



## APPLICATION INSTRUCTIONS COMMERCIAL BUILDING PERMIT

1. Application must be completely filled out by applicant.
2. Fees must be paid **AT TIME OF APPLICATION**. Checks made payable to City of Wilmington.
3. Plans, except those for minor repair or other work exempted under section 106.2 of the OBC, must have an architect or engineer seal to be reviewed.
4. For new commercial construction, we require 3 sets of plans. The following plans must be submitted:
  - A. Site Plan/Plat Plan for all new construction & additions showing the following to approximate scale. **\*Note\* Site Plan Review for new commercial construction requires separate application and fee:**
    - (1) Street Location
    - (2) Location of proposed building(s) & all existing buildings on site
    - (3) Handicap accessible parking & accessible route to the building
    - (4) Setback & side yard dimensions
    - (5) Distance between all buildings
    - (6) Location of all utilities or services on property (overhead & underground)
  - B. Foundation Plan (show to scale)
    - (1) Size of footing
    - (2) Size & construction of foundation walls
    - (3) Areas of thickened slabs, piers, etc.
  - C. Floor Plan (all levels) (show to scale)
    - (1) Overall dimensions including gross square footage of all floors
    - (2) Dimensions on all rooms
    - (3) Identify use of all spaces
    - (4) Window & door locations, sizes & direction of door swing
  - D. Elevation Plan (show to scale)
    - (1) Typical wall section from footer to roof framing
    - (2) Show sizes, thicknesses, materials.
    - (3) Show details such as insulation, anchor bolts, finish grade, footing depth, etc.
  - E. Electrical Plan (show to scale)
    - (1) Locations of all electrical devices & equipment
    - (2) Service showing panel locations, sizes, wire sizes, panel schedules & other pertinent data
  - F. Mechanical Plan (show to scale)
    - (1) Show locations, size, type, fuels & capacities of HVAC & mechanical equipment
  - G. Sprinkler Plan (show to scale)
    - (1) Show details of sprinklers, if provided indicating water supply, layout, types of heads, sizes, & calculations. These may be submitted as shop drawings from an approved sprinkler contractor.
  - H. Additional Data – Show compliance with OBC Article 31 on energy. Show compliance with ADA for handicap accessibility

**YOU MUST HAVE APPROVED PLANS, CERTIFICATE OF PLAN APPROVAL, AND A PERMIT BEFORE STARTING CONSTRUCTION**

# COMMERCIAL PERMIT APPLICATION

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

PERMIT NO. C \_\_\_\_ - \_\_\_\_ - \_\_\_\_

This Permit Includes the Following (Check All That Apply):

Structural  Mechanical  Electrical  Certificate of Occupancy   
Fire Suppression(separate permit required)  Fire Alarm(separate permit required)   
Industrialized Unit  Site Plan(separate permit required)

## APPLICANT INFORMATION

Owner  Primary Contractor  Architect  Other  \_\_\_\_\_

## PARCEL/PROPERTY INFORMATION

PROPERTY NAME \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

Lot No. \_\_\_\_\_ Subdivision \_\_\_\_\_ Parcel ID \_\_\_\_\_

Zoning Designation of Property \_\_\_\_\_ R1, R2, R3a, R3, PO, MC, B1a, B1, B2, B3,  
I1a, I1, PD-1, PD-2, PD-3, PD-4, H-1

OWNER NAME \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Is this property in a Flood Plain? Yes  No

If yes, please provide flood plain information. \_\_\_\_\_

## CONTRACTOR INFORMATION

PRIMARY CONTRACTOR \_\_\_\_\_ Contact \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

SECONDARY CONTRACTOR \_\_\_\_\_ Contact \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

## ARCHITECT/ENGINEER INFORMATION

PLANS PREPARED BY: \_\_\_\_\_ Contact Name/Title \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Ohio Registration No. \_\_\_\_\_ Other info \_\_\_\_\_

**PROJECT INFORMATION**

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**OWNERSHIP:** Private  Public

**PROPOSED USE:** Amusement/Recreational  Church  Industrial  Parking Garage   
Service/Repair Garage  Junk Yard/Towing  Hospital/Institution  Office/Bank   
School  Public Utility  Store/Mercantile  Other  Specify \_\_\_\_\_

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**PROPOSED USE GROUP** (Per Ohio Building Code Section 302)

A1  A2  A3  A4  A5  B  E  F1  F2  H   
I1  I2  I3  M  R1  R2  R3  R4  S1  S2  U

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**CONSTRUCTION TYPE** (Per Ohio Building Code Section 602)

IA  IB  IIA  IIB  IIIA  IIIB  IV  VA  VB

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**TYPE OF WORK:** New Structure  Addition  Alteration  Change of Use/Occupancy

**PRINCIPAL TYPE OF FRAME:** Masonry  Wood  Structural Steel   
Reinforced Concrete  Other  Specify \_\_\_\_\_

**NUMBER OF STORIES:** Above Grade \_\_\_\_\_ Below Grade \_\_\_\_\_

**UTILITY INFORMATION:**

**WATER:** Public  Private  **SEWER:** Public  Private (Septic, Etc.)

**HEATING FUEL:**

Propane  Natural Gas  Oil  Electricity  Coal  Other  Specify \_\_\_\_\_

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**SQUARE FEET OF BUILDING OR AREA OF ADDITION/ALTERATION**

Square Feet of Basement	
Square Feet of First Floor	
Square Feet of Second Floor	
Square Feet of Third Floor	
Additional Floors	
<b>TOTAL SQUARE FEET</b>	

**TOTAL ESTIMATED COST OF CONSTRUCTION: \$** \_\_\_\_\_

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**BRIEF PROJECT DESCRIPTION** \_\_\_\_\_

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Signature of Applicant: \_\_\_\_\_

## COMMERCIAL FEE SCHEDULE

### STRUCTURAL FEES

A. Processing Fee.....	\$250.00	\$ _____
B. Plan Examination .....	\$9.50/100 Square Feet of Total Floor Area	\$ _____

### MECHANICAL FEES

A. Processing Fee.....	\$250.00	\$ _____
B. Plan Examination .....	\$5.75/100 Square Feet of Total Floor Area	\$ _____

### ELECTRICAL FEES

A. Processing Fee.....	\$250.00	\$ _____
B. Plan Examination .....	\$5.75/100 Square Feet of Total Floor Area	\$ _____

### AUTOMATIC SPRINKLER & OTHER FIRE SUPPRESSION SYSTEMS

(All Suppressed Areas)

A. Processing Fee.....	\$250.00	\$ _____
B. Plan Examination .....	\$5.75/100 Square Feet of Total Floor Area	\$ _____

### FIRE ALARM SYSTEMS

A. Processing Fee.....	\$250.00	\$ _____
B. Plan Examination Fee.....	\$5.75 per device	\$ _____

### INDUSTRIALIZED UNIT FEES

A. Processing Fee.....	\$200.00	\$ _____
B. Plan Examination Fee.....	\$1.75/100 Square Feet of Total Floor Area	\$ _____

### MINOR ALTERATION.....\$175.00 per Each Type of Permit

Building _____ Electric _____ HVAC/Mechanical _____ Fire Protection _____		\$ _____
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ELECTRIC RECONNECT .....	\$50.00	\$ _____
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GAS LINE INSPECTION .....	\$50.00	\$ _____
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CERTIFICATE OF USE & OCCUPANCY .....	\$65.00	\$ _____
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(Only charged if not obtaining a building permit)

FEE FOR PRELIMINARY PLANS EXAMINATION .....	\$100.00 per hour	\$ _____
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(Only charged if not obtaining a building permit)

<b>FEE SUBTOTAL</b>		\$ _____
State Board of Building Standards Fee 3% (Subtotal x .03)		\$ _____
<b>FEE TOTAL</b>		<b>\$ _____</b>

**ALL FEES ARE DUE AT THE TIME OF APPLICATION**  
**Payment accepted by check, money order, or exact cash only.**  
**Checks may be made payable to:**  
**City of Wilmington**  
**Building and Zoning Department**  
**69 N. South Street**  
**Wilmington, OH 45177**

The fee for the inspection of plans relating to the work and equipment under the consideration for approval under the requirements of the Ohio Building Code shall be based on the gross area of each floor level.

EXCEPTION: Fees for alteration or change of use as determined by the Building Official shall be based on the actual area affected by the alteration or change of use which may extend beyond the limits of construction.