CITY OF DUBLIN

Building Standards & Review Services

Commercial Building Permit Application

5800 Shier-Rings Road Dublin OH 43016

Application No. _____

Dublin Staff Use

A. PROJECT INFORMATION *(required)*

no missing information ☐

☐ New Building ☐ Bldg Addition ☐ Alteration/Fitup ☐ Accessory ☐ Change of Use or Occupancy

Project Name		Project Size (square feet)
Project Address		Estimated $ Cost of Construction
Tax Parcel Number	OBC Construction Type(s)	OBC Use Group(s)

B. PROPERTY OWNER *(required)*

no missing information ☐

Corporate/Company Name *(if applicable)*		
Owner *(person's name)*		Title
Address		City/State/Zip
Phone	Fax	Email

C. TENANT NAME *(provide, or indicate "owner" or "unknown")*

no missing information ☐

Company Name		
Contact Name		Title
Address		City/State/Zip
Phone	Fax	Email

D. ARCHITECT or DESIGN PROFESSIONAL *(signature required on page 2)*

no missing information ☐

Architect or Design Professional's Name		
Company Name		Ohio Registration No.
Address		City/State/Zip
Phone	Fax	Email

E. CIVIL ENGINEER for SITE WORK *(provide, or indicate "n/a")*

no missing information ☐

Civil Engineer's Name		
Company Name		Ohio Registration No.
Address		City/State/Zip
Phone	Fax	Email

F. GENERAL CONTRACTOR *(required for permit issuance)*

Company Name		Dublin Registration No.
Contact Name		Title
Address		City/State/Zip
Phone	Fax	Email

CITY OF DUBLIN	**Commercial Building Permit Application** PROJECT, SUBMITTAL, AND CONTACT INFO	*Application No.* *Project Address*

G. PROJECT DESCRIPTION & SCOPE *(briefly describe work)*

NOTE: Refer to plans for OBC construction analysis	Target Construction Start Date (if known):
Changing building exterior ☐ Yes ☐ No	☐ Change of Use ☐ Entire Structure ☐ Partial
Changing exterior site conditions ☐ Yes ☐ No	☐ Change of Occupancy ☐ Entire Structure ☐ Partial

H. DESIGN PROFESSIONAL *(in responsible charge – **signature required**)*

no missing information ☐

1. Applications with MISSING INFORMATION or INCOMPLETE PLANS may not be in-processed for review
2. The application default is NO PHASED APPROVAL and NO WALK-THRU plan review
3. The Commercial Plans Examiner shall determine eligibility for PHASED APPROVAL or WALK-THRU review
4. Building, Fire, Engineering, Landscape, and Zoning reviews are CONCURRENT and COORDINATED
5. Refer to Dublin contact information below for QUESTIONS or HELP with this application, review, or process

Indicate as applicable:

Yes ☐ No ☐ Plans for ☐ *fire detection* and/or ☐ *fire suppression* have been submitted for review

Yes ☐ No ☐ Attached is request for *OBC Phased Plan Approval* (Dublin Form BLD-240 or equivalent)

Yes ☐ No ☐ Attached is *Walk-Thru Eligibility Worksheet* (Dublin Form BLD-246) requesting WTPR

I am the Architect or Design Professional in responsible charge (listed in Section D of this application) and state to the best of my knowledge and belief submitted plans, attachments, materials, and information provided on this application are complete and correct and ready for in-processing and plan review.

Design Professional Signature X _____ Date_____

I. PROJECT CONTACT *(**if other than Design Professional** listed in section D. and H.)*

I make this application as (or on behalf of) the owner and assert the above information is complete and correct and that **I am the person to be contacted concerning this application and submittal and to be notified to pick up reviewed plans.**

Signature X_____ (print name)_____ Date_____

Company _____ Phone_____ Email_____

J. CONTACT THE CITY OF DUBLIN *(Commercial Processing, Plan Review, and Permitting)*

Building Standards – Office Assistant – Tina Kauffman (intake, out-processing, permit issuance, fees)	General Phone 614-410-4670	Fax 761-6566	tkauffman@dublin.oh.us
Review Services – Office Assistant – Debra Fite (procedures, plan tracking, plan review status)	Direct Phone 614-410-4608	Fax 718-4346	dfite@dublin.oh.us

CITY OF DUBLIN
Land Use and Long Range Planning
5800 Shier-Rings Road, Dublin, OH 43016
Phone/TDD: 614-410-4600
Fax: 614-410-4747
Web Site: www.dublin.oh.us

August 2011

Certificate of Zoning Plan Approval

PLEASE SUBMIT THE FOLLOWING:

- ☐ **ONE (1) ORIGINAL SIGNED APPLICATION (PLEASE PRINT, EXCEPT WHERE NOTED)**
- ☐ **ONE (1) COPY OF A SCALED SITE PLAN DRAWN IN INK** indicating all current structures, property lines, setbacks, and easements and proposed, structures, and site improvements.All proposed work should be dimensioned and labeled. Additional documentation may be required. Partial or incomplete applications and drawings cannot be processed and **will be returned to the applicant.**

PLEASE CHECK THE TYPE OF APPLICATION:

- ☐ **COMMERCIAL DETACHED ACCESSORY STRUCTURE LESS THAN 120 SQ FT**
- ☐ **RESIDENTIAL DETACHED ACCESSORY STRUCTURE LESS THAN 200 SQ FT**
- ☐ **FENCE**
- ☐ **PATIO, SEATING WALL, RETAINING WALL, LANDSCAPE WALLS**
- ☐ **TEMPORARY SIGN (additional info required)***
- ☐ **MODEL HOME (additional info required)***
- ☐ **OUTDOOR SALES (additional info required)***
- ☐ **OTHER:**_____

***Please refer to Planning Department or Planning Website for additional submittal information.**

NAME OF BUSINESS/FACILITY (if applicable)	
SUBDIVISION (if applicable)	**LOT NUMBER (if applicable)**
NAME OF PROPERTY OWNER	**PHONE**
ADDRESS OF SUBJECT PROPERTY	
NAME OF APPLICANT/AUTHORIZED REPRESENTATIVE	
APPLICANT'S PHONE NUMBER	**APPLICANT'S E-MAIL**
ADDRESS OF APPLICANT/ AUTHORIZED REPRESENTATIVE	
PLEASE DESCRIBE IN LAYMAN'S TERMS THE EXISTING AND PROPOSED USE(S) OF ALL PARTS OF THE LAND AND/OR BUILDINGS. IF A CHANGE OF USE IS PROPOSED, PLEASE EXPLAIN. (i.e, RETAIL SPACE TO MEDICAL OFFICE SPACE, ETC.)	

PROPERTY OWNER AUTHORIZATION FOR REPRESENTATIVE

I, _____ (Name of Current Property Owner), the owner and applicant, hereby authorize

_____ to act as my representative and agent in matters pertaining to the processing and approval of this application including modifying the project, and I agree to be bound by all representations and agreements made by the Authorized Representative.

Signature of Current Property Owner	**DATE**	**Signature of Authorized Representative**	**DATE**
x_____		x_____	

FOR OFFICE USE ONLY

APPLICATION # _____ **DATE ISSUED** _____ **RESUBMISSION** ☐ **YES** ☐ **NO**

☐ APPROVED ☐ APPROVED AS NOTED ☐ DISAPPROVED AS NOTED (REVISE DOCUMENTS AS REQUIRED & RESUBMIT FOR APPROVAL)

This Certificate of Zoning Plan Approval is issued for, and in reference to the property and use described above, and as approved by the City Administrator or designee, or the City Council, Board of Zoning Appeals, Planning & Zoning Commission, or the Architectural Review Board as appropriate.

BY: **DATE:**

NOTES:

ZONING INSPECTION REQUIRED UPON COMPLETION? ☐ **YES** ☐ **NO**
If yes, please call 614-410-4673 to schedule an inspection.

City of Dublin
BUILDING STANDARDS

5800 Shier Rings Road | Dublin, Ohio 43016

Phone: 614.410.4670 | Fax: 614.761.6566 | Inspection Line 614.410.4680

2013 Commercial Fees
Schedule D

New Structures and Additions

Square Footage	Plan Review Due @ Time of Submital	Building Inspection (Due after Approval)	Low Voltage Inspection (Due after Approval)	Occupancy Certificate (Due after Approval)	State of Ohio 3% (Due After Approval)	Total Due at time of Issuance	Grand Total*
0-1,000	**$216.30**	$220.00	$30.00	$155.00	$12.15	**$417.15**	$633.45
1,001-2,000	**$350.20**	$340.00	$50.00	$155.00	$16.35	**$561.35**	$911.55
2,001-3,000	**$484.10**	$460.00	$70.00	$155.00	$20.55	**$705.55**	$1,189.65
3,001-4,000	**$618.00**	$580.00	$90.00	$155.00	$24.75	**$849.75**	$1,467.75
4,001-5,000	**$751.90**	$700.00	$110.00	$155.00	$28.95	**$993.95**	$1,745.85
5,001-6,000	**$885.80**	$820.00	$130.00	$155.00	$33.15	**$1,138.15**	$2,023.95
6,001-7,000	**$1,019.70**	$940.00	$150.00	$155.00	$37.35	**$1,282.35**	$2,302.05
7,001-8,000	**$1,153.60**	$1,060.00	$170.00	$155.00	$41.55	**$1,426.55**	$2,580.15
8,001-9,000	**$1,287.50**	$1,180.00	$190.00	$155.00	$45.75	**$1,570.75**	$2,858.25
9,001-10,000	**$1,421.40**	$1,300.00	$210.00	$155.00	$49.95	**$1,714.95**	$3,136.35
10,001-11,000	**$1,555.30**	$1,420.00	$230.00	$155.00	$54.15	**$1,859.15**	$3,414.45
11,001-12,000	**$1,689.20**	$1,540.00	$250.00	$155.00	$58.35	**$2,003.35**	$3,692.55
12,001-13,000	**$1,823.10**	$1,660.00	$270.00	$155.00	$62.55	**$2,147.55**	$3,970.65
13,001-14,000	**$1,957.00**	$1,780.00	$290.00	$155.00	$66.75	**$2,291.75**	$4,248.75
14,001-15,000	**$2,090.90**	$1,900.00	$310.00	$155.00	$70.95	**$2,435.95**	$4,526.85
Add per 1,000	**$133.90**	$120.00	$20.00	$0.00	$4.20	**$144.20**	$278.10

*Separate permits required for Electrical, HVAC, Plumbing, Gas and Fire Protection

Alterations

Square Footage	Plan Review Due @ Time of Submital	Inspection (Due After Approval)	Certificate (Due After Approval)	State of Ohio 3% (Due After Approval)	Total Due at time of Issuance	GrandTotal*
0-1,000	**$216.30**	$120.00	$155.00	$8.25	**$283.25**	$499.55
1,001-2,000	**$350.20**	$160.00	$155.00	$9.45	**$324.45**	$674.65
2,001-3,000	**$484.10**	$200.00	$155.00	$10.65	**$365.65**	$849.75
3,001-4,000	**$618.00**	$240.00	$155.00	$11.85	**$406.85**	$1,024.85
4,001-5,000	**$751.90**	$280.00	$155.00	$13.05	**$448.05**	$1,199.95
5,001-6,000	**$885.80**	$320.00	$155.00	$14.25	**$489.25**	$1,375.05
6,001-7,000	**$1,019.70**	$360.00	$155.00	$15.45	**$530.45**	$1,550.15
7,001-8,000	**$1,153.60**	$400.00	$155.00	$16.65	**$571.65**	$1,725.25
8,001-9,000	**$1,287.50**	$440.00	$155.00	$17.85	**$612.85**	$1,900.35
9,001-10,000	**$1,421.40**	$480.00	$155.00	$19.05	**$654.05**	$2,075.45
10,001-11,000	**$1,555.30**	$520.00	$155.00	$20.25	**$695.25**	$2,250.55
11,001-12,000	**$1,689.20**	$560.00	$155.00	$21.45	**$736.45**	$2,425.65
12,001-13,000	**$1,823.10**	$600.00	$155.00	$22.65	**$777.65**	$2,600.75
13,001-14,000	**$1,957.00**	$640.00	$155.00	$23.85	**$818.85**	$2,775.85
14,001-15,000	**$2,090.90**	$680.00	$155.00	$25.05	**$860.05**	$2,950.95
Add per 1,000	**$133.90**	$40.00	$0.00	$1.20	**$41.20**	$175.10

*Separate permits required for Electrical, Low Voltage, HVAC, Plumbing, Gas and Fire Protection

Red text indicates fee increase from 2012

Plan Review Fee Due At Time Of Submittal

Fees Due at Time of Issuance

Last Updated: 1/28/20131:50 PM

City of Dublin
BUILDING STANDARDS

5800 Shier Rings Road | Dublin, Ohio 43016
Phone: 614.410.4670 | Fax: 614.761.6566 | Inspection Line 614.410.4680

2013 Capacity Charges
Schedule A

Water Capacity Charges

Collected by the City of Dublin

Tap Size	Domestic Water*	Fire Protection
.75"	$1,890.00	$378.00
1.0"	$3,090.00	$618.00
1.5"	$7,370.00	$1,474.00
2.0"	$13,110.00	$2,622.00
3.0"	$28,070.00	$5,614.00
4.0"	$44,790.00	$8,958.00
6.0"	$99,650.00	$19,930.00
8.0"	$180,920.00	$36,184.00
10.0"	$274,690.00	$54,938.00
12.0"	$384,550.00	$76,910.00
16.0"	$428,720.00	$85,744.00

*Fees do not include the water capacity charges charged by the City of Columbus. Please contact the City of Columbus Division of Water (614) 645-7330 or visit http://utilities.columbus.gov/DocListing.aspx?id=36844

Sewer Capacity Charges

Collected by the City of Dublin

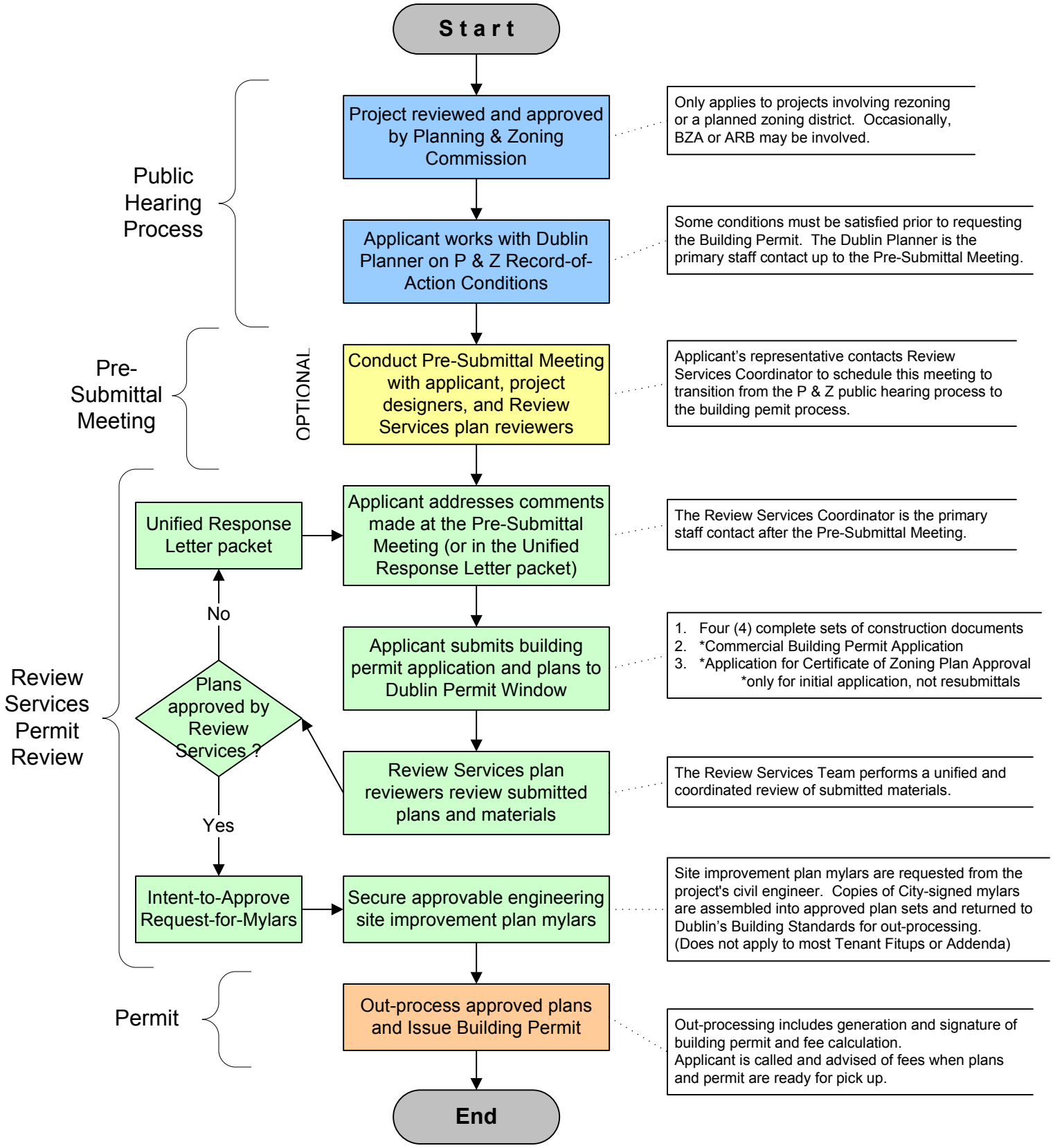
Tap Size (fee based on water tap size)	Dublin Sewer Capacity	Dublin Inspection Fee	Columbus Sewer Capacity	Total Due to City of Dublin
.75"	$2,210.00	$140.00	$3,044.00	$5,394.00
1.0"	$3,580.00	$140.00	$5,074.00	$8,794.00
1.5"	$9,180.00	$140.00	$10,147.00	$19,467.00
2.0"	$15,900.00	$140.00	$16,236.00	$32,276.00
3.0"	$33,150.00	$140.00	$32,472.00	$65,762.00
4.0"	$51,740.00	$140.00	$50,737.00	$102,617.00
6.0"	$117,600.00	$140.00	$101,475.00	$219,215.00
8.0"	$206,980.00	$140.00	$162,360.00	$369,480.00
10.0"	$322,560.00	$140.00	$233,392.00	$556,092.00
12.0"	$464,580.00	$140.00	$436,342.00	$901,062.00
16.0"	$517,660.00	$140.00	$484,194.00	$1,001,994.00

*Red text indicates fee increase from 2012

CITY OF DUBLIN™

Land Use and Long Range Planning – Public Hearing Process
Review Services – Commercial Permit Plan Review
Building Standards – Issue Building Permit

Commercial Development Review



Pre-Submittal Meeting Agenda

Review Services Team

Day _____**Date**_____**Time**_____

Meeting Location: City of Dublin, 5800 Shier Rings Road

Project Name:

Project Address:

☐ **Welcome & Introductions**

☐ **Purpose & Overview of Meeting**
Share needs and expectations of the building permit process
Improve the completeness and quality of the submittal

☐ **Review P & Z Record-of-Action** (Dublin Planner)

☐ **Overview of Building Permit Process**
Distribute and review handout materials*

☐ **Review Briefing** (Review Services Plan Reviewers)

Zoning	Dave Marshall – Development Review Specialist
Landscape	Brian Martin – Zoning Inspector
Site Engineering	Kristin Yorko, P.E. – Civil Engineer
Building (OBC)	Ray Harpham, A.I.A. – Commercial Plans Examiner
Fire Safety	Alan Perkins, C.F.P.S. – Fire Marshal – Washington Township

☐ **Additional Q & A Session**

***Distributed Materials:**

☐ Pre-Submittal Meeting Agenda
☐ P & Z Commission Record-of-Action
☐ Commercial Building Permit Application
☐ Certificate of Zoning Plan Approval
☐ Site Improvement Plans Checklists
☐ Commercial Permit Process flowchart
☐ Unified/Coordinated Review diagram
☐ As-Built Survey Requirements
☐ Meeting Sign-In Sheet (completed)
☐ Other _____

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**

CITY OF DUBLIN

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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**

CITY OF DUBLIN

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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” man 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 united 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 additions 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 provide 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

CITY OF DUBLIN

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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 the 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.

CITY OF DUBLIN

REVIEW SERVICES TEAM

SITE IMPROVEMENT PLANS CHECKLIST

(Also for SITE DEVELOPMENT PERMIT applications)

GENERAL REQUIREMENTS

This checklist applies to commercial building site work involving engineering, zoning compliance, landscape and tree replacement, and exterior site lighting. Projects with no alterations to the exterior of the building or to the site are generally exempt, though a site plan will still be required.

Commercial building or site development applications shall include the following plans:

1. Cover / Index Sheet (with seals and signatures as required)
2. Staking Plan
3.* Utility Plan
4.* Grading Plan
5.* Erosion & Sedimentation Control Plans
6. Existing Topographic Survey (if applicable)
7. Landscape Plan
8. Tree Survey (if applicable)
9. Tree Preservation Plan (if applicable)
10. Tree Replacement Plan (if applicable)
11. Site Lighting Plan

* Plans 3, 4, and 5 may generally be combined (refer to Engineering staff).

ELEMENTS COMMON TO ALL SITE WORK PLANS

- ☐ a Site plan sheets shall be 22 inches by 34 inches only
- ☐ b. Plans may prepared using computer-aided drafting (CAD) and shall be submitted in electronic file format acceptable to the City Engineer with the original mylar drawings
- ☐ c. North arrow
- ☐ d. Horizontal and vertical scale (engineering scales only), and bar scale
- ☐ e. Development phase lines with description
- ☐ f. Proposed and existing rights-of-way and easements
- ☐ g. Distinct separation between proposed and existing elements of the plan
- ☐ h. Center lines and edges of pavement of all abutting streets
- ☐ i. Street names
- ☐ j. Municipal corporate boundaries
- ☐ k. Site boundaries with bearings and distances
- ☐ l. Identification of adjacent parcels, property lines, and property owners
- ☐ m. Building and pavement setbacks, no-build zones, and no-disturb zones
- ☐ n. Compliance with Planning & Zoning Commission Record-of-Action

Site Plan Mylars. When plan review is complete and all items in compliance, mylar originals for plans 1 through 6 above will be requested and are to be submitted to the Building Standards window along with 2 sets of paper prints and a digital copy of the plans.

If found acceptable, the City Engineer and Director of Land Use and Long Range Planning will sign the mylars. Paper copies of the signed mylars will be attached to the building permit plan sets and delivered to Building Standards for out-processing and issuance of the building permit.

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1. Cover / Index Sheet

The Cover Sheet shall identify the development and show its general location and layout, designer seals/signatures, City signatures, index of sheets, standards, standard general notes, and vertical control points, according to the following minimum information:

- ☐ a. Location map (scale: 1 inch = 1000 feet)
- ☐ b. Project name and address
- ☐ c. Signature lines for the City Engineer and the Director Land Use and Long Range Planning
- ☐ d. Applicable City of Columbus, ODOT and City of Dublin Standard Drawings
- ☐ e. Index of sheets
- ☐ f. Index map (scale: 1 inch = 200 feet) showing adjoining properties and owner and streets, bearing and distance of the project boundaries and general site layout.
- ☐ g. Signature (live ink), seal, and registration number of the design engineer
- ☐ h. Benchmark list (referenced to USGS datum)
- ☐ i. City of Dublin General Notes (refer to City Engineer's Administrative Policy 95-011)
- ☐ j. Property owner's name, address, telephone and fax numbers
- ☐ k. Applicant's name, address, telephone, and fax number

2. Staking Plan

The Staking Plan establishes the horizontal dimensions of the site improvements and serves as the base information common to all other plans. The Staking Plan <u>shall contain only</u> the following information clearly dimensioned and labeled (on-site lighting, utilities, landscaping, and topographic contours <u>must not be shown</u> on the Staking Plan):

- ☐ a. Property metes and bounds, all property lines, and identify all contiguous landowners
- ☐ b. Property size, subdivision name and lot number (if applicable)
- ☐ c. Current zoning of property and intended use of all proposed buildings
- ☐ d. Location of all exterior doorways and exitway sidewalks from all proposed buildings
- ☐ e. Proposed building dimensions and proposed building height as allowed by the Zoning Code (Chapter 153 - Dublin Codified Ordinance) and Ohio Building Code (OBC)
- ☐ f. FEMA-designated floodway, floodway +20 feet, and 100-year floodplain (if applicable)
- ☐ g. Note any required vehicular access restrictions to public streets
- ☐ h. Dimension proposed building corners perpendicular to the property lines and dimension distance from other proposed or existing buildings, including those off-site within 30 feet
- ☐ i. Dimension distance from one front corner pin to nearest public street intersection
- ☐ j. Distances from the center lines of all proposed driveways to all existing and proposed adjacent and opposing driveways, street intersections or median cuts within 200 feet of each fronting property corner pin (Note: driveways require City of Dublin inspection)

- ☐ k. Intersection visibility triangle at all adjacent street intersections and proposed driveways (refer to the City Engineer's Administrative Policy Number 95-013)
- ☐ l. All existing and proposed right-of-ways, easements (including type), no-build zones, and no-disturb zones
- ☐ m. All adjacent public or private street centerlines, edge of pavement and/or back of curb, and right-of-way lines. Dimension total widths of existing and proposed streets and R/Ws.
- ☐ n. Location and type of all curbs (e.g., 6-inch concrete curb, 2-foot concrete curb & gutter)
- ☐ o. Dimension all pavement, parking areas, and indicate from where the dimensions are taken (e.g., edge of pavement, face of curb or back of curb); include the pavement width, radius returns of curbs, parking spaces, and aisle width
- ☐ p. Size, location and type of proposed sidewalks or bike paths including ramps to be built on site or within the public right-of-way; ADAAG accessibility paths from all building exits
- ☐ q. Interior dimensions of all landscape islands and peninsulas within paved areas (plantable area from back of curb to back of curb)
- ☐ r. Handicap parking spaces (must meet all applicable requirements of ADAAG, OBC and local building code)
- ☐ s. Table showing number of parking spaces and loading spaces required and provided (including handicap parking; loading spaces do not count as required parking spaces); proposed or existing shared parking (if applicable)
- ☐ t. Location and proposed size of dumpster enclosures, backup generators, and ground signs
- ☐ u. Note all known development standards (e.g., required front, side and rear yard setbacks, including all building and pavement setbacks)
- ☐ v. Proposed and existing ingress/egress, access, or cross-access easement aisles, or driveways
- ☐ w. Seal and signature of the licensed design professional who prepared the plan
- ☐ x. Tax district and parcel number.
- ☐ y. Locations of heavy duty pavement (75,000 lbs) for fire access routes.
- ☐ z. Minimum fire access route turning radii of 25’ inside and 45’ outside.

3. Utility Plan

The Utility Plan addresses underground and above-ground utility features, including easements and rights-of-way, pipe alignments, and critical elevations necessary for layout.

- ☐ a. All existing (dashed) and proposed (solid) utilities
- ☐ b. Size, slope, and type of proposed and existing utility services and mains (water & sanitary)
- ☐ c. Existing (dashed) and proposed (solid) storm sewers
- ☐ d. Invert at proposed building and tap elevations of sanitary services
- ☐ e. Proposed pad and finished floor elevations
- ☐ f. Tree preservation fences and location of all protected trees (if applicable)
- ☐ g. A note indicating that connections to existing public infrastructure are to be core drilled
- ☐ h. A note indicating that connections to existing utilities require City of Dublin inspection
- ☐ i. Electric, natural gas, and telephone services (including transformer pads, meters, poles, vaults, etc.) should be shown if location is known.
- ☐ j. Fire hydrant locations with proper spacing between hydrants and distances from buildings.

4. Grading Plan

The Grading Plan shall contain information necessary for establishing grades and elevations on the site and for stormwater management.

- ☐ a. Existing contours (dashed)
- ☐ b. Proposed elevations (solid) including contours and spot grades, including corners of parking lot and tops of mounds
- ☐ c. Benchmark elevations, designations and locations
- ☐ d. Storm sewer and sanitary sewer top of casting & invert elevations (can be shown with profiles)
- ☐ e. Proposed landscape mounding contours (including top of mound elevations) to be coordinated with landscape plan
- ☐ f. Critical Year Storm; Major flood routing path
- ☐ g. Ponding limits and elevation
- ☐ h. Ditch direction of flow and slope (if applicable)
- ☐ i. Size, type, and slope of existing and proposed storm sewers
- ☐ j. Ponding tabulations (required and provided)
- ☐ k. Orifice plate details
- ☐ l. Proposed pad and finished floor elevations
- ☐ m. Headwall specifications
- ☐ n. Typical cross-section of parking lot pavement and sidewalks & curbs
- ☐ o. Cross-sections of ditches in right-of-way (at 50-foot spacings) if applicable
- ☐ p. Tree protection fencing and location of all protected trees (if applicable)
- ☐ q. Spot grades indicated for all handicap spaces (maximum surface grade is 2 percent)
- ☐ r. Proposed ground sign locations
- ☐ s. Intersection visibility sight triangles at all adjacent street intersections and proposed driveways (refer to the City Engineer's Administrative Policy Number 95-013)
- ☐ t. Driveway slope(s) matching Standard Drawing

5. Erosion & Sediment Control Plan

The Grading Plan shall serve as the base information for the Erosion & Sediment Control Plan.

- ☐ a. Inlet protection locations
- ☐ b. Silt fence and check dam locations
- ☐ c. Erosion control standard details
- ☐ d Standard notes including a Sequence of Construction
- ☐ e. Construction entrance location and detail
- ☐ f. Tree protection fencing and location of all protected trees
- ☐ g. Major flood routing

6. Existing Topographic Survey (if applicable)

- ☐ a. Stamp and signature of surveyor licensed in the State of Ohio
- ☐ b. The survey should be oriented to the State Plane Coordinate system
- ☐ c. Show all existing features of the property including structures, trees, metes and bounds, topography, and utilities
- ☐ d. This survey should meet the minimum standards as set by the State of Ohio
- ☐ e. Note which existing structures are to be removed (if applicable)
- ☐ f. Benchmarks used, referenced to NAV Datum 1929 or 1988

7. Landscape Plan

- ☐ a. Percentage of building expansion (if applicable)
- ☐ b. Lot coverage (area and percentage)
- ☐ c. Plant list including botanical and common names, installation size (e.g., caliper, height, and gallon), on-center planting dimensions (where applicable), and quantity
- ☐ d. All natural features shown
- ☐ e. Site grading with a minimum one-foot contour interval and spot elevations of parking lot and top of mounds
- ☐ f. Existing trees shown if to be removed or maintained
- ☐ g. Tree protection fencing
- ☐ h. Existing landscaping including location, size (height and calipers), and species
- ☐ i. Street trees including location, size (height & caliper), number required, species, and spacing
- ☐ j. Landscape buffer zones shown and dimensioned
- ☐ k. Parking perimeter requirements showing screening design and height, trees, shrubs, mounding, fences, and walls as required
- ☐ l. Interior landscaping requirements including square footage of paved area, percentage of interior landscape shown, building footprint area shown, and number of trees shown
- ☐ m. Landscaping used to meet screening requirements for dumpsters, mechanical units, loading areas, utility features, outdoor storage, and proposed ground sign foundations
- ☐ n. Edge treatment and ground cover at detention and retention ponds
- ☐ o. Landscape lighting shown (if applicable)
- ☐ p. Irrigation system (if applicable)
- ☐ q. Inside dimensions of landscape islands, peninsulas, medians and curb heights
- ☐ r. Sidewalk and bikepath locations with width and type
- ☐ s. Fence location, height, type, opacity, color and material

8. Tree Survey

- ☐ a. Outline of critical root zone or 15 feet radius, whichever is greater, of all trees with a diameter chest height (DCH) of 6 inches or greater
- ☐ b. Species and condition of all trees with a DCH of 6 inches or greater
- ☐ c. Tree replacement data to include total number of caliper replacement inches
- ☐ d. Table showing total number of caliper inches being removed

9. Tree Preservation Plan

- ☐ a. Tree preservation area and building activity area
- ☐ b. Outline of critical root zone or 15', whichever is greater
- ☐ c. Location of all protective fencing (should be equal to or greater than b. above)
- ☐ d. Location of all utility lines
- ☐ e. Site grading
- ☐ f. Location for ingress, egress, operation of and parking of all construction vehicles and equipment, and storage of solvents, hazardous materials, and soil and materials stockpiles
- ☐ g. Specified locations for all clearing, grubbing, grading and excavation
- ☐ h. Measures such as construction pruning and root pruning of trees directly impacted by construction
- ☐ i. Short term and long term maintenance plans for existing trees
- ☐ j. Tree preservation fence detail

10. Tree Replacement Plan

- ☐ a. Location of all tree replacements
- ☐ b. Tree replacement data to include total number of replacement inches
- ☐ c. Plant list to include quantity, species, installation, and size in caliper inches

11. Site Lighting Plan

(Note: Verify required lighting standards <u>before</u> designing lighting system)

- ☐ a. Provide under separate attachment cut sheets for all specified exterior light fixtures
- ☐ b. Point-by-point photometric printouts are required for all projects that must comply with the City of Dublin Exterior Lighting Guidelines. Photometric contours (minimum 0.5 footcandles for all paved areas) are required for all other projects.
- ☐ c. All necessary details for construction of the proposed lighting system
- ☐ d. Label fixture height above grade; show design of light pole bases (if applicable)
- ☐ e. Label fixture/pole finish color, lamp type, and fixture style (cutoff, flood, spot, etc.)

CITY OF DUBLIN

REVIEW SERVICES TEAM

COMMERCIAL PERMIT PLAN REVIEW

(and SITE DEVELOPMENT PERMIT plan review)

THRESHOLDS FOR COMMERCIAL PLAN APPROVAL		
REQUIRED PLAN OR ITEM	**SITE WORK**	**SHELL or FULL**
Application for Commercial Building Permit (or for Site Development Permit)	X	X
Application for Certificate of Zoning Compliance	X	X
Permanent address assigned	X	X
Site-related conditions from public hearings satisfied (P & Z, BZA, ARB)	X	X
Site Engineering mylar sheets signed by project P.E. and Dublin officials	X	X
Footprint of building(s) to be constructed on the site	X	X
Fire code site info (turning radii, heavy-duty pavement, hydrants, and access)	X	X
Stormwater management & sanitary sewer design calculations (if applicable)	X	X
Landscape Plan and executed landscape easement (if applicable)	X	X
Tree Survey Plan and Tree Preservation Plan (if applicable)	X	X
Tree Replacement Plan and Tree Replacement Fee paid (if applicable)	X	X
Site Lighting Plan and cut sheets for exterior light fixtures	X	X
Required adjacent public improvements approved	X	X
Right-of-way and Easement Deeds submitted (if applicable)	X	X
Cross Access Agreements executed and copies submitted (if applicable)	X	X
Lot split approved, or combination of lots approved (if applicable)	X	X
Final Plat recorded (if applicable)	X	X
Soil testing report (if applicable)	X	X
Special Flood Hazard Area Development Permit (if applicable)	X	X
Architectural – sufficient for fire-access, zoning needs, and establish footprint	X	X
Architectural – foundation, structural, exterior, and interior	Deferred	X
Perimeter and envelope insulation, per ASHRAE 90.1	Deferred	X
Electrical drawings including circuiting and panel board, per NEC	Deferred	X
Plumbing drawings, per Ohio Plumbing Code and OBC Chapter 29	Deferred	X
Mechanical drawings including ventilation, per OMC Chapter 16	Deferred	X