

**DIVISION OF BUILDING STANDARDS**  
**ADMINISTRATIVE POLICY AND PROCEDURE**

<b>Subject:</b> <b>Commercial Phased Plan Approval</b>	<b>Date Initiated:</b> <b>3/24/2008</b>  <b>Last Revision Date:</b> <b>12/19/2018</b>  <b>Policy No:</b> <b>A08-01</b>  <b>Page 1 of 4</b>
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**PURPOSE:**

The purpose of this policy is to provide guidance for Owners, Designers, Contractors, Commercial Plan Examiners, and Field Inspectors regarding the following:

1. The nature of OBC Phased Plan Approvals which Building Standards is typically asked to issue to facilitate the normal plan review and construction processes;
2. The preconditions for OBC Phased Plan Approval; and,
3. The impact upon the field inspection process of OBC Phased Plan Approval.

This Policy is based upon the requirements of the 2017 Ohio Building Code (OBC) section 105.1.4, Phased Approval and Dublin City Ordinance §150.190 Advance Construction Starts.

**OBC PHASED PLAN APPROVAL**

**OBC 105.1.4 Phased approval.** *The building official shall issue an approval for the construction of foundations or any other part of a building, structure, or building service equipment before the construction documents for the whole building, structure, or building service equipment have been submitted, provided that adequate information and detailed statements have been filed complying with applicable requirements of this code. The holder of such approval for the foundation or other parts of a building or structure shall proceed at the holder's own risk with the building operation and without assurance that an approval for the entire structure will be granted. Such approvals shall be issued for various stages in the sequence of construction, provided that all information and data required by the code for that portion of the building or structure has been submitted. The holder of a phased plan approval may proceed only to the point for which approval has been given.*

The following Commercial OBC Phased Plan Approvals have typically been requested by owners and approved by the Building Official (as further described in A, B, and C below):

**Foundation Only (without slab)**  
**Foundation Only (with slab)**  
**Foundation and Slab Only (with underground)**  
**Foundation with Structural Frame**  
**Building Shell Only**  
**Rough MEP**

- A. CONVENTIONAL PROJECTS, as determined by the Plans Examiner, are eligible for the above OBC Phased Plan Approvals contingent upon:
1. All information and data required by the code for that portion of the building or structure has been submitted.
  2. Receipt by the building official of a letter from the Owner or the Owner's representative identifying the nature of the Phased Plan Approval being requested in the general format of the appended "Request for OBC Phased Approval";
  3. The project for which Full Approval will ultimately be sought has been identified as either an Occupied Structure, an Unoccupied or Building Shell Only Structure; or an interior alteration or Tenant Improvement; and,
  4. The information called for in the attached "OBC Phased Approval Matrix" is available at the time the request is submitted and is in a form prescribed by the Building Official.
- B. LARGE or COMPLEX PROJECTS, as determined by the Building Official, such as but not limited to hi-rise buildings, hospitals, or malls, shall be issued additional customized Phased Plan Approvals appropriate to the project and construction sequences. A pre-submittal meeting including the Building Official, Plans Examiner, Owners, Designers and Contractors is **required** to be held prior to submission of the Commercial Building Permit Application for such projects to establish the appropriate customized phasing.
- C. Phased Plan Approval is not available for projects, as determined by the Plans Examiner, requesting Walk-Thru Plan Review. Any information required by OBC 105.1.4 not submitted with the Commercial Building Permit Application for such a project will result in an OBC Correction Request Letter being issued; this includes plans and information necessary for required and separate Fire Detection and Fire Protection permits.
- D. **PLEASE NOTE:** A **permit to construct** the project cannot be issued until the project has been determined to be in compliance with the site: Fire, Zoning, Landscape and Engineering regulations of the City of Dublin.

Effective Date: December 19, 2018

*Brad Fagrell*

Brad Fagrell, P.E.  
Director of Building Standards/CBO

# Request for OBC Phased Approval

(submit with construction documents)

Project Name \_\_\_\_\_

Project Address \_\_\_\_\_

Dublin Building Permit Application No. \_\_\_\_\_

Mr. Brad Fagrell, P.E.  
Director of Building Standards/CBO  
City of Dublin  
5800 Shier Rings Road  
Dublin, Ohio 43016

Dear Mr. Fagrell,

In accordance with the Ohio Building Code (OBC) Section 105.1.4 which states:

**Phased Approval:** *The building official shall issue an approval of the construction of foundations or any other part of a building, structure, or building service equipment before the construction documents for the whole building, structure, or building service equipment have been submitted, provided that adequate information and detailed statements have been filed complying with applicable requirements of this code. The holder of such approval for foundation or other parts of a building or structure shall proceed at the holder's own risk with the building operation and without assurance that an approval for the entire structure will be granted. Such approvals shall be issued for various stages in the sequence of construction provided that all information and data required by the code for that portion of the building or structure has been submitted. The holder of a phased plan approval may proceed only to the point for which approval has been given.*

I am requesting the following OBC Phased Approval (check all that apply):

- ☐ Foundation (without slab)
- ☐ Foundation (with slab)
- ☐ Foundation and Slab (with underground)
- ☐ Foundation with Structural Frame
- ☐ Building Shell
- ☐ Rough Mechanicals (no Fire Protection Systems)
- ☐ Other phased approval: \_\_\_\_\_

I have submitted all plans, information, and data required by the OBC and the City of Dublin (OBC Phased Approval Matrix) for that portion of the work for which Phased Approval is requested. I understand, and will communicate to the project owner and responsible contractor(s), that construction shall not proceed beyond the point for which OBC Phased Approval has been granted.

Sincerely,

X \_\_\_\_\_ Date \_\_\_\_\_  
Design Professional in Responsible Charge

\_\_\_\_\_  
Design Firm Company Name

Attachments: Construction plans and documents for review

Phase	Occupied Structure	Unoccupied Structure	Tenant Improvement	Plans Required	Inspections Required
<b>Foundation (without Slab)</b>	Compliance with Fire, Zoning, Landscaping, and Engineering requirements	Compliance with Fire, Zoning, Landscaping, and Engineering requirements	N/A	Construction Documents for the Foundation, including UFER ground location; Preliminary Documents defining project parameters including building and site plans, sections and elevations with information sufficient to determine compliance of the project with the sections of the OBC and DFC relating to project height, area and location on the site.	Inspections required are; Site Access; Sewer Tap; Footing; Foundation Steel; Foundation Steel Grounding; Foundation; Piers; Waterproofing
<b>Foundation (with Slab)</b>	Compliance with Fire, Zoning, Landscaping, and Engineering requirements	Compliance with Fire, Zoning, Landscaping, and Engineering requirements	N/A	Construction Documents for the Foundation, including UFER ground location; Preliminary Documents defining project parameters including building and site plans, sections and elevations with information sufficient to determine compliance of the project with the sections of the OBC and DFC relating to project height, area and location on the site. Under-slab utilities and a completed Envelope Energy Compliance Certificate are required for Foundations with a finished slab.	Inspections required are; Site Access; Sewer Tap; Footing; Foundation Steel; Foundation Steel Grounding; Foundation; Piers; Waterproofing; Electrical Underground; Plumbing Underground; Sprinkler Underground; Pre-Slab
<b>Foundation and Slab (with underground)</b>	Compliance with Fire, Zoning, Landscaping, and Engineering requirements	Compliance with Fire, Zoning, Landscaping, and Engineering requirements	N/A	Construction Documents for the Foundation, including UFER ground location; Preliminary Documents defining project parameters including building and site plans, sections and elevations with information sufficient to determine compliance of the project with the sections of the OBC and DFC relating to project height, area and location on the site. Under-slab utilities and a completed Envelope Energy Compliance Certificate are required for Foundations with a finished slab.	Inspections required are; Site Access; Sewer Tap; Footing; Foundation Steel; Foundation Steel Grounding; Foundation; Piers; Waterproofing; Electrical Underground; Plumbing Underground; Sprinkler Underground; Pre-Slab
<b>Foundation (with Structural Steel)</b>	(as above, plus special inspection requirements)	(as above, plus special inspection requirements)	N/A	(as above, plus structural steel frame)	(as above, plus special inspection)
<b>Rough Framing (with Rough Mechanicals)</b>	Compliance with Fire, Zoning, Landscaping, and Engineering requirements	N/A	Compliance with Fire, Zoning, Landscaping, and Engineering requirements	Complete Construction Documents, including all mechanical systems in compliance with the requirements of the OBC and DFC, excepting only applicable Fire Protection Systems Shop Drawings.	Inspections required are; Rough Electric; Rough Plumbing; Rough HVAC; Rough Fire Alarm; Rough Sprinkler; Electric Service; Framing; Shaft Walls
<b>Building Shell</b>	Compliance with Fire, Zoning, Landscaping, and Engineering requirements;	Compliance with Fire, Zoning, Landscaping, and Engineering requirements; <b>Occupancy Issued only for Shell</b>	N/A	Construction Documents including; Envelope Energy Compliance Certificate; shop drawings for Floor/Roof Trusses, Pre-cast Concrete Walls or Floors; <b>For Unoccupied Building Shell Only Structures approved Fire Protection Drawings and mechanical systems drawings to the extent of the work be completed under the shell approval are required.</b>	Inspections required are; Pre-Slab; Diamonds; Structural Steel; Masonry Wall Grout; Framing; Shaft & Rated Walls; Insulation, Rough Electric, Rough HVAC, Rough Plumbing. <b>For Unoccupied Shell Only include Final Electric; Final Plumbing; Final HVAC; Final Gas Piping; Fire Prevention; Zoning Final; Engineering Final; Fire Alarm Final; Life Safety; Occupancy</b>
<b>Full Approval</b>	Compliance with Fire, Zoning, Landscaping, and Engineering requirements	N/A	Compliance with Fire, Zoning, Landscaping, and Engineering requirements	Complete Construction Documents in compliance with the requirements of the OBC and DFC; Complete Applicable Fire Protection Systems Shop Drawings must be approved.	Inspections required are; Curb, Walk & Approach; Above Ceiling Electric; Above Ceiling HVAC; Above Ceiling Sprinkler; Above Ceiling Structural; Final Electric; Final Plumbing; Final HVAC; Final Gas Piping; Fire Prevention; Zoning Final; Engineering Final; Fire Alarm Final; Life Safety; Occupancy