE AREA BELOW IS FOR OFFICIAL USE ONLY	
	Date recd:	CPA#:
	Check #:	Verification #:
	Processed by:	<input type="checkbox"/> Mail-In <input type="checkbox"/> Walk-In