



NEW COMMERCIAL AND MULTI-FAMILY RESIDENTIAL BUILDINGS

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PROJECT SUCCESS CHECKLIST

INTRODUCTION

The State of Ohio regulates all commercial construction, and certifies local building departments, such as ours, to enforce its codes at the local level. We enforce the Ohio Building Code for all commercial, industrial, and multi-family residential new construction, alterations, and changes in the ways buildings are used. This makes sure all buildings in our state comply with minimum standards for structural and fire safety, and standards for health and welfare. Included also are standards for handicapped accessibility, energy conservation, and flood damage prevention.

To ensure timely approval and inspection, this guide explains what needs to be submitted, to whom, and what needs to be inspected, by whom, and in what sequence.



WHO MIGHT BE INVOLVED

You will need approvals from some or all of the following:

- **Zoning Department** – looks at site issues such as approved uses for that location in the community, parking, setbacks, access, screening of parking areas, site lighting, etc.
- **Building Department** – looks at the building for structural, electrical, life safety, accessibility, energy conservation issues, and flood damage prevention regulations.
- **Fire Department** – looks at access, fire safety and emergency response concerns.
- **Health Department** – looks at on-site plumbing, sanitation, and food service safety.
- **Engineering Department** – looks at streets, sidewalks, curb cuts, and stormwater control.
- **Regional Air Pollution Control Agency (RAPCA)** – looks at safe asbestos and lead abatement.
- **State Agencies** such as Elevator Inspection, Boiler Inspection, Underground Storage Tank Inspection, Hotel, Nursing Home, and Daycare Licensing Inspections may also be involved in your project.

AGENCIES INVOLVED

WHAT'S COVERED, AND WHAT'S EXEMPT

Zoning Department requirements vary widely. You must check with your local zoning department for their requirements.

Building Department approval is required for all work covered under the Ohio Building Code. They do list a variety of exemptions, such as:

- Work on buildings owned and occupied by the state or federal government
- Buildings used in agriculture, as defined by the local zoning department.
- Sheds not exceeding 120 square feet in area, used for storage or play buildings.
- Minor maintenance and repair. Such repairs cannot include any structural work, mechanical or electrical work, or construction or removal of non-structural walls or partitions. Permits are not required for cosmetic changes such as painting or carpeting, but such work must still comply with applicable codes, such as not exceeding applicable flame spread requirements.

DETAILED SCOPE

Fire Departments often have additional requirements. [Contact your local department for additional information. Some fire departments also require a full set of drawings.](#)

Health Department approves water and sanitary waste plumbing. They also oversee food service and sales operations. They issue separate permits from our building permits, so you need to contact them directly.

WHAT NEEDS TO BE SUBMITTED FOR APPROVAL

- Obtain **zoning approval**, and then submit your building permit application to the building department along with 2 full sets of drawings. If plumbing or food sales are proposed, you must also contact the health department for approval. Private septic systems, and commercial swimming pools must be approved by the State before we can review projects containing them.
- Site plan, prepared to an identified architectural or engineering scale, (such as 1/8" = 1'-0" or 1" = 40') showing the building(s), property lines, existing buildings, north arrow, parking layout, fire lanes. Even for interior alterations, a site plan may be required. Check with your building department if you are not sure
- Provide a code compliance summary on your cover sheet telling us how your project will comply with the code. Identify how building or tenant space is proposed to be used, by the code defined Use Group. If the space does contain multiple use groups, show each on the plans. Specify the Type of Construction. Note that you cannot mix construction types in a single building. If you are altering an existing building, make sure you know the correct construction type of the existing, and match that in your proposed design.
- Provide a detailed floor plans, drawn to scale. Label the use of each room or space. Specify how many occupants will be in them. Show fixed equipment, shelving and casework, aisle ways, exits, exit signage and emergency lights.
- Provide Occupant load total on drawings.
- For alterations, clearly distinguish between existing work to remain, existing work to be removed, and new work.
- Provide structural foundation and framing plans with all materials and sized indicated.
- Provide exterior elevation views of each side of the proposed construction. Dimension and label all work. If the work is an addition, show enough of the existing work so the tie in between new and existing is understood.
- Provide sections and details of all construction. Clearly cross reference where in the building the sections and details are from.
- Show and identify all proposed food service equipment. If any.
- Either on the floor plans or on separate mechanical or electrical plans, show mechanical equipment and electrical switchgear.

WHAT NEEDS TO BE TYPICALLY NEEDS TO BE INSPECTED, AND BY WHOM

Z = Zoning Inspection B = Building Inspection F = Fire Inspection H = Health Inspection

- Footings – Z, B
- Waterproofing – B
- Perimeter insulation – B
- Slab on grade preparation – B
- Framing – B
- Pre-engineered floor and truss framing – B
- Firestopping – B
- All structural connections and details – B
- Window, door, and stair dimensions – B
- Door hardware – B
- Exit signs and emergency lights – B
- Verification of accessible exterior and interior paths – B
- Mechanical systems – B
- Electrical & switchgear – B
- All cooking and kitchen exhaust equipment – B, F, H
- Gas piping systems – B
- Sprinkler systems – B, F
- Fire extinguishers – F
- Alarm systems – B, F
- Installed major furnishings, such as merchandise displays, open office cubicles, and rack storage systems. – B
- Final inspections. – B, F, H