

Commercial Permits

The Department of Building Regulations of Lucas County has been certified by the State of Ohio Board of Building Standards to review and approve plans and inspect new construction and renovation of existing structures for all commercial structures and multi-family residences within the jurisdiction of the department.

The Department of Building Regulations has contracted, through the Board of County Commissioners, the Villages of Harbor View, Ottawa Hills and Waterville, The City of Sylvania, and all of the townships within the County to perform plan review and inspections on new construction, both commercial and residential.

All design and construction of commercial, industrial or multi-family structures within the jurisdiction of the Lucas County Building Regulations Department shall be done in conformance with the provisions of the Ohio Building Code. (OBC)

TO OBTAIN A PERMIT

An individual seeking plan review for the issuance of a building permit shall obtain an application form from personnel in the Building Regulations Department or online. The application must be filled out in its entirety and submitted to the Building Regulations Department along with the required plans and specifications and fees.

The applicant shall submit two (2) complete sets of construction drawings including site plans and site grading drawings. A copy of a certificate of zoning approval from the appropriate township, village or city and a copy of an approval from the County Sanitary Engineer for sanitary sewer, storm sewer and water service taps shall accompany the original submittals.

The construction drawings must bear the seal of a Registered Design Professional licensed in the State of Ohio in accordance with OBC Section 106.2.

Construction drawings shall include (See OBC Section 106.1.1 for additional information):

1. An index of drawings located on the first page. Note all deferred submittals and required special inspections on the cover sheet. Provide a complete code analysis.
2. A site plan showing street location, size of lot, setback and side yard dimensions, location and sizes of all utility lines, grading of lot, and parking facilities provided. The site plan shall also indicate compliance with the accessibility provisions of the code including the accessible route to and between all facilities, accessible parking spaces, ramp locations and details, all required signage, etc.
3. Foundation plans that specify the dimensions for the footings and foundation walls including all anchorage, reinforcing, foundation drainage and waterproofing as required.
4. Floor Plans that specify the use of each room, all dimensions, wall details, opening details, accessibility, fire-rated assemblies, and egress requirements. Additional sheets may be required to provide sufficient information necessary to verify compliance with the adopted codes.
5. Cross sections, wall sections and details drawn to scale. Specify all materials being used.
6. Exterior Elevations that specify building height, exterior wall coverings, etc.

7. Structural Plans that specify all structural elements and their associated connections. Specify all special inspections items associated with the structural elements.
8. Mechanical, plumbing, electrical, fire alarm and fire suppression plans, including schematics, duct and pipe layouts, power equipment and design calculations.
9. Design of occupancy use group, construction type, total square footage, fire resistance rating of structural elements and fire suppression system hazard classification, if applicable.

PLANS EXAMINATION

The drawings are now reviewed to determine compliance with the appropriate provisions of the OBC and State Law. The Plans Examiner shall approve or deny the drawings reviewed. In all cases where approval cannot be granted a correction letter & adjudication order, that outlines the items that do not meet the code, will be sent to the applicant.

RESUBMITTAL

The applicant shall submit a letter addressing the corrections required and provide a set of drawings showing revisions to the deficiencies noted on the initial plan review.

APPROVAL

The Building Official shall, in conjunction with the Plans Examiner review the revisions submitted. Upon approval of all resubmittals, the Building Official shall issue a Certificate of Plan Approval. The Certificate of Plan Approval and a listing of the required inspections shall be attached to the approved drawings. If the drawings cannot be fully approved, a phased approval may be issued provided all the components associated with that phase are approvable. Additional fees may be required.

CONTRACTOR LICENSING

All electrical, HVAC, plumbing, refrigeration, and hydronics contractors shall be registered to perform work within the jurisdiction of the Lucas County Building Regulations Department. Fire alarm and fire suppression system contractors shall be licensed by the State of Ohio and provide proof of a valid license when requested.

ISSUANCE OF A PERMIT

After approval of the drawings as corrected, the applicant will be notified that the building permit is ready to be issued upon payment of any fees or paperwork that are still outstanding.

INSPECTIONS (See OBC Section 108 for additional information):

After the building permit is issued, the permit holder is responsible for requesting that all required inspections are scheduled and that any revisions to the approved plans are submitted and re-approved prior to making the change. Only when the permit is displayed at the job site and the approved plans are present shall the inspector perform the scheduled inspection. If no one is available to allow entrance to the project, the inspection must be rescheduled. If access to the project is prohibited, the inspection must be rescheduled.

FOOTING INSPECTION:

Shall be made prior to the pouring of any concrete. A trench, form work, and any required steel reinforcing shall be in place at the time of inspection.

FOUNDATION INSPECTION:

Shall be made prior to the pouring of foundation walls or piers. Reinforcing steel shall be in place at the time of inspection. If reinforcing steel is not required, then this inspection shall be made prior to backfilling against the foundation wall or piers. Foundation waterproofing and all perimeter drainage tiles shall be in place at the time of inspection.

ELECTRICAL SERVICE:

Must be installed and approved to the specifications of First Energy/Toledo Edison and the National Electrical Code.

ROUGH PLUMBING INSPECTION:

Shall be made before any insulation, wall, or ceiling covering has been installed. All system tests shall be conducted in the presence of an inspector. Multiple inspections can be made if systems are installed in phases, but additional fees may be required.

ROUGH HEATING INSPECTION:

Shall be made after completion of in wall ductwork installation, prior to concealment.

ROUGH ELECTRIC INSPECTION:

Shall be made after completion of the electric rough in, which includes all wiring and boxes, and prior to covering of the work.

ROUGH FIRE SUPPRESSION AND/OR FIRE ALARM:

Shall be made after the completion of the installation of the piping and/or wiring of these systems that will be enclosed behind any insulation, wall or ceiling covering.

ROUGH STRUCTURAL INSPECTION:

Shall be made after completion of all structural work including wood framing, but before any insulation, drywall, lath, paneling, or other wall covering is installed. All framing shall have been completed with all connections, fire blocking, collar ties, bridging and nail plates in place. All required electrical, plumbing and/or HVAC rough inspections must be approved prior to the rough structural inspection.

FINAL PLUMBING INSPECTION:

Shall be made after all plumbing fixtures have been installed, supplied with domestic hot and cold water, and while under final system testing.

FINAL HEATING INSPECTION:

Shall be made after completion of the installation of all ductwork, heating and/or air-conditioning equipment and in operational equipment.

FINAL ELECTRIC INSPECTION:

Shall be made after installation of all electrical equipment and fixtures.

FINAL BUILDING INSPECTION:

Shall be made after completion of all construction including emergency and exit lights, gutters and downspouts, splash blocks, hand and guard rails, attic access panels, vapor barriers and smoke detection devices in place and prior to occupancy. Final grading of the exterior property will also be inspected at this time for compliance with the approved plans.

Any work, which does not meet the standards contained in the Ohio Building Code, shall be corrected. All violations, may be subject to a reinspection fee based on the extent & repetitive nature of the violations.

EXISTING BUILDINGS OR STRUCTURES

The proposed alteration or repair shall not cause the existing building or structure to become less safe or sanitary and be free of serious hazards. Adequate construction drawings shall be submitted so that the entire building or structure can be evaluated to assure that existing means of egress have not been made less safe, that any code requirements associated with any change of use or occupancy have been properly addressed, and that existing building service equipment will continue to function as required. An alteration to any building or structure shall conform to code requirements for a new structure, and shall not result in an increase in hazard to the occupants. An addition to a building or structure shall conform to the requirements for a new structure.

CERTIFICATE OF OCCUPANCY

When all work is completed, inspected and approved, and all special inspection reports have been submitted, a Certificate of Occupancy shall be issued. Occupancy shall not take place prior to the issuance of the Certificate.

- A. **New Buildings:** A Building or structure newly constructed shall not be used or occupied, in whole or in part, until the Chief Building has issued the certificate of occupancy.
- B. **Building Altered:** A building or structure that is enlarged, extended or altered, in whole or in part, shall not be used or occupied until the certificate of occupancy has been issued.
- C. **Change of Occupancy:** A building or structure here after changed, in whole or in part, from one occupancy to another shall not be occupied for the new occupancy until the building conforms to the applicable provisions of the code for the new use, and the Chief Building Official has issued the certificate of occupancy.

ASK QUESTIONS

We realize the complexity of the codes that we enforce and that the information listed here covers only the fundamentals. Please feel free to contact the Building Regulations Department staff to have them answer your specific questions. Staff member are experienced in the field and can be valuable source of information. We are here to assist you in completing your project as quickly and safely as possible.