

# Requirements for Plan Reviews for all Commercial Projects



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

MEMBER



1-800-362-2764

## 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.**"

### 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**
- **Building Permit Application**

### 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**



132 North Elmwood Avenue, Medina, Ohio 44256  
Telephone 330-722-9030 [www.medinaoh.org](http://www.medinaoh.org)

# PROJECT CONTRACTOR LIST

All contractors and subcontractors working in the City of Medina are required to be registered and carry liability insurance in the amount of \$300,000.00, listing the City of Medina as the Certificate Holder. The Certificate of Liability Insurance, as well as any and all applicable state licenses, must accompany Contractor Registration applications. Contractors must register separately for each Ohio Construction Industry Licensing Board category, with the \$100 registration fee paid for each registration.

**NAME OF PROJECT:** \_\_\_\_\_

**PROJECT ADDRESS:** \_\_\_\_\_

TRADE	CONTRACTOR NAME, ADDRESS, PHONE #, EMAIL
General	_____
Asphalt	_____
Concrete	_____
Demo	_____
Doors	_____
Drywall	_____
Electric	_____
Excavator	_____
Fire Alarm	_____
Framing	_____
HVAC	_____
Insulation	_____
Landscaping	_____
Masonry	_____
Other	_____
Painting	_____
Plumbing	_____
Roofing	_____
Siding	_____
Sprinkler	_____
Waterproofing	_____
Windows	_____