

DIRECTIONS FOR COMPLETING ECOBA APPLICATION FOR PLAN APPROVAL

In accordance with Ohio Revised Code (ORC) Section 3791.04, before beginning the construction, movement, addition, alteration, repair, use and occupancy, of any building for which construction documents are required, the applicant shall submit 1(one) copy of construction drawings electronically to this department for approval. The construction documents shall be accompanied with this application form and attached worksheets. The construction documents shall be prepared by a registered design professional an examination fee will be assessed at the time of submittal.

Application Directions: Complete page one of the application and attached worksheets as outlined below. Please type in all responses or print legibly (in blue or black ink). All boxes, 1 through 24, must be completed in full or the application will be returned.

1. Check all boxes that apply to the proposed project. If applicable, include the number of boilers and/or elevator units that will be installed in this building.
2. List the County where the proposed project is located as well as the jurisdiction.
3. In order to establish the proper building department jurisdiction, please check yes or no.
4. Please respond in order to comply with federal law regarding proposed construction within a flood plain.
5. Enter the number of sheets included in one set of your drawings.
6. Refer to Ohio Building Code (OBC) Chapter 2 for definitions.
7. List any previous or related Certificate of Plan Approval (CPA) number(s) associated with this submission.
8. List exact title of project or name of business. For inspection purposes provide specific address and location including tenant space, building floor number, suite numbers, crossroads, landmarks or any other directional guidelines.
9. Provide owner name, their address, telephone, and a contact person.
10. Provide submitter name, their address, telephone. All correspondence will be sent to the submitter.
11. According to the OBC Section 106.3.4, the design professionals must be identified by completing all information including their Ohio registration number.
12. Refer to OBC Chapter 6 for Types of Construction.
13. List current use group and occupancy type if submission is an existing building. Otherwise, show N/A and move on to 14.
14. Transcribe from plans or refer to OBC 302.1 for use group and occupancy type.
15. List total cost of work covered in scope of project shown in box 1.
16. List the total building occupant load.
17. List the structural, mechanical, electrical, or Industrialized Units square footages.
18. List the lineal footage of fence, underground service, or other types of non-square footage submissions.
19. If different from box 17, list the area that covers the installation of the sprinkler system only.
20. If project includes alarm devices, show the total number of devices included in the project.
21. List total of all fees from corresponding worksheets.
22. Check the method of payment.
23. In order to rescind a standing adjudication order and to stop further legal proceedings, list the number found on the order.
24. Application cannot be processed without the signature of the owner or agent for the owner.
25. Reserved for official use only.

Once the plans have been examined and approved, a Certificate of Plan Approval will be issued to the owner along with the construction documents. One set of construction documents must remain at the job site at all times during construction. Inspections can be obtained from the East Central Ohio Building Authority by calling at least one day prior to the inspection. The dispatch phone number is (330) 364-3164. Once all inspections have been obtained a final Certificate of Occupancy will be issued.

EAST CENTRAL OHIO BUILDING AUTHORITY - APPLICATION FOR PLAN APPROVAL

Submit one application for each building or structure. Please type in all responses. All sections must be completed.
Refer to the instruction sheet for completing this application

SCOPE OF PROJECT <input type="checkbox"/> Structural <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Sprinklers <input type="checkbox"/> Other Fire Supp. <input type="checkbox"/> Industrialized Unit	County: Tuscarawas Holmes	Jurisdiction:															
	Is this project located in an incorporated city or village? <input type="checkbox"/> Yes <input type="checkbox"/> No																
	Have you contacted your local flood plain administrator? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A																
	Enter number of sheets in one set of your drawings:																
	Nature of project: <input type="checkbox"/> New <input type="checkbox"/> Alteration <input type="checkbox"/> Addition <input type="checkbox"/> Change of Occupancy																
	Previous or related Certificate of Plan Approval (CPA) Number(s):																
Name of project:		Project No.:															
Exact address of project:																	
City:		Zip:															
Directions:																	
Owner of project:		Attention:															
Address:		City: State: Zip:															
Phone:		E-mail:															
<input type="checkbox"/> MAIL	Name of submitter:																
Address:		City: State: Zip:															
Phone:		E-mail:															
<input type="checkbox"/> MAIL	Plans prepared by <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Certified sprinkler/Alarm designer (Check one)																
Name:		Ohio Registration Number:															
Address:		City: State: Zip:															
Phone:		E-mail:															
Type of construction		If plans are submitted as the result of an Adjudication Order, enter order number here: 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. _____ Signature Date _____ Print or type name of signer															
Current use group																	
Proposed use group(s)																	
Cost of work covered by this application																	
Occupant Load																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 12.5%; text-align: center;">Struc</td> <td style="width: 12.5%; text-align: center;">Elect</td> <td style="width: 12.5%; text-align: center;">Mech</td> <td style="width: 12.5%;"></td> </tr> <tr> <td>Total square footage (round to next 100 sq ft)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total lineal footage</td> <td></td> <td></td> <td></td> <td style="background-color: #cccccc;"></td> </tr> </table>				Struc	Elect	Mech		Total square footage (round to next 100 sq ft)					Total lineal footage				
	Struc		Elect	Mech													
Total square footage (round to next 100 sq ft)																	
Total lineal footage																	
Sprinkler square footage/ lineal footage																	
Number of alarm devices																	
Total fees due: (include worksheet)																	
Fees paid by <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit card																	
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															

EAST CENTRAL OHIO BUILDING AUTHORITY WORKSHEET FOR FEES TO BE PAID

Effective Date: 11/09/2017

STRUCTURAL FEES	
Structural Processing Fee	
per 100 Square Feet*	
per 100 Lineal Feet* (i.e. Fences)	
MECHANICAL FEES	
Mechanical Processing Fee	
per 100 Square Feet*	
per 100 Lineal Feet* (i.e. gas line)	
ELECTRICAL FEES	
Electrical Processing Fee	
per 100 Square Feet*	
per 100 Lineal Feet* (i.e. service conductors or feeders)	
FIRE SUPPRESSION FEES	
Fire Suppression Processing Fee	
per 100 Square Feet*	
per 100 Lineal Feet* (i.e. underground supply line)	
FIRE ALARM FEES	
Fire Alarm Processing Fee	
per Device (include panels, actuation, detection & signaling devices)	
CERTIFICATE FEES	
Certificate of Occupancy or Completion	
OTHER FEES	
Roof Replacement	
Building Demolition	
Signs	
Tent	
Fence	
Retaining Wall	
Annual Approval	
Other	
TOTAL FEES DUE	
Payment: Cash, Check (payable to: East Central Ohio Building Authority), MasterCard, Visa and American Express	
Note, Fees for alterations or change of occupancy shall be based on the actual area being affected per OBC 115.2	
* Round up to the nearest 100 gross aggregate square feet and/or lineal feet (i.e. 103 sq ft round up to 200 sq ft)	
Complete a separate worksheet of each structure on the site.	

Modified 08/01/20