APPLICATION INSTRUCTIONS
COMMERCIAL BUILDING PERMIT

1. Application must be completely filled out by applicant.

2. Fees must be paid AT TIME OF APPLICATION. Checks made payable to City of Wilmington.

3. Plans, except those for minor repair or other work exempted under section 106.2 of the OBC, must have an architect or engineer seal to be reviewed.

4. For new commercial construction, we require 3 sets of plans. The following plans must be submitted:

   A. Site Plan/Plat Plan for all new construction & additions showing the following to approximate scale. *Note* Site Plan Review for new commercial construction requires separate application and fee:
      (1) Street Location
      (2) Location of proposed building(s) & all existing buildings on site
      (3) Handicap accessible parking & accessible route to the building
      (4) Setback & side yard dimensions
      (5) Distance between all buildings
      (6) Location of all utilities or services on property (overhead & underground)

   B. Foundation Plan (show to scale)
      (1) Size of footing
      (2) Size & 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 & door locations, sizes & 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 & equipment
      (2) Service showing panel locations, sizes, wire sizes, panel schedules & other pertinent data

   F. Mechanical Plan (show to scale)
      (1) Show locations, size, type, fuels & capacities of HVAC & mechanical equipment

   G. 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.

   H. Additional Data – Show compliance with Ohio Energy Code. Show compliance with ADA for handicap accessibility

   I. 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.

YOU MUST HAVE APPROVED PLANS, CERTIFICATE OF PLAN APPROVAL, AND A PERMIT BEFORE STARTING CONSTRUCTION

Revised: 2019-09-18
COMMERCIAL PERMIT APPLICATION

Date: ______/_____/______ PERMIT NO. C____-_____-____

This Permit Includes the Following (Check All That Apply):

- Structural □
- Mechanical □
- Electrical □
- Certificate of Occupancy □
- Fire Suppression (separate permit required) □
- Fire Alarm (separate permit required) □
- Industrialized Unit □
- Site Plan (separate permit required) □

APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>Owner □</th>
<th>Primary Contractor □</th>
<th>Architect □</th>
<th>Other □</th>
</tr>
</thead>
</table>

PARCEL/PROPERTY INFORMATION

<table>
<thead>
<tr>
<th>PROPERTY NAME</th>
<th>PROPERTY ADDRESS</th>
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</thead>
</table>
|               | Lot No.____ Subdivision____________ Parcel ID_________________________
|               | Zoning Designation of Property ______ |

<table>
<thead>
<tr>
<th>OWNER NAME</th>
<th>Street Address</th>
<th>Email</th>
<th>City ___________________</th>
<th>State _____</th>
<th>Zip Code __________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Phone #_________</td>
<td>Cell Phone #_________</td>
<td>Fax #_________</td>
<td></td>
<td></td>
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</tbody>
</table>

Is this property in a Flood Plain? Yes □ No □
If yes, please provide flood plain information.

CONTRACTOR INFORMATION

<table>
<thead>
<tr>
<th>PRIMARY CONTRACTOR</th>
<th>Contact</th>
<th>Street Address</th>
<th>EMAIL</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>City ___________________</td>
<td>State _____</td>
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<tr>
<td></td>
<td></td>
<td>Phone #_________</td>
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<table>
<thead>
<tr>
<th>SECONDARY CONTRACTOR</th>
<th>Contact</th>
<th>Street Address</th>
<th>EMAIL</th>
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<td>State _____</td>
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<td></td>
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<td>Phone #_________</td>
<td>Cell Phone #_________</td>
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ARCHITECT/ENGINEER INFORMATION

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<thead>
<tr>
<th>PLANS PREPARED BY:</th>
<th>Contact Name/Title</th>
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<tr>
<td></td>
<td>Street Address</td>
</tr>
<tr>
<td></td>
<td>City ___________________</td>
</tr>
<tr>
<td></td>
<td>Phone #_________</td>
</tr>
<tr>
<td>Ohio Registration No.</td>
<td>Other info</td>
</tr>
</tbody>
</table>
**PROJECT INFORMATION**

**OWNERSHIP:** Private ☐ Public ☐

**PROPOSED USE:** Amusement/Recreational ☐ Church ☐ Industrial ☐ Parking Garage ☐ Service/Repair Garage ☐ Junk Yard/Towing ☐ Hospital/Institution ☐ Office/Bank ☐ School ☐ Public Utility ☐ Store/Mercantile ☐ Other ☐ Specify ________________

**PROPOSED USE GROUP** (Per Ohio Building Code Section 302)
- A1
- A2
- A3
- A4
- A5
- B
- E
- F1
- F2
- H
- I1
- I2
- I3
- M
- R1
- R2
- R3
- R4
- S1
- S2
- U

**CONSTRUCTION TYPE** (Per Ohio Building Code Section 602)
- IA
- IB
- IIA
- IIB
- IIIA
- IIIB
- IV
- VA
- VB

**TYPE OF WORK:** New Structure ☐ Addition ☐ Alteration ☐ Change of Use/Occupancy ☐

**PRINCIPAL TYPE OF FRAME:** Masonry ☐ Wood ☐ Structural Steel ☐ Reinforced Concrete ☐ Other ☐ Specify ________________

**NUMBER OF STORIES:** Above Grade _____ Below Grade _____

**UTILITY INFORMATION:**
- WATER: Public ☐ Private ☐
- SEWER: Public ☐ Private (Septic, Etc.) ☐
- HEATING FUEL:
  - Propane ☐ Natural Gas ☐ Oil ☐ Electricity ☐ Coal ☐ Other ☐ Specify ________________

**SQUARE FEET OF BUILDING OR AREA OF ADDITION/ALTERATION**

<table>
<thead>
<tr>
<th>Description</th>
<th>Square Feet</th>
</tr>
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<tbody>
<tr>
<td>Square Feet of Basement</td>
<td></td>
</tr>
<tr>
<td>Square Feet of First Floor</td>
<td></td>
</tr>
<tr>
<td>Square Feet of Second Floor</td>
<td></td>
</tr>
<tr>
<td>Square Feet of Third Floor</td>
<td></td>
</tr>
<tr>
<td>Additional Floors</td>
<td></td>
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<tr>
<td>TOTAL SQUARE FEET</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL ESTIMATED COST OF CONSTRUCTION:** $______________

**BRIEF PROJECT DESCRIPTION**

_________________________________________________________________________________

Signature of Applicant:

Revised: 2019-09-18
**COMMERCIAL FEE SCHEDULE**

**STRUCTURAL FEES**
A. Processing Fee .................. $250.00
B. Plan Examination ............... $9.50/100 Square Feet of Total Floor Area

**MECHANICAL FEES**
A. Processing Fee .................. $250.00
B. Plan Examination ............... $5.75/100 Square Feet of Total Floor Area

**ELECTRICAL FEES**
A. Processing Fee .................. $250.00
B. Plan Examination ............... $5.75/100 Square Feet of Total Floor Area

**AUTOMATIC SPINKLER & OTHER FIRE SUPPRESSION SYSTEMS**
(All Suppressed Areas)
A. Processing Fee .................. $250.00
B. Plan Examination ............... $5.75/100 Square Feet of Total Floor Area

**FIRE ALARM SYSTEMS**
A. Processing Fee .................. $250.00
B. Plan Examination Fee .......... $5.75 per device

**INDUSTRIALIZED UNIT FEES**
A. Processing Fee .................. $200.00
B. Plan Examination Fee .......... $1.75/100 Square Feet of Total Floor Area

**MINOR ALTERATION .............. $175.00 per Each Type of Permit**
Building _____ Electric _____ HVAC/Mechanical _____ Fire Protection _____

**ELECTRIC RECONNECT .......... $50.00**
**GAS LINE INSPECTION .......... $50.00**

**CERTIFICATE OF USE & OCCUPANCY ................. $65.00**
(Only charged if not obtaining a building permit)

**FEE FOR PRELIMINARY PLANS EXAMINATION ........ $100.00 per hour**
(Only charged if not obtaining a building permit)

<table>
<thead>
<tr>
<th>FEE SUBTOTAL</th>
<th>$ __________</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Board of Building Standards Fee 3% (Subtotal x .03)</td>
<td>$ __________</td>
</tr>
<tr>
<td>FEE TOTAL</td>
<td>$ __________</td>
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</table>

**ALL FEES ARE DUE AT THE TIME OF APPLICATION**
Payment accepted by check, money order, or exact cash only.
Checks may be made payable to:
City of Wilmington
Building and Zoning Department
69 N. South Street
Wilmington, OH 45177

The fee for the inspection of plans relating to the work and equipment under the consideration for approval under the requirements of the Ohio Building Code shall be based on the gross area of each floor level.
EXCEPTION: Fees for alteration or change of use as determined by the Building Official shall be based on the actual area affected by the alteration or change of use which may extend beyond the limits of construction.