

## Requirements for Plan Reviews Of all Commercial Projects



To: All Applicants  
From: Medina City Building Department  
Re: Ohio Building Code Submittal Requirements

### TO ALL APPLICANTS SEEKING PLAN APPROVAL AND PERMITS

The provisions of the Ohio Building Code (OBC) section 105.1 state: “Any owner or authorized agent who intends to **construct, enlarge, alter, repair, move, or change the occupancy** of a building or structure, or portion thereof, or to **erect install, enlarge, alter, repair, remove, convert or replace** any electrical, gas, mechanical, plumbing system, other building service equipment, or piping system the installation of which is regulated by this code, or to cause any such work to be done, **shall first make application to the building official and obtain the required approval.**”

1. OBC Section 106.1- Submittal Documents and OBC Section 107.1- Plan Review Process.

- **Submit three (3) sets of construction documents.**
- **Submit an OBC Application for Plan Approval.**

OBC Section 106.1.1 Information on Construction Documents. Construction documents should contain (but not be limited to) the following:

**Index of Drawings**  
**Site Plan**  
**Floor Plans**  
**Demolition Plan**  
**Roof Plan**  
**Exterior Elevations**

**Building Sections**  
**Exterior Building Envelope**  
**Wall Sections**  
**Interior Elevations**  
**Schedules**  
**Systems Plans and Descriptions**

2. Medina Codified Ordinance section 1311.01 (I) Deposit Required.

- **Submit a (\$50) deposit with the permit application until a list of contractors and subcontractors is furnished, their registration and licensing verified.**

MEMBER



1-800-362-2764

