



**County Engineer
Environmental Engineer**

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Marysville, Ohio 43040
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Building Department

233 W. Sixth Street
Marysville, Ohio 43040
P 937. 645. 3018

Marysville Operations Facility

16400 County Home Road
Marysville, Ohio 43040
P 937. 645. 3017
F 937. 645. 3111

Richwood Outpost

190 Beatty Avenue
Richwood, Ohio 43344

Public Service with integrity

Commercial Digital Plan Review Application Checklist

The following requirements must be met for the application to be considered complete and to be assigned for plan review:

1. Submit a complete application into Opengov.
2. Upload one (1) compiled pdf of all required plan drawings in the correct orientation, in logical order, to the attachments section in Opengov & labeled appropriately:
 - a. All Architectural, Structural, Site/Civil, Mechanical, Electrical, Fire Suppression, and Fire Alarm drawings (as applicable) must have design professional stamp present on **every** page of the drawings.
3. Submittal fees to be paid (application & plan review fees).
4. Please upload the following documents separately to the attachments section & label appropriately (as applicable):
 - a. Statement of Special Inspections
 - b. Energy Compliance Report (ComCheck)
 - c. Geotech Report
 - d. Any required cut sheets (i.e. fire suppression cut sheets, fire suppression hydraulic calculations or fire alarm cut sheets)
 - e. Project Specifications
5. Stamp & sizing requirements:
 - a. **Maintain a 2.5" wide by 3" high blank space in the same spot of every sheet on the right-hand side of the plans for the Union County Building Dept. review stamp to be applied.**
 - b. No ZIP or Word files – PDF only.
 - c. Document must have security settings disabled in order to allow for our plan approval stamp to be applied & for the plan reviewer to be able to compile the full digitally approved document.
 - d. There is a 100 MB file maximum file size to upload to the portal. Please be sure that the digitally compiled drawing set falls within the file size requirement or that the file is split-up separately to allowable file size & indicated in the file name (i.e. Compiled Plans 1 of 2, etc.)

Digital Plan Review Application Checklist for Revisions & Corrections

1. Email the permit team at building@unioncountyohio.gov. Please include the Record ID # or Permit # in the subject line (ex. CPR-24-001). In the email, provide a brief description of the submittal (revision or corrections) and a brief scope of work/changes to the plans.
2. In the opengov plan review application, please upload one (1) compiled, complete set of the plans to the attachments section labeled with the associated Revision or Corrections.
 - a. All drawings must be in the correct orientation, in logical order, and no zip files
 - b. Please note that the full revised drawing set must be uploaded (unless otherwise noted by the plans examiner)
 - c. Maintain required blank space in the same spot of every sheet on the right hand side of the plans for the Union County Building Dept. review stamp to be applied (2.5" wide x 3" high blank space for 24x36 plans, or 1" wide x 2" high blank space for 11x17 plans)
 - d. All revisions should be clouded and clearly identified in the drawings
 - e. Document must have security settings enabled to allow for our plan approval stamp to be applied & for the plan reviewer to be able to compile the full digitally approved document.
3. Please upload separately to the attachments the Revision/Correction Form and the Revision/Correction Response Letter outlining the changes in the drawing set.

Documentation required onsite after obtaining Building Permit

1. After you have received digital plan approval, you will be responsible for printing the full approved plan file in the attachments section and it must be available onsite during time of inspection.
 - a. Please make sure that the 8 ½" by 11" documents included in the compiled Plan Approval File are printed out to true size in correct orientation.
 - b. All drawings must be legibly printed out to their true size, in the correct orientation, and original document order as submitted (i.e. 24" x 36" drawings).
 - c. The full approved document must be stapled together on the left side and the pages are required to be in the order as indicated in the issued digital plan approval file.
2. As of July 1st, 2025, Union County will no longer be issuing the building/ permit/ inspection cards.
 - a. All inspection documentation will occur directly through OpenGov.
 - b. As a reminder, an applicant of a record can add up to 10 guest users per record/ permit for them to be able to schedule inspections, view inspection results, and pay any fees.
 - c. This new procedure will NOT affect existing building cards.

***Please note that if any of the above requirements are not met, the plan review process could be considered incomplete, which would result in a delay of review and/ or a correction letter to be issued for your project.**

7/22/2025