



COMMERCIAL APPLICATION-PART A

Submit One Application For Each Building Or Structure.
PLEASE PRINT OR TYPE. See Reverse Side For Information

Montgomery County Building Regulations Division
451 W. Third Street • P.O. Box 972 • Dayton, Ohio 45422
(937)225-4622 • Fax (937)225-6327 • www.mcoho.org/build

MASTER PERMIT NO.

PERMIT NO.

For Permit Types 1A and 1B, check all that apply if you want them reviewed and issued at one time.

1A. BUILDING PERMIT/GENERAL CONSTRUCTION Up Front Fee

- New Construction, Addition\$100
- Alteration, Renovation, Shell-Only, Tenant Fit-up, Change of Use or Repair.....\$100
- Footing/Foundation Only\$150
- Temporary Permit (Tents, Seasonal, etc.) - No. of Struc.\$80
- Certificate of Occupancy Only (No New Work or Change of Use) ..\$150
- Sign Permit - No. of Wall signs _____ Free standing signs _____\$100
- Demolition (whole structure razed).....\$60
- Towers - Communication, Cell Phone\$120
- Retaining Walls.....\$100
- Swimming Pools/Spas.....\$100

- Fireplaces and Decorative Gas Appliances, when done separately from other permits
- New Fireplace or Appliance - No. of Units _____\$120
 - Repairs - No. of Units _____\$60

- Damage Assessment/Repair
- Initial assessment of all damage\$60
 - Minor Repair-when no drawings have been required\$100
 - Substantial Repair-when drawings have been required\$100

- Flood Damage Prevention Compliance
- Individual Site or Building\$60
 - Site with Multiple Structures - No. of Structures\$120
 - Subdivision\$120
 - Wright Patterson Air Force Base Airport Zoning Compliance\$60
 - Field Consultation/ Emergency Inspection - No. of hours\$60

1B. MECHANICAL CONSTRUCTION Up Front Fee

- New Construction, Addition, Major Alteration.....\$60
- Minor Alteration (Branch Ducts and Diffusers Only).....\$60
- Duct Extension Only.....\$90
- Exhaust Hood or Spray Booth - No. of Hoods\$180
- Repair/Replace Same Size Equipment - No. of Units\$120
- Building Services (Refrigeration) Piping - No. of Inspections\$120
- Gas Piping - New System Repair- No. of Insp.\$60
- Water Heater - Gas Electric No. of Units\$120

Permit Types 2 and 3 must be applied for as separate permits.

2. FIRE SUPPRESSION SYSTEM Up Front Fee

- New Construction, Additions, Major Alterations, Changes of Occupancy . \$100
- Minor Alterations -Armovers/Splits only (No new branch lines).....\$100
- Hood Suppression System - No. of Hoods\$100

3. ALARM SYSTEM Up Front Fee

- New Construction, Additions, Alteration of more than 5 new devices...\$175
- New Construction, Additions, Alteration of 5 or fewer devices\$175

OFFICE USE ONLY

Received at Main Office South Office Mail Fax

Date _____ Initiator _____

Total Fee Due \$ _____

Up front Fee Paid \$ _____ FOP. _____

Penalty Fee Due \$ _____

Balance Fee Due \$ _____ FOP. _____

Notified permit ready by _____ Date _____

Plans approved by _____ Date _____

Use Group _____ Const Type _____ Occ Load _____

C.O. Yes No Code Edition _____

4. PROJECT INFORMATION What City, Village, or Township is this project

Parcel ID _____ Located in? _____

Project Name _____

Project Address _____

Unit/Space/Suite/Lot No. _____

City/State/Zip Code _____

Project Description _____

Estimated Value of this project \$ _____

Use Group _____ Area of New Work or Addition (Sq. Ft.) _____

Const Type _____ Area of Renovation, Alteration (Sq. Ft.) _____

Is any part of the proposed project, including site excavating or filling,

- in a FEMA Flood Prone Area? Yes No
- in a WPAFB Airport Zoning District? Yes No

5. PROPERTY OWNER

Name _____ Phone _____

Address _____

City, State, Zip Code. _____

6. PLANS FOR THIS APPLICATION BY (Architect, Engineer, or Designer) (Must Match Drawings)

Contact Person _____ Phone _____

Company Name _____

Address _____

City, State, Zip Code. _____

7. CONTRACTOR FOR THIS APPLICATION Jobsite Phone

Contact Person _____ Office Phone _____

Company Name _____

Address _____

City, State, Zip Code. _____

E-Mail _____ Fax _____

8. MECHANICAL CONTRACTOR Jobsite Phone

Contact Person _____ Office Phone _____

Company Name _____

Address _____

City, State, Zip Code. _____

E-Mail _____ Fax _____

9. APPLICANT

Contact Person _____ Phone _____

Company Name _____

Address _____

City, State, Zip Code. _____

E-Mail _____ Fax _____

I hereby certify that I am the Owner of Record, or that the proposed work is authorized by the Owner of Record, that I have been authorized by the Owner to make this application as his Agent, and that we agree to conform to ALL laws of the County and the State, and that all information on this application is truthful to the best of my knowledge. I also understand that

UP FRONT FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.

Applicant Signature _____ Date _____

SOUTH SATELLITE OFFICE

Located in the Washington Township Public Works Building at 8190 McEwen Road, Washington Twp. Phone: (937)438-2767 • Fax: (937)438-2742

PERMIT APPLICATION INFORMATION AND INSTRUCTIONS

A separate application is required for each individual building or structure.

Separate applications and documents are required for permits for fire suppression systems, fire alarms or detection systems, Type I hood suppression systems and all electrical work. Plumbing permits are completely separate; they are issued by Public Health -Dayton & Montgomery County.

Documents submitted for plan review **shall be drawn to an architect or engineer's scale** and be sufficiently clear, comprehensive, detailed and legible so that it can be determined whether or not the proposed work will conform to all applicable provisions of OBC. Single line drawings are **not** acceptable.

The name, address and phone number of the party responsible for the document preparation must be shown on all sheets. Documents shall be collated and bound into sets as follows:

1. FULL BUILDING (GENERAL CONSTRUCTION) PERMITS:

For Complete Building, Tenant Fit-up, Additions, Alterations, or Remodeling permits: **3 sets**, to include site plan; foundation plan; floor plans; exterior elevations; roof plan; complete wall sections and detail sheets; complete data on all required fire-resistance rated construction, including tested assembly numbers for all assemblies, door and hardware schedules; complete structural plans and details; and complete information describing the mechanical systems (also see 2C below), and the scope of fire protection, alarm, and electrical systems of the building.

2. PARTIAL OR SEPARATE TRADES PERMITS:

A. Footing/Foundation permit: 2 sets, to include site plan; foundation plan; foundation details; building floor plan; building elevations; wall sections; plus preliminary data on all required fire-resistance rated construction, including hourly ratings for all assemblies. Note: **this permit does not allow installation of any floor slabs.**

B. Building Shell permit: 3 sets, to include site plan; foundation plan; foundation details; building floor plan; building elevations; all exterior wall sections; complete data on all required fire-resistance rated construction, including tested assembly numbers for all assemblies, door and hardware schedules for all exterior doors; roof plan; complete structural plans and details. This permit allows for the complete construction of the exterior envelope of a building, but **does not allow occupancy of any part.**

C. Mechanical permits, when separate from building permit: **2 sets**, to include floor plans with rooms labeled (that match building permit plans) showing all proposed equipment locations; locations of all fire and/or smoke dampers; ductwork routing, materials and sizes and insulation; diffuser locations and cfm's; toilet room exhaust fan size and discharge routing. Provide equipment schedules with total system cfm's and minimum outside ventilation air cfm's stated, by unit or system. Provide appropriate details of attic access, equipment clearances and platform construction; condensate disposal; combustion air compliance; and fire damper installation.

D. Type I Kitchen Exhaust Hood permits: 3 sets, to include floor plan showing each piece of equipment under the hood; hood plan layout; along with manufacturers model numbers provide copies of manufacturers catalog cuts); architectural building sections and/or details providing complete installation information including showing duct from hood through to exterior; duct protection methods; calculations of hood capacity; duct air velocity; supply air and exhaust air design; and details on clearances to combustibles. If hood is UL710 listed, provide copies of UL listing/report to verify compliance.

E. Sign permits: 2 sets, to include site plan of sign locations; building elevation(s) at sign; details and sections through sign, showing actual materials and construction of wall to which sign is being attached. Details to also provide data on size, type and spacing of all proposed fasteners. For free standing signs, complete foundations details are required; for large signs, documents must state wind speed and exposure, and must display the original, legible seal of an Ohio registered design professional.

F. Fire Alarm/Detection system permits: 3 sets, to include floor plans (that match building permit plans) showing all proposed or existing work; show all devices with a legend for devices shown; operations matrix; manufacturers catalog cuts for each device; zoning schematic; complete battery calculations; and other data as needed to describe a complete and compliant system.

G. Fire Suppression system permits: 3 sets, to include site plan showing all proposed underground work (as appropriate); labeled floor plans (that match building permit plan) showing all proposed or existing work; areas that were calculated along with supporting calculations, (**calculations must show a minimum of 5psi safety factor**); riser details, water flow test data; complete storage plan configurations and commodity information; hazard classification of each AREA; sprinkler and standpipe demand at base of riser; NFPA system type used as basis of design; sprinkler make and model number; and other data as needed to describe a complete and compliant system. Walls, soffits or other obstructions shall be accurately shown.

3. CERTIFICATE OF OCCUPANCY ONLY PERMITS:

Certificate of Occupancy permit: 3 sets, to include a complete and accurate floor plan; showing all rooms and/or spaces, with their actual use accurately stated. The drawing must show all door openings including direction of swing, door size and hardware, toilet fixtures, drinking fountains, service sinks, exit lights, emergency lighting fixtures, and ceiling heights. If part of a larger building complex, then a site plan or location plan is also necessary. While these documents usually do not require a seal of an Ohio registered design professional, they must be competently and completely prepared.

IMPORTANT NOTICES

1. The Ohio Building Code requires that plans needing technical analysis be sealed by an Ohio registered architect or professional engineer. Subject to the interpretation of the Chief Building Official, projects requiring simple technical analysis may not require a seal, while projects requiring complex technical analysis will require a seal. Simple projects, in order to be approved without a seal, must be fully and accurately drawn, to scale, and must include sufficient code compliance information to complete the plan review. Pre-engineered products, equipment, and systems must be accompanied by manufacturers engineering data. Contact our offices for more details. Early discussions can avoid later delays in permit processing.
2. Permit issuance constitutes partial plan approval for construction of only the categories of permits requested. Construction may proceed only to the point for which approval has been given, at the permit holders risk and without assurance that approval for the entire structure will be given.
3. It is unlawful to begin the construction of a new structure, alter or add to an existing structure, and/or change the occupancy or use group of an existing structure before receiving approved plans from this department, and zoning approval from the local zoning jurisdiction. **WORK BEGUN BEFORE PERMIT ISSUANCE WILL RESULT IN A PENALTY FEE BEING ASSESSED.** (Mont. Cty. Resolution #05-1442)
4. Any permit issued is valid for 12 months from the date of issuance. Upon written request prior to permit expiration, an extension may be granted for just cause, but will not exceed an additional 12 months.
5. **Up Front Fees are not refundable**, except in the case of Montgomery County clerical error, in which case all fees incorrectly assessed will be refunded. If you are unsure about your permit request, **ask questions before you submit your application.** If a permit can't be approved due to code compliance issues, or if you change your mind or don't get the job to do the work, **no refund of the Up Front fees will be authorized.**

SPECIAL STORMWATER POLLUTION PREVENTION NOTE

If your project is disturbing more than one acre land, or if it is part of a larger subdivision, you must submit to Montgomery County Environmental Services a copy of your stormwater pollution prevention plan, your submitted Notice of Intent, and your Ohio EPA receipt of N.O.I permit payment.

The developer of the subdivision may already be covered by an existing permit. If this is the case, submit a copy of the developer's N.O.I, to Environmental Services. They can be reached at (937) 781-2500.

PERMIT NO.