



COMMERCIAL APPLICATION FORM

SUBMIT ONE APPLICATION FORM FOR EACH BUILDING OR STRUCTURE. PLEASE PRINT OR TYPE

MONTGOMERY COUNTY
BUILDING REGULATIONS DIVISION

451 W. Third St. P.O. Box 972 Dayton, OH 45422
937-225-4622 • www.mcoho.org/build • Fax 937-225-6327

1. DESCRIPTION OF WORK TO BE COVERED UNDER THIS APPLICATION

- If this permit application is connected to an existing building permit, what is that permit number? BLD _____
- (For Building Permits only) What is the estimated market value of completed project \$ _____

2. SCOPE OF PROJECT

- Check box that best describes the scope of this application:
 - New - Complete Building
 - New - Bldg Shell Only
 - New - Building Addition
 - Repairs Only
 - New - Tenant Fit-Up (First Use)
 - Damage Assessment
 - Alteration - Demising Wall Only
 - Alteration - Full Building or Tenant Space
 - Alteration - Partial Building or Tenant Space/Dwelling
- Size of work being built and/or altered, rounded to the nearest 100 sq. ft. _____ Sq. Ft.
- Is the work in a FEMA regulated Floodplain? Yes No
- Is the work in the WPAFB Airport Zoning District? Yes No

3. TYPE OF PERMIT(S) YOU ARE REQUESTING

Check all Building and Mechanical Permits that you are applying for.

UP-FRONT FEE

- B.1 Building Work _____ \$250
- B.4 Certificate of Occupancy Only (No work or use change) \$250
- B.9 Footing/Foundation Phase only _____ \$400
- B.11 Demolition of Entire Building _____ \$125
- B.8 Sign Permit _____ \$250
- B.12 Temporary Tent / Structure _____ \$175
- B.14 Floodplain Compliance Only _____ \$100
- M.1 Mechanical work _____ \$150
- M.2 Type I Exhaust Hood: No. of Fans ___ x \$250 = _____
- M.3 Type II Exhaust Hood: No. of Fans ___ x \$150 = _____
- M.4. or M.5 Furnace/AC/Water Heater Replacement (Same size and location only) _____ \$150
- M.6 Building Services Piping _____ \$150
- M.7 Commercial Gas Piping (Submit gas piping worksheet) \$150
- M.8 Dwelling Unit Gas Piping (Submit gas piping worksheet) \$125

FIRE SUPPRESSION AND FIRE ALARM PERMITS MUST BE APPLIED FOR AS SEPARATE PERMITS WITH SEPARATE PLANS

- B.5 Fire Suppression System _____ \$150
- B.6 Hood Suppression: No. of Fans ___ x \$150 = _____
- B.7 Alarm System _____ \$150

SUB-TOTAL UP-FRONT FEE DUE \$

4. ADDITIONAL FEES TO BE ADDED TO BALANCE DUE:

- B.15 or M.9 Additional Inspection(s) Requested: How Many? _____ x \$75 = \$ _____
- A.1 Number of Additional CO's Needed ___ x \$100 = \$ _____
- A.4 Emergency Inspection or Evaluation _____ \$100

5. PROJECT Project Name _____
 Address _____
 City & Zip _____
 Lot Number _____ Subdivision _____
 Actual Jurisdiction (Township, Village, or City) _____
 Parcel ID _____

6. BUILDING OWNER Phone _____
 Company Name _____
 Contact Person _____
 Address _____
 City, State, Zip _____
 Email _____

7. APPLICANT Phone _____
 Company Name _____
 Contact Person _____
 Address _____
 City, State, Zip _____
 Email _____

8. DESIGNER RESPONSIBLE FOR THIS WORK Phone _____
 Architect Engineer Fire Protection Designer Other
 Company Name _____
 Contact Person _____
 Address _____
 City, State, Zip _____
 Email _____

9. CONTRACTOR Phone _____
 Company Name _____
 Contact Person _____
 Address _____
 City, State, Zip _____
 Email _____

10. I HEREBY CERTIFY that I am the: Property Owner Agent for the Owner, and all information contained in this application is true, accurate, and completed 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.** I also understand that **UP-FRONT FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.**

Applicant Signature _____
 Printed Name _____ Date _____

OFFICE USE ONLY EFFECTIVE JULY 1, 2017 REV 7/7/17

Received by _____ via: Main Office Mail Fax Electronic
 Total Fee Due \$ _____
 Amount Paid Up-Front \$ _____ FOP _____
 Penalty Fee Due \$ _____
 Balance Due \$ _____ FOP _____
 Plans approved by _____
 Date approved _____ Code Ed. _____
 Does this get a Certificate of Occupancy? Yes No
 Applicant Notified Permit Ready by _____ Date _____

MASTER PERMIT NO.

DATE RECEIVED

PERMIT NO.

APPLICATION INFORMATION AND INSTRUCTIONS

A separate application is required for each building

Separate applications and documents are required for Fire Alarm Systems, Fire Suppression Systems, Type I Hood Suppression Systems, and Electrical Permits. Plumbing permits 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 legible, comprehensive, and detailed 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 must be collated and bound into sets as follows:

2. BUILDING WORK (GENERAL CONSTRUCTION) PERMIT:

For Complete Buildings, Additions, Alterations, Tenant Fit-ups, 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; door and hardware schedules; complete structural plans and details; energy code compliance information; handicapped accessibility features; and complete information describing the mechanical systems (also see 4 below), the scope of fire protection, alarm, and electrical systems of the building. Also, include proof of zoning approval.

3. PARTIAL BUILDING PERMIT:

- **FOOTING/FOUNDATION PERMIT: 3 sets**, to include site plan; foundation plan; foundation details; building floor plan; building elevations; wall sections; plus data on all required fire-resistance rated construction, including hourly ratings for all assemblies. Note: **this permit does not include construction of floor slabs.**
- **BUILDING SHELL ONLY 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 any occupancy.**

4. MECHANICAL PERMIT: 3 sets, to include labeled floor plans (that match building permit plans) showing all equipment locations; locations of all fire and/or smoke dampers; ductwork routing, materials and sizes and insulation; diffuser locations and cfm's; toilet room and dryer 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. Show attic access, equipment clearances, platform construction; combustion air compliance; and fire damper installation.

5. FIRE SUPPRESSION SYSTEM PERMIT: 3 sets, to include site plan showing all proposed underground work; labeled floor plans (that match building plan) showing all proposed or existing work; areas that were calculated along with supporting calculations; riser details, water flow test data; 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 system. Walls, soffits or other obstructions shall be accurately shown. **Hydraulic design must show a minimum of 5 psi safety factor.**

6. FIRE ALARM/DETECTION SYSTEM PERMIT: 3 sets, to include labeled floor plans (that match building permit plans) showing all proposed or existing work, all devices with a legend for devices shown; an operations matrix; manufacturers catalog cuts for each

device; zoning schematic; complete battery calculations; and other data as needed to describe the complete system.

- 7. SIGN PERMIT: 2 sets**, to include site plan; building elevation(s) at sign; details and sections through sign, showing actual construction of wall to which sign is being attached, and data on size, type and spacing of fasteners. For free standing signs, provide complete foundations details; for large signs, include the design wind speed and exposure, and must display the original, legible seal of an Ohio registered design professional.
- 8. TYPE I KITCHEN EXHAUST HOOD PERMIT: 3 sets**, to include complete kitchen floor plan showing all equipment under the hood(s); hood plan layout, manufacturer model numbers and specifications; architectural building sections and 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.
- 8. CERTIFICATE OF OCCUPANCY ONLY PERMIT: 3 sets**, to include an accurate floor plan; showing all rooms and/or spaces, with their actual use accurately stated. Plans must show all door openings including direction of swing, door size and hardware, plumbing fixtures, exit signs, emergency lights, and ceiling heights. If part of a larger building complex, a site plan or location plan is also necessary. While these documents usually do not require a seal of a design professional, they must be complete and legible.

IMPORTANT NOTICES

- 1. Plans needing technical analysis must be sealed by an Ohio registered architect or professional engineer, per the Ohio Building Code.** Some projects require only simple technical analysis and may not need to be sealed, but if they require complex technical analysis a seal will be needed. Simple projects must still be fully and accurately drawn to scale, and must include sufficient code compliance information. If you are not sure, contact our office early to avoid delays in permit processing.
2. Permit issuance constitutes approval for construction of only the categories of work requested. Construction may proceed only to the point for which approval has been given, at the permit holder's risk, without assurance that approval for the entire project 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 PENALTY FEES ASSESSED.**
4. Permits are valid for 12 months from the date of issuance. Upon written request prior to permit expiration, an extension may be granted, not to 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 will be refunded. 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 DEMOLITION NOTE

Demolition permits are also required by Montgomery County Environmental Services for water and sewer line demolition, and by the Ohio EPA for asbestos abatement.