

CITY OF WILMINGTON

COMMERCIAL BUILDING PERMIT APPLICATION INSTRUCTIONS



1. Application must be completely filled out by applicant.
2. Fees must be paid **AT TIME OF APPLICATION**. Payment accepted by check, credit card, money order, or exact cash only. Credit card payments are subject to a 3% processing fee. Checks made payable to: City of Wilmington.

PERMIT APPLICATION INSTRUCTIONS:

1. Applications may be submitted electronically by emailing to building@wilmingtonoh.org, or by paper copy. For paper submissions on new commercial construction, we require 3 sets of plans.
2. Plans for commercial projects, except those for minor repair or other work exempted under Section 106.2 of the Ohio Building Code (OBC), must have an architect or engineer seal to be reviewed.
3. **NOTE – all new construction and additions require zoning and/or site plan approval. Zoning and Site Plan approvals require a separate application.**

REQUIRED SUBMISSIONS FOR ALL CONSTRUCTION PERMITS

- A. Site Plan/Plot Plan for all new construction and additions showing the following to approximate scale
 - (1) Street location
 - (2) Location of proposed building(s) and all existing buildings on site
 - (3) Setback and side yard dimensions
 - (4) Distance between all buildings
 - (5) Location of all utilities or services on property (overhead & underground)
- B. Foundation Plan (Show to scale)
 - (1) Size of footing
 - (2) Size and 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 and door locations, sizes, and 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 and equipment
 - (2) Service showing panel locations, sizes, wire sizes, panel schedules and other pertinent data
- F. Mechanical Plan (Show to scale)
 - (1) Show location, size, type, fuels, and capacities of HVAC and Mechanical Equipment.

A separate zoning permit application is required for all new construction and change of uses. Plans showing compliance with the zoning code are required. See the City of Wilmington zoning permit application and zoning code for additional information.

ADDITIONAL SUBMISSIONS FOR COMMERCIAL PERMITS

- A. 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.
- B. Additional Data – Show compliance with Ohio Energy Code. Show compliance with ADA for handicap accessibility.

COMMERCIAL BUILDING PERMIT APPLICATION

Date: ____ / ____ / ____

PERMIT NO. _____

1. TYPE OF PERMIT															
This permit contains the following (check all that apply):															
<input type="checkbox"/> Structural				<input type="checkbox"/> Mechanical				<input type="checkbox"/> Electrical							
<input type="checkbox"/> Fire Suppression (separate permit required)				<input type="checkbox"/> Fire Alarm (separate permit required)				<input type="checkbox"/> Revised Plans Original Permit #:							
<input type="checkbox"/> Site Plan (separate permit required)				<input type="checkbox"/> Certificate of Occupancy				<input type="checkbox"/> Industrialized unit							
2. APPLICANT INFORMATION															
<input type="checkbox"/> Owner				<input type="checkbox"/> Primary Contractor				<input type="checkbox"/> Architect				<input type="checkbox"/> Other			
Job Contact Name:															
3. PARCEL/PROPERTY INFORMATION															
Parcel ID				Property Address											
Zoning	LI	GI	SC	DC	DT	MF	MH	RR	SN	TN	Overlay Districts	AZD	H1	PUD	SR
Property Name (If Commercial)															
Lot No.		Subdivision/Legal Description													
Is this property in a Flood Plain?						<input type="checkbox"/> Yes		<input type="checkbox"/> No							
If yes, please provide Flood Plain Information															
4. OWNER INFORMATION															
Owner Name															
Street Address															
City										State		Zip			
Phone		Cell								EMail					
5. CONTRACTOR INFORMATION															
Primary Contractor Name															
Street Address															
City										State		Zip			
Phone		Cell								Email					
Contact Person															
Secondary Contractor Name															
Street Address															
City										State		Zip			
Phone		Cell								Email					
Contact Person															
6. ARCHITECT INFORMATION															
Plans Prepared By															
Contact Name/Title															
Street Address															
City										State		Zip			
Phone		Cell								Email					
Ohio registration #										Other information					

7. SQUARE FEET OF COMMERCIAL BUILDING OR AREA OF ADDITION/ALTERATION			
Basement – Square Footage		Third Floor – Square Footage	
First Floor – Square Footage		Additional Floors	
Second Floor – Square Footage		Other – Square Footage	
		TOTAL SQUARE FEET	
8. TOTAL ESTIMATED COST OF CONSTRUCTION		\$	
9. PROJECT INFORMATION			
9-A. OWNERSHIP			
<input type="checkbox"/>	PRIVATE	<input type="checkbox"/>	PUBLIC
9-B. PROPOSED USE			
<input type="checkbox"/>	Amusement/Recreational	<input type="checkbox"/>	Church
<input type="checkbox"/>	Service/Repair Garage	<input type="checkbox"/>	Hospital/Institution
<input type="checkbox"/>	Public Utility	<input type="checkbox"/>	Store/Mercantile
<input type="checkbox"/>	Other	Specify:	
<input type="checkbox"/>		<input type="checkbox"/>	Industrial
<input type="checkbox"/>		<input type="checkbox"/>	Office/Bank
<input type="checkbox"/>		<input type="checkbox"/>	Moving/Relocation
<input type="checkbox"/>		<input type="checkbox"/>	Parking Garage
<input type="checkbox"/>		<input type="checkbox"/>	School
<input type="checkbox"/>		<input type="checkbox"/>	Restaurant
9-C. PROPOSED USE GROUP (Per Ohio Building Code Section 302)			
<input type="checkbox"/>	A1	<input type="checkbox"/>	A2
<input type="checkbox"/>	A3	<input type="checkbox"/>	A4
<input type="checkbox"/>	A5	<input type="checkbox"/>	B
<input type="checkbox"/>	E	<input type="checkbox"/>	F1
<input type="checkbox"/>	F2	<input type="checkbox"/>	H
<input type="checkbox"/>	I1	<input type="checkbox"/>	I2
<input type="checkbox"/>	I3	<input type="checkbox"/>	M
<input type="checkbox"/>	R1	<input type="checkbox"/>	R2
<input type="checkbox"/>	R3	<input type="checkbox"/>	R4
<input type="checkbox"/>	S1	<input type="checkbox"/>	S2
<input type="checkbox"/>	U		
9-D. CONSTRUCTION TYPE (Per Ohio Building Code Section 602)			
<input type="checkbox"/>	IA	<input type="checkbox"/>	IB
<input type="checkbox"/>	IIA	<input type="checkbox"/>	IIB
<input type="checkbox"/>	IIIA	<input type="checkbox"/>	IIIB
<input type="checkbox"/>	IV	<input type="checkbox"/>	VA
<input type="checkbox"/>	VB		
9-E. TYPE OF WORK:			
<input type="checkbox"/>	New Structure	<input type="checkbox"/>	Addition
<input type="checkbox"/>		<input type="checkbox"/>	Alteration
<input type="checkbox"/>		<input type="checkbox"/>	Change of Use/Occupancy
9-F. PRINCIPAL TYPE OF FRAME			
<input type="checkbox"/>	Masonry	<input type="checkbox"/>	Wood
<input type="checkbox"/>		<input type="checkbox"/>	Structural Steel
<input type="checkbox"/>		<input type="checkbox"/>	Reinforced Concrete
<input type="checkbox"/>	Other	Specify:	
9-G. NUMBER OF STORIES:			
	Above-Grade		Below-Grade
9-H. UTILITY INFORMATION			
WATER:	<input type="checkbox"/>	Public	<input type="checkbox"/>
	<input type="checkbox"/>	Private	SEWER: <input type="checkbox"/>
			Public <input type="checkbox"/>
			Private (Septic, Etc.) <input type="checkbox"/>
HEATING FUEL:	<input type="checkbox"/>	Propane	<input type="checkbox"/>
	<input type="checkbox"/>	Natural Gas	<input type="checkbox"/>
	<input type="checkbox"/>	Oil	<input type="checkbox"/>
	<input type="checkbox"/>	Electricity	<input type="checkbox"/>
	<input type="checkbox"/>	Coal	
<input type="checkbox"/>	Other	Specify:	
10. BRIEF PROJECT DESCRIPTION			

**CITY OF WILMINGTON
BUILDING/DEMOLITION PERMIT FEE SCHEDULE**

COMMERCIAL CONSTRUCTION FEES:			
Structural Processing Fee		\$250.00	\$
Plus \$9.50 per 100 sq. ft [Square Footage ÷ 100 x 9.5] - Plan Examination Fee			\$
Electrical Processing Fee		\$250.00	\$
Plus \$5.75 per 100 sq ft [Square Footage ÷ 100 x 5.75] - Plan Examination Fee			\$
Mechanical Processing Fee		\$250.00	\$
Plus \$5.75 per 100 sq ft [Square Footage ÷ 100 x 5.75] - Plan Examination Fee			\$
Automatic Sprinkler and other Fire Suppression Systems Processing Fee (All suppressed areas)		\$250.00	\$
Plus \$5.75 per 100 sq ft [Square Footage ÷ 100 x 5.75]-Plan Examination Fee			\$
Fire Alarm Systems Processing Fee		\$250.00	\$
Plus \$5.75 per device - Plan Examination Fee			\$
Industrialized Unit Processing Fee		\$200.00	\$
Plus \$1.75 per 100 sq ft - Plan Examination Fee			\$
MINOR ALTERATION	QTY		
Structural		\$175.00/ea.	\$
Electrical		\$175.00/ea.	\$
Mechanical/HVAC		\$175.00/ea.	\$
Fire Protection		\$175.00/ea.	\$
ELECTRIC OR GAS RECONNECT			
Electric Reconnect		\$50.00	\$
Gas Line Inspection/Reconnect		\$50.00	\$
OTHER PERMITS			
Certificate of Occupancy (If not obtaining a building permit)		\$65.00	\$
Preliminary Plans Examination (If not obtaining a building permit)		\$100.00/hour	\$
FEE SUBTOTAL			\$
COMMERCIAL PERMITS - Plus 3% for State of Ohio Board of Building Standards Fee			\$
TOTAL PERMIT FEES			\$

Unattached accessory buildings of less than 200 square feet require no building permit, but still require a zoning permit.

ALL FEES ARE DUE AT THE TIME OF APPLICATION

Payment accepted by check, credit card, money order, or exact cash only.

Credit card payments are subject to a 3% processing charge

Checks to be made payable to: City of Wilmington

Remittance Address:
Building & Zoning Department
City of Wilmington
69 N. South St.
Wilmington, OH 45177

City of Wilmington
Building & Zoning Department
REQUIRED INSPECTIONS

FOOTER: Made after excavation is completed and crumbed out, forms are set, or footer is staked, and any rebar required is placed. Lot line markers will also be checked.

FOUNDATION/SLAB: Made after excavation, forms, gravel, required mesh, rebar, plumbing, and vapor barrier are in place. Perimeter drains, damp-proofing or waterproofing shall be completed and inspected prior to backfilling.

ROUGH ELECTRICAL/MECHANICAL: Made prior to covering or concealment, all boxes and wiring completed, grounding in boxes completed, ductwork completed and prior to or along with framing inspection.

ROUGH FRAMING/MASONRY: Made after roof, masonry, all framing, fire stopping, draft-stopping, and bracing are in place, and previous inspections are completed.

INSULATION/VAPOR BARRIER: Made after insulation and vapor barrier are installed. If you are installing blown-in insulation in the attic, it will be inspected with structural final inspection.

DRYWALL: Made after all drywall is hung, but before it is taped or finished.

FINAL ELECTRIC/MECHANICAL: Made after fixtures and devices are in place, HVAC installation is completed, and everything is operational.

OTHER INSPECTIONS: In addition to the called inspections above, the Building Official may make or require any other inspections or special inspections to ascertain compliance with Codes and other requirements enforced by the Building Official.

FINAL INSPECTION: Made after all exterior and interior work is completed, including electric and HVAC, and building is ready for use and occupancy.

REINSPECTION: If the work to be inspected is not completed or ready at the requested date or by the arrival of the inspector or the building does not comply with the code and another inspection is required, then a reinspection fee of \$25.00 may be assessed. This must be paid prior to the reinspection or any further inspections.

Call the Building and Zoning Department at (937) 382-5134 to schedule inspections.

For best results, call the day before you want the inspection.

**The City of Wilmington performs inspections on Tuesday, Wednesdays, and Thursdays
from 9:00 a.m. to Noon.**