



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 alteration must have an architect or engineer seal to be reviewed. **THIS IS A STATE LAW.**
4. For new commercial construction, we require 3 sets of plans and 4 sets of plans for any building containing Fire Alarm or Fire Suppression. 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 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

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 _____

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

CONSTRUCTION TYPE (Per Ohio Building Code Section 602)

1A 1B 2A 2B 2C 3A III-B IV V-A V-B

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 _____

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	
TOTAL SQUARE FEET	

TOTAL ESTIMATED COST OF CONSTRUCTION: \$ _____

BRIEF PROJECT DESCRIPTION _____

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)

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

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 Basic 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.