CITY OF DUBLIN.

Commercial Building Permit Application

Building Standards & Review Services
5800 Shier-Rings Road, Dublin OH 43016

Application No. _____

Staff Use Only

A. BASIC PROJECT INFORMATION *(required)*

No Missing Information ☐

☐ New Building ☐ Bldg Addition ☐ Alteration/Fitup ☐ Accessory ☐ Change of Use/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 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 *(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 *(Dublin registration required)*

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 Information	*Application Number (and/or 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 CONCURRECT 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 a request for *OBC Phased Plan Approval* (Dublin Form BLD-240 or equivalent)
Yes □ No □ Attached is a Walk-Thru Eligibility Worksheet (Dublin Form BLD-246) requesting WTPR

I am the Architect or Design Professional in responsible charge (listed on Page 1, Section D of this application) and state to the best of my knowledge and belief that 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 that 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

Building Standards – intake, out-processing, permit issuance, fees	614-410-4670	Fax 614-761-6566
Review Services – procedures, plan tracking, plan review status	614-410-4608	Fax 614-718-4346

City of Dublin
Land Use and Long Range Planning
5800 Shier Rings Road
Dublin, Ohio 43016-1236
phone 614.410.4600
fax 614.410.4747
www.dublinohiousa.gov

July 2013

Certificate of Zoning Plan Approval (CZPA)

PLEASE SUBMIT THIS SIGNED APPLICATION WITH:

☐ **ONE (1) COPY OF A SCALED SITE PLAN DRAWN IN INK** indicating all current structures, property lines, setbacks, and easements in addition to all 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** (not required for sign renewals).

☐ **FEE PAYMENT** Non-refundable applicable fee (refer to the approved fee list)

PLEASE DESCRIBE THE PROPOSED WORK (PATIO, FENCE, TEMPORARY SIGN, ETC.)

OFFICE USE ONLY

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

***Please refer to Planning Department or Planning Website for additional submittal information. Separate HOA approval may be required.**

SUBDIVISION/BUSINESS NAME	**LOT NUMBER**
PROPERTY OWNER	**PHONE**
ADDRESS OF SUBJECT PROPERTY OR PARCEL ID	
APPLICANT/AUTHORIZED REPRESENTATIVE	**PHONE**
ADDRESS OF APPLICANT/AUTHORIZED REPRESENTATIVE	**APPLICANT'S E-MAIL**

PROPERTY OWNER AUTHORIZATION (NOT APPLICABLE TO TEMPORARY SIGNS)

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

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:

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

2015 Commercial Fees
Schedule D

New Structures and Additions

Square Footage	Plan Review Due @ Time of Submital includes 3% State fee	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	**$267.80**	$275.00	$35.00	$190.00	$15.00	**$515.00**	$782.80
1,001-2,000	**$448.05**	$425.00	$65.00	$190.00	$20.40	**$700.40**	$1,148.45
2,001-3,000	**$628.30**	$575.00	$95.00	$190.00	$25.80	**$885.80**	$1,514.10
3,001-4,000	**$808.55**	$725.00	$125.00	$190.00	$31.20	**$1,071.20**	$1,879.75
4,001-5,000	**$988.80**	$875.00	$155.00	$190.00	$36.60	**$1,256.60**	$2,245.40
5,001-6,000	**$1,169.05**	$1,025.00	$185.00	$190.00	$42.00	**$1,442.00**	$2,611.05
6,001-7,000	**$1,349.30**	$1,175.00	$215.00	$190.00	$47.40	**$1,627.40**	$2,976.70
7,001-8,000	**$1,529.55**	$1,325.00	$245.00	$190.00	$52.80	**$1,812.80**	$3,342.35
8,001-9,000	**$1,709.80**	$1,475.00	$275.00	$190.00	$58.20	**$1,998.20**	$3,708.00
9,001-10,000	**$1,890.05**	$1,625.00	$305.00	$190.00	$63.60	**$2,183.60**	$4,073.65
10,001-11,000	**$2,070.30**	$1,775.00	$335.00	$190.00	$69.00	**$2,369.00**	$4,439.30
11,001-12,000	**$2,250.55**	$1,925.00	$365.00	$190.00	$74.40	**$2,554.40**	$4,804.95
12,001-13,000	**$2,430.80**	$2,075.00	$395.00	$190.00	$79.80	**$2,739.80**	$5,170.60
13,001-14,000	**$2,611.05**	$2,225.00	$425.00	$190.00	$85.20	**$2,925.20**	$5,536.25
14,001-15,000	**$2,791.30**	$2,375.00	$455.00	$190.00	$90.60	**$3,110.60**	$5,901.90
Add per 1,000	**$180.25**	$150.00	$30.00	$0.00	$5.40	**$185.40**	$365.65

*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	**$267.80**	$150.00	$190.00	$10.20	**$350.20**	$618.00
1,001-2,000	**$448.05**	$200.00	$190.00	$11.70	**$401.70**	$849.75
2,001-3,000	**$628.30**	$250.00	$190.00	$13.20	**$453.20**	$1,081.50
3,001-4,000	**$808.55**	$300.00	$190.00	$14.70	**$504.70**	$1,313.25
4,001-5,000	**$988.80**	$350.00	$190.00	$16.20	**$556.20**	$1,545.00
5,001-6,000	**$1,169.05**	$400.00	$190.00	$17.70	**$607.70**	$1,776.75
6,001-7,000	**$1,349.30**	$450.00	$190.00	$19.20	**$659.20**	$2,008.50
7,001-8,000	**$1,529.55**	$500.00	$190.00	$20.70	**$710.70**	$2,240.25
8,001-9,000	**$1,709.80**	$550.00	$190.00	$22.20	**$762.20**	$2,472.00
9,001-10,000	**$1,890.05**	$600.00	$190.00	$23.70	**$813.70**	$2,703.75
10,001-11,000	**$2,070.30**	$650.00	$190.00	$25.20	**$865.20**	$2,935.50
11,001-12,000	**$2,250.55**	$700.00	$190.00	$26.70	**$916.70**	$3,167.25
12,001-13,000	**$2,430.80**	$750.00	$190.00	$28.20	**$968.20**	$3,399.00
13,001-14,000	**$2,611.05**	$800.00	$190.00	$29.70	**$1,019.70**	$3,630.75
14,001-15,000	**$2,791.30**	$850.00	$190.00	$31.20	**$1,071.20**	$3,862.50
Add per 1,000	**$180.25**	$50.00	$0.00	$1.50	**$51.50**	$231.75

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

Plan Review Fee Due At Time Of Submittal
Fees Due at Time of Issuance

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

2015 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	$150.00	$3,044.00	$5,404.00
1.0"	$3,580.00	$150.00	$5,074.00	$8,804.00
1.5"	$9,180.00	$150.00	$10,147.00	$19,477.00
2.0"	$15,900.00	$150.00	$16,236.00	$32,286.00
3.0"	$33,150.00	$150.00	$32,472.00	$65,772.00
4.0"	$51,740.00	$150.00	$50,737.00	$102,627.00
6.0"	$117,600.00	$150.00	$101,475.00	$219,225.00
8.0"	$206,980.00	$150.00	$162,360.00	$369,490.00
10.0"	$322,560.00	$150.00	$233,392.00	$556,102.00
12.0"	$464,580.00	$150.00	$436,342.00	$901,072.00
16.0"	$517,660.00	$150.00	$484,194.00	$1,002,004.00

CITY OF DUBLIN.

Pre-Submittal Meeting Agenda
Wednesday March 26, 2014
5800 Shier Rings Rd
4:00 p.m. (EST)

Meeting Location:	**First Floor General Meeting Room**
Project Name:	**Baker Project**
Project Address:	**123 Any Street**

Welcome & Introductions

Purpose of Meeting

- To share needs and expectations of the building permit process
- To improve the completeness and quality of the planned submittal

Brief Overview of Project Scope by Owner

Review Briefing	**City of Dublin - Plan Review Staff**
Planner of Record	*Insert name if applicable*
Zoning Review	Velma Coen – Development Review Specialist
Landscape Review	Brian Martin – Zoning Inspector
Engineering Review	Kristin Yorko / Aaron Stanford – Civil Engineer
Building Review (OBC)	Ray Harpham, A.I.A. – Commercial Plans Examiner
Electrical Review	Ted Zombek – Electrical Inspector
Fire Safety Review	Alan Perkins – Washington Township Fire Marshal
Moderator	Dave Marshall – Review Services Analyst

Overview of Building Permit Application and Plan Review Processes |
Distribute &review handout materials* - Dave Marshall

Additional Questions/Issues

SAMPLE

*Materials to be distributed at meeting:

- ☒ Pre-Submittal Meeting Agenda
- ☒ Planning Record of Action *(if applicable)*
- ☒ Commercial Building Permit Application
- ☒ Certificate of Zoning Plan Approval
- ☒ ePlan User Guide *(if applicable)*
- ☒ Site Improvement Checklist *(if applicable)*
- ☒ _____
- ☒ _____
- ☒ _____
- ☒ _____
- ☒ _____
- ☒ _____

City of Dublin
BUILDING
STANDARDS

March, 2014

Commercial Plan Requirements

106.1.1 **Information on construction documents.** Construction documents shall be dimensioned and drawn upon suitable material. Electronic media documents are permitted to be submitted when approved by the building official. Construction documents shall be coordinated and of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code. Construction documents, adequate for the scope of the project, shall include information necessary to determine compliance with the building, mechanical, plumbing, fire, electrical, energy, and fuel gas codes such as:

1. **Index.** An index of drawings located on the first sheet which shall also include all occupancy classification(s), type(s) of construction, the area in gross square feet for each level, the maximum design occupant load, the structural design loads, and the seismic design category and site class;

2. **Site plan.** A site plan showing a north orientation arrow, the size and location of new construction and all existing structures on the site, all property and interior lot line locations with setback and side yard dimensions and distances from buildings to lot lines, the locations of the nearest streets, the established street grades, the locations, types and sizes of all utility lines, the location of any fences, and the elevations of all proposed finished grades; and it shall be drawn in accordance with an accurate boundary line survey.

In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The building official is authorized to waive or modify the requirement for a site plan when the application for approval is for alteration or repair or when otherwise warranted.

2.1Buildings or structures located in flood hazard areas. Construction documents submitted for buildings or structures located in communities with identified flood hazard areas, pursuant to section 1612, shall include the current FEMA "Flood Hazard Boundary Map" (FHBM), "Flood Insurance Rate Map" (FIRM) or "Flood Boundary Floodway Map" (FBFM) for the project location. The required site plan shall include building elevations using the same datum as the related flood hazard map. The owner shall be responsible for the compliance with local flood damage prevention regulations for additional critical elevation information for the project site.

2.2**Site Accessibility Plan**. Information in plan view and details shall be submitted indicating compliance with the accessibility provisions of this code for the exterior of the building in addition to accessible features of the interior. When applicable, the plans shall include: the exterior accessible route between all facilities required to be connected; ramp locations and elevations along the exterior accessible route; number of and details for the required accessible van and car parking spaces and passenger loading areas; location and detail of required accessibility signage; grade/topographic elevations before and after proposed grading when site impracticality is intended to be applied.

3. **Floor plans.** Building configuration layout drawings with all walls and partitions shown including: plans of full or partial basements and full or partial attics and penthouses, grade elevations at the building perimeter, and references to other details and elevations. Floor plans must show all relevant information such as door swings, stairs and ramps, windows, shafts, all portions of the means of egress, plumbing fixtures, built-in fixtures, special equipment, vertical transportation, etc., and shall be sufficiently dimensioned to describe all relevant space sizes. Spaces shall be identified by appropriate code appellations (an "auditorium" may not be identified as a "meeting room" if its attributes indicate that it is an auditorium). The construction documents shall designate the number of occupants to be accommodated on every floor, and in all rooms and spaces;

4. **Demolition.** In the case of demolition, the floor plan shall identify construction to be demolished and the location, arrangement, and dimensions of existing construction that is to remain.

5. **Roof plan.** Roof outline, overall dimensions and dimensions of setbacks, slope of roof, drainage, reference to other details, roof materials, penetrations through roof, and roof-mounted equipment;

6. **Exterior elevations.** Vertical dimensions, floor-to-floor heights, opening heights, references to other details, floor lines, elevations of major elements, grade lines, foundation lines, material indications and notes, symbols for window schedule, gutters, signs and windows, doors, and all other openings.

7. **Building sections.** Vertical dimensions, elevations of the top of structural components and finish floor lines, materials, footings and foundations, reference to other details, ceiling lines, and major mechanical services.

8. **Exterior building envelope.** The exterior envelope shall be described in sufficient detail to determine compliance with this code and the referenced standards. Details shall be provided which describe flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves, or parapets, means of drainage, water-resistive membrane details around openings, location and type of vapor retarders, window and door "U"-values, and insulation location and "R"-values. The supporting documentation shall fully describe the exterior wall system, which was tested, where applicable, as well as the test procedure used.

9. **Wall Sections**. Face of wall dimensions to other components, vertical dimensions from foundations to parapet relating all elements to top of structural elements, all connection methods, wall, ceiling, floor, foundation, and roof materials and construction details.

10. **Interior elevations.** Vertical dimensions to critical elements, references to other details, openings in walls, wall finishes, built-in items, and locations of switches, thermostats, and other wall-mounted equipment.

11. **Schedules.** Information or tables that describe the room finishes, doors, windows, and door hardware and controls. Wall and floor materials shall be described by cross-hatching (with explanatory key), by notation, or by other clearly understandable method.

12. **Structure.** Complete structural description of the building including size and location of all structural elements and a table of live, wind, snow, and seismic loads used in the design of the building and other data as required to fully describe the structural system.

13. **Fire suppression system.** Areas of protection, fire suppression system occupancy hazard classification, and water supply data.

14. **Fire-resistance Ratings.** The fire-resistance ratings of all structural elements as required by this code, data substantiating all required fire-

resistance ratings including details showing how penetrations will be made for electrical, mechanical, plumbing, and communication conduits, pipes, and systems, and the materials and methods for maintaining the required structural integrity, fire-resistance rating, and firestopping.

15. **System descriptions.** Complete description of the plumbing, mechanical and electrical systems, including: materials, insulation "R"-values, general routing and sizes of all piping; location and type of plumbing fixtures and equipment; plumbing schematics and isometrics; materials, insulation "R"-values, general routing and sizes of all ductwork, vents, and louvers; location and type of heating, ventilation, air conditioning, and other mechanical equipment; location and type of all fire alarm, lighting and power equipment; type and size of all electrical conductors.

16. **Operations.** Information shall be provided regarding operations, the types, quantities, and arrangement of flammable, combustible, or hazardous materials proposed to be produced, used, dispensed, or stored in the facility; material safety data sheets for hazardous materials produced, used, or stored in the facility, the commodity and arrangement of high piled or rack storage, control areas, etc.

17. **Additional information.** Additional graphic or text information as may be reasonably required by the building official to allow the review of special or extraordinary construction methods or equipment.

106.1.1.1 **Fire protection system drawings.** Construction documents shall be approved prior to the start of system installation. Related listing information shall be provided and drawings shall contain all information as required by the installation standards referenced in Chapter 9. The individual installing the fire protection systems, who shall be certified by the state fire marshal pursuant to section 3737.65 of the Revised Code, shall be identified on the drawings. In the event that the listing information is not known or the certified installer is not known at the time of plan examination, conditional plan approval shall be granted subject to subsequent submission of the listing information and the name of the certified installer prior to installation of any part of the fire protection systems.

106.1.1.2 **Special inspections.** Where application is made for construction as described in this section, the owner or the registered design professional in responsible charge acting as the owner's agent shall identify those special inspections needed during construction on the types of work listed under section 1704.

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 3109.1.1 of the "OBC".

City of Dublin
BUILDING
STANDARDS

March, 2014

Required Documents

Construction Documents Required, Evidence of Responsibility

106.2.1 Seal requirements. When it is required that documents be prepared by a registered design professional, the building official shall be authorized to require the owner to engage and designate on the approval application a registered design professional who shall act as the registered design professional in responsible charge. The registered design professional in responsible charge shall be responsible for reviewing and coordinating submittal documents prepared by others, including phased and deferred submittal items, for compatibility with the design of the building.

Where structural observation is required by section 1709, the inspection program shall name the individual or firms who are to perform structural observation and describe the stages of construction at which structural observation is to occur. See also duties specified in section 1704.

Construction documents shall bear the seal of a registered design professional pursuant to section 3791.04 of the Revised Code.

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

1. Buildings or structures classified as one-, two-, or three-family dwellings and accessory structures;
2. Energy conservation design for buildings or structures classified as one-, two-, or three-family dwellings;
3. Fire protection system designs submitted under the signature of an individual certified in accordance with section 107.4.4;
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, construction 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 technical design analysis of work affecting public health or general safety in the following areas: means of egress, structural, mechanical, electrical, plumbing, or fire protection.

5.1 For the purpose of this exception, technical design analysis is defined as the development of integrated solutions using analytical methods in accordance with established scientific and engineering principles.

CITY OF DUBLIN

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

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