

Policy for Change of Occupancy Building Permit Application

Applicability: Section 202 Ohio Building Code definition for “Change of Occupancy”

- Change of occupancy classification from one use group to another use group
- Change in the **level of activity while maintaining the same use group** such as changes of occupant load, path of travel distance to exits, or changes in equipment, appliances, or systems, etc., that will raise the level of hazard based on life and/or fire risk.
- **The examples including but not limited to the following are considered “change of occupancy”**
 - **Change occupancy classification:** A new tenant moving into an existing vacant space or building with a **different occupancy purpose**; example like a new restaurant moving into a former retail store, a new retail store moving into a former business office space, etc.
 - **Same occupancy classification:** A new tenant moving into an existing **empty** space or building with the **same occupancy purpose**; example like an old restaurant went out of business and removed all appliances, equipment, and furniture and a new restaurant moving into this empty space with new cooking appliances, equipment, and new seating layouts, etc..
 - **Change occupancy purpose for a portion(s) of the space/building:** In an existing tenant space or building, some rooms or spaces are proposed to be changed to **different use occupancy purposes**; example like a changing a storage room to a new daycare room in an existing daycare center, combining two or more offices to create a new conference room in a business office building or tenant space, etc.
 - **Change type of service or operation:** In an existing tenant space or building, a new type of service or operation is proposed to be added; example like adding a bar to a food service restaurant, adding a banquet service to an existing conference center, adding tables & chairs for dining to an existing pick-up only pizza store, etc.

Required documents to be submitted:

- Commercial building permit application form
- A non-refundable application fee deposit of \$200.00
- Submit **three (3) sets** of construction drawings **sealed by an Ohio registered design professional(s); a licensed architect or engineer**, for code compliance plan review.
 - For existing buildings **without proposed alterations**, drawings shall show...
 - Building code analysis for the required changes based on existing and proposed building or tenant space use groups and construction type designations.
 - Existing floor plan and proposed new floor plan with room dimensions, change of room names, occupant loads, accessibility compliance, and required means of egress components,
 - Existing electrical panel and load information for the new use group,
 - Existing mechanical system and equipment for the new occupancy
 - Existing plumbing fixtures for the new occupancy
 - Existing fire protection systems, if applicable, for the new occupancy.
 - For existing buildings **with required alterations**, drawings shall show
In addition to the required existing building components and system as described above, drawings shall also show the details of code required alterations for the new occupancy for each scope of work in the building.

Special requirements:
<ul style="list-style-type: none"> • Submit 1 additional set of drawings to your local fire department for review. • If applicable, plumbing drawings shall be submitted to Franklin County Public Health; 280 East Broad Street, Columbus, Ohio 43215; (614) 525-3160. • If the building is in flood plain, a special flood area development permit application is required.
Methods of submission:
<ul style="list-style-type: none"> • Mail in or drop in the completed application form and construction drawings to our office.
Plan review and approval process
<ul style="list-style-type: none"> • Initial plans can take up to 30 days from the day of submission to review. • If plans cannot be approved, a correction letter will be issued after plan review. • If you wish to appeal any items on the correction letter, you may request an adjudication order to file for an appeal to the Ohio Board of Building Appeal. • Resubmission in response to the correction letter will be reviewed within 30 days of submission. • If plans can be approved, you will be notified of the approval and permit fee amounts. • Permit fees must be paid in person. Once permit fees are paid, you can pick up the approved plans from our office.
Inspections:
<ul style="list-style-type: none"> • The permit fees cover two (2) inspections, rough-in and final inspection, for each trade such as building general, mechanical, electrical, etc.. • Any re-inspection and/or additional inspection fee will be \$125.00 each time. • After normal business hours inspection for \$150.00 per hour and a minimum of 3 hours for each request
Permit expiration
<ul style="list-style-type: none"> • An application for which no permit is issued within 180 days of filing shall be deemed expired. One extension of time for a period of not more than 90 days can be granted if the extension is requested in writing and justifiable cause is demonstrated. • A permit will expire if after 6 months the work for which the permit is granted has not continuously progressed toward the completion. One time extension of 180 days can be granted for no additional fee if request for extension is made in writing prior to the permit expiration. • A permit expired for no more than 180 days can be renewed for one time 180 days extension for a renew fee of ½ of the new permit fees. • A permit application expired for more than 180 days will require a new permit application and payment of the new full permit fee.
Work started without a permit:
<ul style="list-style-type: none"> • Fees for work started without a permit will be twice the regular building permit fees.

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COMMERCIAL BUILDING PERMIT APPLICATION

Submit one application per one building or structure with certified address.

1 SCOPE OF PROJECT: <input type="checkbox"/> Fire alarm <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Type 1 Hood <input type="checkbox"/> Tent	<input type="checkbox"/> Sprinkler system <input type="checkbox"/> Building general <input type="checkbox"/> Industrialized unit <input type="checkbox"/> Signage	2 TYPE OF PROJECT: <input type="checkbox"/> New construction <input type="checkbox"/> Building addition <input type="checkbox"/> Building alteration <input type="checkbox"/> Change of occupancy	3 PHASED REVIEW: (Optional) <input type="checkbox"/> Footing/Foundation <input type="checkbox"/> Building slab <input type="checkbox"/> Building shell <input type="checkbox"/> Interior partitions <input type="checkbox"/> Building systems
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4 APPLICATION RELATED INFORMATION:

- Is this project being submitted as a result of a previous preliminary plan review?
 No Yes Provide the preliminary plan review number: _____
- Is this application submitted as a result of a Notice of Violation or Adjudication Order that you received?
 No Yes, please provide the adjudication order number: _____

5 PROJECT/BUILDING LOCATION:

Building Name _____ Address: _____
City/Township _____ Zip Code _____ Parcel No. _____ County _____

- Is this project/building located within your local flood plain? Yes No
- Has the flood plain administrator been contacted for requirements? Yes No
- Is work being performed in the City right-of-way? (\$10,000 bond required) Yes No

6 BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION:

Project cost: _____ Square footage of work area covered under this application: _____

Date of event for tent application: _____

7 BUILDING OWNER INFORMATION:

Name of owner: _____ Attention: _____
Address: _____
Phone No. _____ Fax _____ E-mail _____

8 APPLICANT INFORMATION:

Applicant _____ Attention: _____
Address _____
Phone No. _____ Fax _____ E-mail _____

9 DESIGNER INFORMATION: Architect Engineer Fire protection system designer

Name: _____ Ohio registration No: _____ Company: _____
Address _____
Phone No. _____ Fax _____ E-mail _____

10	CONTRACTOR INFORMATION:	City of Reynoldsburg Registration No.: _____
Contractor Name: _____		State License No.: _____
Street Address: _____		City: _____ State: _____ Zip: _____
Phone No.: _____		Fax: _____ E-mail: _____

11	GENERAL BUILDING CODE INFORMATION: The following information shall apply to the entire building.
<ul style="list-style-type: none"> ▪ List of use group(s) _____ Occupancy associated with use the use group: _____ List of use group(s) _____ Occupancy associated with use the use group: _____ List of use group(s) _____ Occupancy associated with use the use group: _____ List of use group(s) _____ Occupancy associated with use the use group: _____ 	
Mixed-use groups separation? _____ Yes _____ No. Building construction type _____	
Building height (ft) _____ No. of stories _____ Building occupant load _____	
<ul style="list-style-type: none"> ▪ Fire Protection Systems: (Enter the type of system; i.e. NFPA 13, etc., if known. Enter "N/A" if not applicable) 	
Building sprinkler? _____ Sprinkler demand @ base of riser (PSI)? _____	
Limited area sprinkler? _____ Hood suppression? _____ In-Rack sprinkler? _____	
Building fire alarm? _____ Fire detection? _____ Smoke detection? _____	

12	CERTIFICATION:
<p>I certify that I am the _____ owner _____ Agent of 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.</p>	
Signature: _____ Date: _____	
Print Name: _____	

13	THE AREA BELOW IS FOR OFFICE USE ONLY:
Date received: _____ Permit No.: _____	
Received format: _____ Deposit amount: _____ Processed by: _____	
Phase Approval: _____ Nonconforming approval: _____ Certificate of plan approval: _____ Correction Letter: _____	
Building Official: _____ Date: _____	
Plans Examiner: _____ Date: _____	
Square Footage of work area: _____	
Building fees: _____ Electrical fees: _____ HVAC fees: _____	
Fire Suppression fees: _____ Fire alarm fees: _____ Refrigeration fees: _____	
Gas Piping fees: _____ Signage fees: _____ 3% Fees: _____	
Total permit fees: _____	

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INSTRUCTIONS FOR COMPLETING APPLICATION FOR COMMERCIAL BUILDING PERMIT APPLICATION

Application Directions: Complete page one of the application and attached worksheets as outlined below. All boxes, 1 through 12, must be completed in full or the application will be returned. Send this completed form along with a non-refundable application deposit of \$200 and three (3) sets of sealed construction drawings/documents to "City of Reynoldsburg, Building Department, 7232 East Main Street, Reynoldsburg, Ohio, 43068".

1. **SCOPE OF PROJECT:** Check all the boxes that apply to the scope of work proposed in this project. (.
2. **TYPE OF PROJECT:** Check one of the types of projects from the list.
3. **PHASED PLAN REVIEW:** If you are applying for a phased plan approval, check all phases of the plan reviews that are applicable to this project. The plans examiner will review your plans according to the phased schedule. If you are not applying for a phased plan review, leave all boxes blank.
4. **APPLICATION RELATED INFORMATION:** Answer each of the questions in this block and provide additional information accordingly. Complete answers to the questions will help the process and review of the project accurately.
5. **PROJECT/BUILDING LOCATION:** Please provide complete information identifying the location of the building where the construction or renovation will occur. This will help the division determine the proper jurisdiction for the project.
6. **BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION:** Please provide a brief description of the scope of work. Please include the names of the areas or rooms affected by the construction when only a portion of building is covered under the permit application. The description provided will be shown on your certificate of use and occupancy.
7. **BUILDING OWNER INFORMATION:** Please provide complete answers to each item. If the building is owned by a corporation, please provide the name of the corporation and identify a contact person in the section called "Attention."
8. **APPLICANT INFORMATION:** Provide complete information. All project correspondences will be directed to the project applicant.
9. **DESIGNER INFORMATION:** Section 106.2 of the Ohio Building Code requires that the design professional be identified including the design professional's Ohio registration number.
10. **CONTRACTOR INFORMATION:** Please provide complete information. All contractors working in the City of Reynoldsburg are required to be registered with the City prior to the issuance of the permit.
11. **GENERAL BUILDING INFORMATION:** The information provided applies to the entire building and is not limited to the construction area. Even when the proposed project is a partial building renovation or a building addition, the information for the entire building is required. The information provided will be shown on your certificate of use and occupancy in accordance with section 111 of the Ohio Building Code.
12. **CERTIFICATION:** The application cannot be processed if this section is not complete.
13. **OFFICE USE ONLY:** This section is reserved for our office use only. Please do not mark in this area.

Once the plans have been examined and approved, one of the following will be issued; certificate of plan approval, certificate of non-conforming plan approval, certificate of conditional plan approval, certificate of phased plan approval along with 2 sets of the stamped/approved construction drawings in paper format.

A copy of the stamped /approved construction drawings and documents must be available on site at all times during the construction.

Inspection can be requested by calling the City of Reynoldsburg Inspection line (614) 322-6821 by 3:00 pm at least one working day prior to the desired inspection time and date.

COMMERCIAL PERMIT FEE SCHEDULE

Commercial Plan Review Fees

All Buildings, Accessory Structures and Residential Structures above three (3) family covered by the Ohio Building Code - will be the plan review fee charged to the City of Reynoldsburg by the contracted plan reviewer, plus a \$75.00 processing fee. **Plan review done by the City's in-house reviewer will be \$80.00 per hour.**

**A non-refundable application deposit is required in the amount of \$200.00 at the time of the application submittal. The deposit will be applied toward plan examination and permit fees at the time of issuance.

Commercial Building Permit Fees

New Shell Buildings - \$200.00 plus \$4.00 per 100 square foot
New Structures with finished interiors and Additions - \$200.00 plus \$7.00 per 100 square feet
Alterations, Renovations, and Tenant Finishes - \$200.00 plus \$4.00 per 100 square foot Decks - \$130.00
Demolition Permit -- \$150.00 per building
Tents (regulated by the Ohio Building Code) - \$50.00 for the first tent, \$25.00 for each additional tent
Minor Work* - \$150.00

Commercial Electrical Permit Fees

New Electrical Shell Buildings - \$100.00 plus \$3.00 per 100 square foot
New Electrical with finished interiors/Additions - \$100.00 plus \$5.00 per 100 square foot
Electrical Alterations, Renovations, and Tenant Finishes - \$100.00 plus \$3.00 per 100 square foot
Low voltage permit \$75.00 plus \$2.00 per 100 square foot
Electrical Service upgrade, Temporary Electric, Generators - \$150.00
Electric Pole-Base Lighting - \$100.00 plus \$25.00 per pole
Minor Electrical Work* - \$150.00

Commercial HVAC Permit Fees

New HVAC Shell Buildings - \$100.00 plus \$3.00 per 100 square foot
New HVAC with finished interiors/Additions - \$100.00 plus \$5.00 per 100 square foot
HVAC Alterations, Renovations, and Tenant Finishes - \$100.00 plus \$3.00 per 100 square foot
Replacement of Furnace, A/C, Heat pump, Air Handler, Ventilation, Cooling Systems, Boilers or Water Heater - \$150.00 per unit
Kitchen Exhaust Hood, Refrigeration or Walk-in Coolers - \$125.00
Gas Piping - \$100.00
Fireplace - \$50.00
Minor HVAC Work* - \$150.00

Fire Suppression Permit Fees

New Fire Suppression Shell Buildings - \$100.00 plus \$2.00 per 100 square foot
New Fire Suppression with finished interiors/Additions - \$100.00 plus \$3.00 per 100 square foot
Fire Suppression Alterations, Renovations, and Tenant Finishes - \$100.00 plus \$2.00 per 100 square foot
Kitchen Hood Suppression System - \$150.00
Minor Fire Suppression Work* - \$150.00

Fire Alarm Permit Fees

New Fire Alarm Shell Buildings - \$100.00 plus \$2.00 per 100 square foot
New Fire Alarm with finished interiors/Additions - \$100.00 plus \$3.00 per 100 square foot
Fire Alarm Alterations, Renovations, and Tenant Finishes - \$100.00 plus \$2.00 per 100 square foot
Minor Fire Alarm Work* - \$150.00

Commercial Sign Permit Fees

Wall Signs, Projected Signs, Awning/Canopy - \$50.00 each
Ground Sign or Pole - \$75.00 each

Commercial Swimming Pool Permit Fee

Pools - \$225.00

Miscellaneous Commercial Fees

Certificate of Occupancy - \$100.00
Partial Certificate of Occupancy - \$175.00 Building Inspection
Card Replacement - \$50.00
Inspection fee (to secure a building structure or site or for the purpose of checking for compliance with, or changing the Use Group as defined by the OBC of an existing building with no work proposed which would require a plan approval) \$100.00
Re-inspection fee - \$125.00
Special Inspections (inspections required/requested other than during regular business hours) - \$150.00 per hour minimum of three (3) hours
Extension of a permit (which has expired for 180 days or less) - fee is one-half the amount required for a new permit
Work started without a permit - Twice the regular permit fees
Industrialized units, Pre-fabricated assemblies, relocated building(s) - \$150.00 per unit/building
Temporary/Construction Office Trailer - \$75.00 per trailer
New Communication Tower - \$1,500.00
Communication Tower modification - \$500.00

Note: The fees listed here do not include the State of Ohio 3% fees.

- Work items qualified for "minor work permits" shall be limited to like-for-like replacement (no upgrade) or repair of building components, equipment, or appliances. Other items that may be qualified for minor work items will be determined by the building department.

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