

## **EAST CENTRAL OHIO BUILDING AUTHORITY PLAN EXAMINATION AND INSPECTION POLICY**

The East Central Ohio Building Authority will follow plan examination and inspection procedures as outlined in Ohio Administrative Code (OAC) 4101:2-1 (Administration). The Ohio Basic Building Code (OBC) 4104:1 and 4101:2 shall serve as the applicable framework and authority for the East Central Ohio Building Authority. Nothing contained herein shall lessen the requirements of the OBC nor prohibit any person from exceeding the minimum requirements.

The mission of the East Central Ohio Building Authority (ECOBA) is to assure the Public Safety by timely and professional Plans Examination and in-process, progressive Construction Inspection.

### Certification

ECOBA is certified by the Ohio Board of Building Standards to enforce the Ohio Building Code except plumbing provisions, within Tuscarawas County excluding incorporated areas of Newcomerstown, Port Washington, Barnhill and Roswell, and within Holmes County excluding incorporated areas of Glenmont, Holmesville, Killbuck, and Nashville. Exclusions listed above are enforced by the Ohio Department of Commerce Industrial Compliance Division (614) 644-2622.

### Local Requirements

Structures shall also comply with the requirements as prescribed by the County, City, Village or Township therein, including but not limited to:

- A. Zoning regulations
- B. Board of Health
- C. Flood Plain
- D. Fire Code
- E. Highway Engineering and Roadways
- F. Storm Water Management

### Plan Approval Requirements

Plan Approval is required 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, or other building service equipment, or piping system the installation of which is regulated by the OBC, or to cause any such work to be done within the jurisdiction of the East Central Ohio Building Authority. Exceptions listed in OBC Section 101.2 Scope are excluded.

### Working Without Plan Approval

Failure to file construction documents and obtain plan approval prior to construction of work regulated by the OBC may result in prosecution and a fine of double the amount, which would otherwise be charged, up to a maximum of \$1,000.00.

### Plan Approval Not Required

No application is required and no plan approval shall be necessary in the case of ordinary repairs and maintenance. However, repairs that include alteration, that is the removal or cutting away of any part of a bearing wall the removal or cutting away of any beam or support, the change or enclosure of any stairway or exit, the construction or alteration of any part of the plumbing system, except for replacement of existing fixtures, the addition to or replacement of any component of the electrical service entrance or significant wiring changes, alterations or additions, or any change in the heating apparatus, of any building shall not be exempt. Re-roofing requires a plan approval if at least 100sf is being replaced or recovered, or if the type of roof or roofing material is being changed. See also OBC Section 105.2 Work Exempt from Approval.

### Fees for Plan Approval and Inspections

Fees for plan approvals, inspections, and issuance of certificates by the East Central Ohio Building Authority are as per the current approved fee schedule.

Fees must be paid prior to plans examination and inspections. Payment Terms: Cash, Check (payable to: East Central Ohio Building Authority), MasterCard, Visa and American Express

### Enforcement

The Building Official shall enforce all the provisions of OBC relating to construction, arrangement, and erection of all buildings or parts thereof as defined by OBC except plumbing provisions.

### Plans Submission

Plans shall be prepared by a registered design professional. The first sheet of Architectural plans must be embossed with an official seal over his/her original ink signature, and date. All other submissions shall bear an official seal, original ink signature, and date. The owner or owner's representative shall submit four (4) sets of plans and specifications with the completed application as prescribed by the building official with payment of the required fees. If applicable, two (2) sets of Plans shall be submitted to Ohio Department of Commerce; Division of Industrial Compliance for Plumbing Approval with the Ohio Application for Plan Approval, payment, and a copy of the completed ECOBA application attached and marked "COPY". Plans shall meet the requirements indicated in OBC Section 106 Construction Documents.

### Plan Examination

The Certified Plans Examiner shall review all plans and specifications to determine compliance with OBC and in accordance with 4101:2-1-22 Administrative A-D.

- (A) Appointments. Call the Chief Building Official to discuss scope and make advance appointment for Plan Review (330) 364-3164 generally 2 business days prior to requested review date.
- (B) Small projects (approximately 8-sheets or \$500,000 maximum) will be reviewed on the same day as the appointment. Larger Projects as determined by the Building Official will be reviewed within two business weeks.

#### Plan Approval

When the building official finds that plans submitted for approval conform to the applicable provisions of OBC, he shall endorse or stamp such plans as approved.

#### Nonconformance Approval

When plans are submitted which do not conform with the requirements of OBC, such plans may be approved by the building official provided such nonconformance does not consist of a condition considered to be a "serious hazard" and the owner or his representative subsequently submits revised plans, addenda, or other data to show evidence of compliance with the applicable provisions of OBC. In the event such data is not received within a reasonable length of time, not to exceed thirty days, the building official shall revoke the plan approval.

#### Conditional Approval

When plans are submitted which cannot be approved under the provisions described above, the building official may, at the request of the owner or representative of the owner, issue a conditional plan approval when an objection to any portion of the plans or specifications results from conflicting interpretations of the code, or compliance requires only minor modifications to the building design or construction. No conditional approval shall be issued where the objection is to the application of specific technical requirements of the code or correction of the objection would cause extensive changes in the building design or construction. A conditional approval is a "conditional license" to proceed with construction or materials objected to by the agency are to be incorporated into the building. The conditions objected to shall be in writing from the building official which shall be an "adjudication order denying the issuance of a license," and may be appealed in accordance with section 3781.19 of the Revised Code.

#### Partial or Phased Plan Approval

The building official may issue a partial or phased plan approval for construction of a foundation or any other part of a building or structure before complete plans and specifications for the entire building or structure have been submitted, provided that such approvals are issued for various stages in sequence of construction and that all information and data required by the code for that portion of the building or structure has been submitted. The holder of a partial plan approval may proceed only to the point for which approval has been given, at his own risk and without assurance that approval for the entire building or structure will be granted. Subsequent submissions after date of application shall require an additional fee per the current approved fee schedule.

### Adjudication Order

The approval of plans under this rule is a "license" and the failure to approve such plans as submitted within thirty days after filing or the disapproval of such plans is an "adjudication order denying the issuance of a license" requiring the opportunity for an "adjudication hearing" as provided by sections 119.07 to 119.13 of the Revised Code and as modified by sections 3781.031 and 3781.19 of the Revised Code. An adjudication order denying the issuance of a license shall specify the reasons for such denial. The Ohio Board of Building Appeals shall conduct adjudication hearings.

### Posting of Plan Approval

A copy of the plan approval shall be kept posted on the premises open to public inspection during the prosecution of the work and until the completion of such work. Approved drawings and Certificate of Plan Approval shall be made available for the Inspector.

### Expiration of Plan approval by Limitation

Except as otherwise provided in ORC 3791.04, the plan approval is invalid if work is not commenced within 12 months of the date of issuance. One extension shall be granted for an additional twelve-month period if requested by the owner at least ten days in advance of the expiration of the plan approval and upon payment of \$100 fee. A Building Plan approval is invalid if work is suspended or delayed for more than six months from the date of issuance. Two extensions shall be granted for six months each if requested by the owner at least ten days in advance of the expiration of the plan approval and upon payment of \$100 fee for each. Before any work may continue on the construction, erection, alteration, or equipment of any building for which the Building Plan approval is invalidated under this section, the owner of the building shall resubmit the plans, specifications and plan examination fee.

### Inspections

Contractors shall call the ECOBA at (330) 364-3164 to request inspection of completed work and the building official shall make or cause inspections to be made within two (2) business days. The plan approval must be visible, lot lines must be clearly marked and site access shall be provided prior to the inspection. The inspector shall report findings to the building official and he shall notify the owner or authorized agent of portions, which are in violation. A re-inspection fee of \$150.00 shall be assessed when a requestor; misses a scheduled inspection, the site is not accessible, or work is incomplete as determined by the building official.

### Additional Procedures

The East Central Ohio Building Authority will further adhere the OAC 4101:2-1 Administrative Code in all other areas described from 4101:2-1-01 to 4101:2-1-98