



# COMMERCIAL SUBMITTAL PACKET



**Ashtabula**  
— COUNTY, OHIO —

*Where great things happen.*



## ADMINISTRATION & STANDARDS

*The Ashtabula County Building Department is responsible for the administration and enforcement of the applicable State of Ohio Building Codes for residential, commercial, and industrial construction within its jurisdiction. These Building Codes provide the department's inspectors with guidelines to help ensure the health and welfare of the residents. Certified by the State of Ohio the Ashtabula County Building Department provides Building, Electrical, Mechanical and Fire Protection Plan Review and Inspection Services for Ashtabula County.*

## JURISDICTIONS

<u>CITIES</u>	<u>VILLAGES</u>	<u>TOWNSHIPS</u>		
▪ ASHTABULA	▪ ANDOVER	▪ ANDOVER	▪ JEFFERSON	▪ ROME
▪ CONNEAUT	▪ GENEVA-ON-	▪ ASHTABULA	▪ KINGSVILLE	▪ SAYBROOK
▪ GENEVA	THE-LAKE	▪ AUSTINBURG	▪ LENOX	▪ SHEFFIELD
	▪ JEFFERSON	▪ CHERRY VALLEY	▪ MONROE	▪ TRUMBULL
	▪ NORTH	▪ COLEBROOK	▪ MORGAN	▪ WAYNE
	KINGSVILLE	▪ DENMARK	▪ NEW LYME	▪ WILLIAMSFIELD
	▪ ORWELL	▪ DORSET	▪ ORWELL	▪ WINDSOR
	▪ ROAMING	▪ GENEVA	▪ PIERPONT	
	SHORES	▪ HARPERSFIELD	▪ PLYMOUTH	
	▪ ROCK CREEK	▪ HARTSGROVE	▪ RICHMOND	

## PERMIT INFORMATION

**BUILDING:** A building permit shall be obtained before proceeding with any construction, alteration, repair, moving, or demolition of any structure, deck, swimming pool, etc.

**PLAN APPROVALS** shall be obtained for the following:

- Building      ▪ Electrical      ▪ HVAC      ▪ Gas Piping      ▪ Hydronics      ▪ Fire Alarm
- Fire Sprinkler      ▪ Kitchen Hoods      ▪ Hood Suppression      ▪ Refrigeration

1. Plan Approval of any type will be issued only after compliance with the current edition of the Ohio Building Code and only on evidence of an approved Zoning Permit, Sanitary Sewer or Septic Approval, Soil & Water and Floodplain Approval, if applicable.
2. The proposed work must be done in accordance with approved plans, specifications, codes, and standards.
3. It is the responsibility of the General Contractor/Applicant to ensure that all required inspections are scheduled and all work installed has been approved by the Ashtabula County Building Department prior to proceeding to the next phase of construction. The General Contractor/Applicant is responsible for obtaining a final inspection at the completion of the project prior to the issuance of the Certificate of Occupancy.

25 W. JEFFERSON ST. - JEFFERSON, OHIO 44047 - P: 440-576-3737 - F: 440-576-3739



4. Plan approvals become null and void if work or construction authorized is not commenced within 12 months, or if construction or work is suspended or abandoned for a period of 180 consecutive days at any time after work is commenced.

**PLUMBING PERMITS** must be obtained from the Ashtabula County Health Department, 12 West Jefferson Street, Jefferson, Ohio 44047, 440-576-6010 or the Conneaut City Health Department, 327 Mill Street, Conneaut, Ohio 44030, 440-593-3087 (For residential projects located in Conneaut City only).

**ZONING APPROVAL** shall be obtained thru the local city, township or village zoning departments. A list of all the zoning contacts for the cities, townships and villages can be obtained by visiting the Ashtabula County Planning Department's website at <http://www.co.ashtabula.oh.us/278/Zoning>.

## CONTRACTOR REGISTRATIONS

1. Commercial contractors must register annually using the appropriate form provided by the Ashtabula County Building Department -bonding and insurance is not required.
2. Contractors need to check with local jurisdiction(s) where they are working for any requirements at that local level.
3. Annual contractor registration is required for the following:
  - A. General
  - B. Electrical – requires copy of State of Ohio Electrical License
  - C. HVAC – requires a copy of the State of Ohio HVAC License
  - D. Commercial Gas Piping – requires copy of State of Ohio HVAC or Plumbing License
  - E. Residential Gas Piping – requires copy of current registration with another City/County Building / Health Department or State of Ohio HVAC or Plumbing License.
  - F. Hydronics – requires copy of State of Ohio Hydronic License.
  - G. Refrigeration – requires a copy of State of Ohio Refrigeration License.
  - H. Fire Alarm – requires copy of Company Annual Certificate from State Fire Marshal.
  - I. Fire Sprinkler – requires copy of Company Annual Certificate from State Fire Marshal.
  - J. Hood Suppression – requires copy of Company Annual Certificate from State Fire Marshal.

## HOW TO OBTAIN A COMMERCIAL PLAN APPROVAL

1. **SUBMIT (4) FOUR COMPLETE SETS OF PLANS**, specifications, and data for commercial and/or industrial construction sealed by a State of Ohio Registered Design Professional, along with a completed Commercial Permit Application for review.
  - A. Per Section 106 of the 2017 Ohio Building Code, the submittal documents shall include the following:
    - Drawing Index    ▪ Site Plan    ▪ Floor Plans    ▪ Elevations    ▪ Wall Sections
    - Section Details    ▪ Roof Plan    ▪ Schedules    ▪ Specifications    ▪ Structural Plans
    - HVAC Plans    ▪ Electrical Plans    ▪ Plumbing Plans    ▪ Civil Plans    ▪ Others
  - B. Then name and address of the author shall be plainly printed on all of the plans and drawings. The job site address shall appear on all sheets/pages of the set of plans. Each sheet/page of the set of plans shall be identified by a sheet number.
2. **CODE COMPLIANCE** - All plans submitted shall bear sufficient information to determine compliance with the OBC. Drawings shall also clearly indicate the principle use or occupancy of the building or structure. Where more than one type of use or occupancy is intended, the location of the floor area such as uses or occupancies shall be clearly shown on the plans. Spaces shall be identified by the appropriate code appellations (use).
3. **FLOOD PLAIN** - Buildings or structures located in a flood hazard area must be indicated on the commercial application and all pertinent information shall be indicated on the site plan.
4. **PLUMBING PERMITS** – A plumbing permit must be obtained from the Ashtabula County Health Department, 12 West Jefferson Street, Jefferson, Ohio 44047 Tel: 440-576-6010 Option #3.
5. **ZONING PERMIT** - Check with the local zoning inspector for requirements. Bring a copy of the zoning permit to the Building Dept. Refer to this website for the local zoning contacts, <http://www.co.ashtabula.oh.us/278/Zoning>
6. **SITE PLANS** - Submit required number of site plans to the local zoning inspector, and the Ashtabula County Health Department if necessary.
7. **SANITARY SEWERS / SEPTIC SYSTEMS** (for new dwellings and additions) - If public sanitary sewers are not accessible, an individual disposal system must be installed in accordance with the Ohio State and County Health Department's requirements. Contact the Ashtabula County Health Department at 1-440-576-6010 Option #3 for additional information.
8. **WATER SUPPLY** (for new structures) - If public water is not available, the applicant must supply acceptable evidence that an adequate supply of potable water is available. A well log approved by the Ashtabula County Health Department will be acceptable.
9. **STATE 3% PERCENT FEE:** Pursuant to 3781.102 (F) (2) of the Ohio Revised Code all commercial permits and plan reviews shall be charged a 3% state tax.



## **COMMERCIAL INSPECTION REQUIREMENTS**

- JOB SITE ADDRESS posted during entire construction process.
- JOB PLACARD MUST BE POSTED IN PLAIN SIGHT
- APPROVED JOB COPY OF PLANS MUST BE AVAILABLE ON ALL JOBS FOR ALL INSPECTIONS. If approved prints are not on-site at the time of inspections, a re-inspection must be scheduled.
- REINSPECTION FEES - A re-inspection fee will be charged when the inspector must return to work that was not ready, building was locked, approved construction documents not on site, and I or had failed a previous inspection. Fee must be paid prior to scheduling final inspection, or if two (2) fees are assessed on a project, fees are due before the next inspection is scheduled.
- TWENTY-FOUR (24)-HOUR NOTICE is required for ALL INSPECTIONS. Inspection Requests must be received by 3:00 p.m. for an inspection the next day. You can call on the day of your inspection, between 7:00 a.m.-9:15 a.m. for an approximate inspection time.
- PLUMBING APPROVALS: In addition to receiving an inspection approval from the Ashtabula County Building Department, IT IS THE CONTRACTORS AND/OR OWNER'S RESPONSIBILITY to obtain all plumbing approvals from the Ashtabula County Health Department, T: 440-576-6010 Option #3.

## **REQUIRED INSPECTIONS**

- **FOOTING / PADS / PILINGS INSPECTIONS**
  1. Upon completion of Footing Forms, Reinforcement, etc. but BEFORE INSTALLING CONCRETE schedule a pre-pour inspection with the Ashtabula County Building Department.
  2. A minimum of (1) One-Hour window is required when scheduling for an inspection.
  3. Earliest pour time is 10:00 A.M.
- **FOUNDATION INSPECTIONS**
  1. Upon completion of water proofing, drain tile with cover stone in place, and prior to backfilling.
- **UNDER SLAB UTILITIES INSPECTION:**
  1. After all service equipment, conduit piping accessories and other ancillary equipment items are in place, but BEFORE PLACING ANY CONCRETE OR INSTALLING ANY FLOOR SHEATHING, INCLUDING THE SUB FLOOR, schedule a pre-pour and/or pre-sheathing inspection.
  2. A minimum of a (1) One hour window is required when scheduling for an inspection.
- **CONCRETE SLAB:**
  1. Upon completion of the installation of the insulation, vapor barriers, mesh, re-enforcement, etc. but BEFORE PLACING CONCRETE, schedule a pre-pour inspection.
- **STRUCTURE, ELECTRICAL, MECHANICAL, FIRE ALARM, FIRE SPRINKLER ROUGH-IN INSPECTION:**

1. All Additional Permits must be on file (electrical, mechanical, gas piping, etc.).
2. Rough-in inspection approval, in any area, is required before concealment.
3. Structure, electrical, mechanical roughs, and fireplace shall be inspected at the same time.
  - A. Framing: Complete framing inspections shall be made after the roof deck or sheathing, all framing, fire blocking and bracing are in place and pipes, chimneys and vents to be concealed are complete and the rough electrical, plumbing, heating wires, pipes and ducts are approved. Protection of joints and penetrations in fire-resistance- rated assemblies shall not be concealed from view until inspected and approved.
  - B. Electrical: Complete electrical rough in with all splicing in boxes ready to receive devices.
  - C. Mechanical: Complete mechanical installations including all ductwork, fuel gas piping, equipment, and electrical connections. Heat pipes in concrete slab to be inspected prior to pouring concrete.

▪ **FIREPLACE INSPECTIONS**

1. Masonry - to be inspected at top of smoke chamber when first flue tile is set and smoke chamber parged.
2. Prefab - rough in before enclosing. Prefab fireplace inspection should be done at the same time as the structural, electrical, and mechanical rough in inspection.

▪ **ENERGY EFFICIENCY – INSULATION INSPECTION**

1. After any Rough Plumbing, Rough Framing, Electrical, Mechanical, and any other work that may be concealed has been inspected and approved.
2. Insulation is completely installed but prior to placement of any drywall or other covering.
3. Inspections shall include, but not be limited to, inspections for envelope insulation R and U value, fenestration U value, duct system R value, and HVAC and water heating equipment efficiency.

▪ **FIRE RESISTANCE RATED CONSTRUCTION INSPECTION**

1. Protection of joints and penetrations in fire-resistance-rated assemblies shall not be concealed from view until inspected and approved.
2. After all wallboard is installed and before wallboard joints and fasteners are taped and finished.

▪ **ELECTRICAL SERVICE INSPECTION (Temporary or Permanent)**

1. Temporary Power Pole - prior to the utility company hook up.
2. Permanent Electrical Service - when main panel is installed and grounding is complete with cover off prior to the utility company hook up.
3. Approval is faxed the next business day to the utility company. The Electrical Contractor I Owner's is responsible for scheduling hook up with the appropriate utility company.



▪ **REQUEST FOR FINAL INSPECTION**

1. Upon completion of all phases of any construction. Final inspection approval is required upon completion and approval of all phases of any construction prior to occupancy.
2. All Fuel Piping Installations must have an ACCEPTANCE TEST CERTIFICATE submitted and approved to the Ashtabula County Building Department before a final inspection can be schedule. See Acceptance Test Information in Section 10.
3. Obtain final plumbing from the Ashtabula County Health Department.
4. After submittal and review of all Special Inspection Reports (OBC Section 1704) if applicable.
5. After payment of any re-inspection fees.

▪ **REQUIRMENTS TO OBTAIN AN ISSUE CERTIFICATE OF OCCUPANCY**

1. Final building inspection and approval by the Ashtabula County Building Department.
2. Final plumbing inspection and approval from the Ashtabula County Health Department.  
440-576-6010 Option #3
3. Final grade/drainage inspection and approval by the Ashtabula County Building Department.
4. Final Special Inspection Report provided by special inspection agency (if applicable).

▪ **CERTIFICATE OF OCCUPANCY COPIES**

Contractors / Owner's may contact the Ashtabula County Building Department one week after a final inspection has been approved AND all confirmations (Final Plumbing Approval) are received by the Ashtabula County Building Department, to request a copy of the certificate of occupancy.