

CITY OF DUBLIN

Building Standards • 5800 Shier Rings Road • Dublin, Ohio 43016
Phone: (614) 410-4670 • Inspection Line: (614) 410-4680

COMMERCIAL WALK-THRU PLAN REVIEW

Walk-thru Plan Review is administered by Review Services to expedite small commercial interior alterations. Four 30-minute sessions are reserved on Wednesday mornings for Walk-thru Plan Review. Building, Zoning and Fire plans examiners perform this concurrent review at 5800 Shier Rings Road.

Walk-thru Submittal

A complete submittal package containing the following materials should be delivered to Building Standards no later than noon on Friday (Thursday, if Friday is a holiday) for a project to be considered for a Walk-thru Plan Review the following Wednesday morning.

- A completed and signed Commercial Building Permit Application, indicating on Page 2 that a Walk-thru Plan Review is requested.
- A completed Walk-thru Review Eligibility Worksheet.
- A completed and signed Certificate of Zoning Plan Approval form, including detailed description of proposed use of the space
- Four (4) complete sets of Fire Alarm/Sprinkler Construction documents and completed Fire Protection Permit Application form (if modifications to an existing system are required). *These must be submitted separately from construction plans.*
- Three (3) complete sets of construction plans and documents containing information required by OBC 106.1.1, including:
 - Scaled site plan for the structure in which the project is located, including parking and parcel boundaries;
 - Scaled floor plan indicating location of any existing fire-rated assemblies and the entire space of any area affected by the project to establish compliance of the remaining circulation with code requirements;
 - Complete graphic representations of any approved fire-rated assemblies or penetrations required for compliance with the code;
 - Furniture layout for any “open office” spaces;
 - Description of any medical use activities and equipment, as described by the physician, associated with exam or procedure rooms; and
 - Appropriate Energy Compliance Certificates.

Walk-thru Plan Review

Applications are reviewed and appointments for eligible projects are scheduled on a first-come, first-scheduled basis. Projects not eligible for Walk-thru are reviewed as a normal Team Room review. If more requests are received than time-slots available, applications may be assigned a time-slot on the following Wednesday. Applicants will be notified of the scheduled time for the Walk-thru Plan Review by 2:00 p.m. on Tuesday.

If all plan examiners complete their reviews at the scheduled session, reviewed plans and paperwork will be assembled and returned to the Building Standards Permit Staff for out-processing. The applicant is advised of the outcome (approved or disapproved) at the session.

If any plan examiner is unable to complete an adequate review at the scheduled session, plan review will continue as a normal Team Room plan review.

If approved, the applicant will be notified when the approved plans and building permit are ready for pickup and of applicable fees due. Disapproved construction documents shall be corrected and resubmitted for review as a normal Team Room plan review.