



UNION COUNTY ENGINEER DIVISION OF BUILDING REGULATIONS

Commercial Submittal Checklist

COMMERCIAL OBC BUILDING PERMIT

- Original application fully completed with correct building site address
(application online at <https://unioncountyoh.viewpointcloud.com/>)
- Plan review fee due at time of application and is nonrefundable (payable to the Union County Building Dept.) Fee schedule can be found on the County website at: <https://www.unioncountyohio.gov/building-regulation-1>

***ALL SUBMITTALS REQUIRE THREE (3) COMPLETE ARCHITECTURAL STAMPED SETS*,
WITH THE FOLLOWING INFORMATION AS APPLICABLE:***

- An index for the drawings located on the first sheet which shall also include all occupancy classifications(s), type(s) of construction, the area in gross feet for each level and the maximum design occupant load.
- A site plan drawn to scale showing the size and location of new construction and all existing structures on the site, including all property and interior lot lines, distances from lot lines, the locations of the nearest streets, the established street grades, types and sizes of all utility lines, the elevations of all finished grades.
- * Participating fire department jurisdictions require separate copy of fire protection system plans (Allen Township, Jerome Township, City of Marysville, Northern Union County Fire District, Pleasant Valley Joint Fire District)
- Information to identify all flood hazard areas associated with the project.
- Copy of zoning permit from the municipality or township (one copy only)
- Complete floor plans for all floors, basements, attics and showing all relevant information for egress and occupancy.
- Detailed exterior wall envelope descriptions
- Detailed cross-sections of all types of all building and wall sections
- Complete structural descriptions of all structural elements
- Areas of protection and fire suppression occupancy hazard classification
- Fire resistance ratings of all structural elements as required by the code with substantiating data and details
- Complete descriptions of all mechanical and electrical systems
- Additional drawings or text providing information to allow for the review and understanding of the documents

COMMERCIAL PLUMBING PERMIT

Plumbing permits are now obtained through the Union County Health Department. Visit their website for more information: <https://uchd.net/plumbing>