

CITY OF DUBLIN

**Division of Building Standards * 5800 Shier-Rings Road * Dublin, OH 43016
Phone: (614) 410-4670 * Inspection Line: (614) 410-4680**

MINIMUM BUILDING PERMIT DRAWING REQUIREMENTS COMMERCIAL PERMITS

- 1.**
 - A. Site Plan**
 - a. To Scale**
 - b. Show property lines**
 - c. Show adjacent buildings, where applicable**
 - d. Show drives and parking**
 - e. Show utilities – existing & new**
 - f. Show landscape plans**
 - g. Show all new & existing fire hydrants**
 - B. Tenant Improvements**
 - a. Existing building shell & demising wall locations**
 - b. Existing means of egress**
 - C. Addition to Existing Building**
 - a. Indicate means of egress**
 - b. Show lighting details**
 - c. Show ventilation plans**
 - d. Show fire protection details**
- 2. Exterior Elevations**
 - a. Materials**
 - b. Windows/Egress**
- 3. Floor Plan**
 - a. To scale**
 - b. Room names**
 - c. Dimensions**
- 4. Structural Plans**
 - a. Foundation plan details**
 - b. Floor framing plans**
 - c. Roof framing plans**

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5. **Typical Building Section**
 - a. **To scale**
 - b. **Overall height**

6. **Typical Wall Section(s)**
 - a. **To scale**
 - b. **Label Materials**

7. **Door Schedule**
 - a. **Size**
 - b. **Material**
 - c. **Hardware**

8. **Finish Schedule**
 - a. **Materials for all surfaces**

9. **Plumbing Plan**
 - a. **Fixtures**
 - b. **Pipe Size**
 - c. **Stack & riser diagrams**

10. **HVAC Layout**

11. **Electrical Power Plans**
 - a. **Circuiting**

12. **Lighting Plan**
 - a. **Circuiting**
 - b. **Fixture schedule with lamp sizes**

13. **Panel Board Layout**
 - a. **Main service size**
 - b. **Branch panel services size, when applicable**

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4101:2-1-20 CONSTRUCTION DOCUMENTS, REQUIRED EVIDENCE OF RESPONSIBILITY

(A) Required Construction documents, when submitted for inspection as required under rule 4101:2-1-17 of the Administrative Code, shall bear the identification of the person primarily responsible for their preparation and for the provisions for safety and sanitation shown therein.

(B) Construction documents, when submitted for inspection as required under rule 4101:2-1-17 of the Administrative Code, shall bear the seal of a registered design professional pursuant to sections 3791.04, 4703.12 and 4733.14 of the Revised Code.

Exception: The seal of a registered design professional is not required on construction documents for:

(1) Buildings or structures classified in use group R-4:

(2) Energy conservation design for buildings or structures classified as one-, two-, or three-family dwellings:

(3) Automatic sprinkler system designs submitted under the signature of an individual certified in accordance with paragraph (D) of rule 4101:2-1-22 of the Administrative Code:

(4) Installation of replacement devices, equipment or systems that are equivalent in type and design to the replaced devices, equipment or systems:
and

(5) Alterations or repairs to any buildings or structures subject to sections 3781.06 to 3781.18 and 3791.04 of the Revised Code where the building official determines that the proposed work does not involve the analysis or design of work affecting public health of general safety in the following areas: means of egress, structural, mechanical, electrical, plumbing, or fire protection.

HISTORY: Eff. 3/1/1996

1978-1979 OMR 4-217 (E), eff. 7/1/1979; 1978-1979 OMR 4-212-(R), eff. 7/1/1979; prior BB-1-20

CROSS REFERENCES:

RC 3791.04, Submission of plans

COMMERCIAL PLAN REQUIREMENTS
THE OHIO BASIC BUILDING CODE
4101:2-1-19 PLANS TO BE ADEQUATE

- (A) Plans required under rule 4101:2-1-18 of the Administrative Code shall be drawn to scale and shall be sufficiently clear, comprehensive, detailed, and legible when submitted to the building official so that, together with any accompanying specifications and date, a person who is competent in such matters can determine whether or not the proposed building, addition, or alteration, and the proposed building will conform in safety and sanitation to all applicable provisions of OBBC.
- (B) If substantive changes to the building are contemplated after first plan submission, or during construction, those changes must be submitted to the building official for review and approval prior to those changes being executed. The building official may waive this requirement in the instance of an emergency repair, or similar instance.
- (C) Plans for all buildings shall designate the type of construction and the fire-resistance rating of all structure elements as required by this code. The plans and specifications shall include all documentation of supporting data substantiating all required fire-resistance ratings.
- (D) Plans shall indicate how penetrations will be made for electrical, mechanical, plumbing, and communication conduits, pipes, and systems, and shall also indicate the materials and methods for maintaining the required structural integrity, fire resistance rating, and fire stopping.
- (E) Construction Drawings, when submitted to the building official for review be in standard multiples of eight and one-half inches by eleven inches or nine inches by twelve inches in size, and shall include:
 - (1) An index of drawings located on the first sheet
 - (2) A plot plan showing street location; the location of the proposed building and all existing buildings on the site, including setback and sideyard dimensions; distances between all buildings; and location and sizes of all utility lines;
 - (3) Floor plans, including plans of full or partial basements or cellars and full or partial attics or penthouses. Floor plans must show all relevant information such as door swings, stairs, and ramps, windows, shafts, etc., and must be sufficiently dimensioned to describe all relevant space sizes. Wall materials must be described by cross-hatching (with explanatory key), by notation, or by other clearly understandable method. Spaces must be identified by code application, i.e., and “auditorium” may not be identified as “meeting room” if its size and function dictates that it is an auditorium;
 - (4) All elevations necessary to completely describe the exterior of the building including floor to floor dimensions;
 - (5) Cross sections, wall sections and detail sections, to scale, as may be required to describe the general building construction including wall, ceiling, floor and roof materials and construction, and details which may be necessary to describe typical connections, etc;

- (6) Complete structural description of the building on the above drawings or on separate drawings including size and location of all principal structural elements and a table of live loads used in the design of the building and computations, stress diagrams and other data sufficient to show correctness of plans;
 - (7) Complete description of the mechanical, electrical and fire protection systems of the building on the above drawings or on separate drawings, including plumbing schematics and principal plumbing, heating, ventilation and air conditioning duct and piping layouts and lighting and power equipment layouts; and
 - (8) Additional graphic or text information as may be reasonable required by the building official to allow him to review special or extraordinary construction methods or equipment.
- (F) Upon application for construction document approval for buildings or portions thereof constructed of industrialized units authorized pursuant to section 3781.12 of the Revised Code, the building official shall be provided with a copy of the industrialized unit manufacturer's "Letter of Authorization" in addition to documents as required by this rule for onsite construction, and documentation required by rule 4101:2-1-18 of the Administrative Code.
- (G) Before industrialized unit(s) are set or installed on the site intended use, the building official shall be provided with the following:
- (1) A copy of the construction documents approved by the board;
 - (2) Details pertaining to on-site interconnection of modules or assemblies; and
 - (3) The original "Letter of Certification" issued by the board with serial number(s) corresponding to the unit insignia number(s) stamped in red.
- (H) Construction documents submitted that include construction of public swimming pools shall include documentation indicating approval of the pool construction documents by the Ohio department of health in accordance with section 421.3 of the OBBC.

HISTORY: Eff. 2/1/96

1994-95 OMR 1858 (A), eff. 7/1/95; 1994-95 OMR 206(A), eff. 9/1/94;
1992-93 OMR 714(A), eff. 1/1/93; 1988-89 OMR 141 (A), eff. 1/1/89;
1978-79 OMR 4-217 (E), eff. 7/1/79; 1978-79 OMR 4-212 ®, eff. 7/1/79;
prior BB-1-19.

Cross References:

R C 3791.04, Submission of plans

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ITEMS REQUIRED FOR ALL COMMERCIAL ELECTRICAL PLANS

1. **Specifications** that are applicable to the project, having the correct voltage, circuit, elements, products, and wiring methods for the particular work at hand.
2. **Calculations** performed to obtain load analysis, service size, panel, and transformer capacities, available fault currents and voltage drop, as well as the coordination study and resulting sizing of equipment made per the above.
3. **Single line diagram** with all primary and secondary distribution equipment and loads, including feeder identification with conductor and raceway size and type.
4. **Primary distribution equipment** and other loads located in plain view, with initial spatial coordination done by the design professional.
5. **Service entrance** arrangements with the serving utility made, confirmed, and noted by the design professional.
6. **Branch circuiting**, with voltage drop considerations, for both power and lighting, including switching, dimming, special controls, and homerun designations.
7. **Mechanical equipment power requirements** and physical locations including special information as to who mounts equipment, connects, tests, etc.
8. **Control Diagrams and schematics** revealing interactive relationship as well as operating logic for all systems. Information should be adequate to understand and install appropriate wiring.
9. **Schedule of fixtures, panelboards, switchgear**, and other equipment including sizes, types, styles, catalog numbers, and other pertinent characteristics.
10. **Transformer selection** Due to high electronic equipment use in commercial office buildings, "K" rated transformers are required.

