



## Department of Commerce

Division of Industrial Compliance

John R. Kasich, Governor  
Jacqueline T. Williams, Director

### Bureau Policy for Application for Inspections without Sealed Plans

#### ❖ Introduction:

The procedures for inspections without sealed plans are established by the bureau of code compliance to assist customers in expediting the approval process for construction projects of minor work in nature.

#### ❖ Project qualifications:

Typically, the following types of projects are qualified for application for inspections without sealed plan process.

- **Minor Construction:** Work of minor alterations to existing building for the purpose of replacement or maintenance repairs that has limited impact on access, safety, or health at the discretion of the building official **AND** does not require technical analysis or design by a registered design professional in accordance with sections 102.10.2 and 106.2.1.(5) OBC. This shall also include **temporary membrane tent structures**. (Number of inspections based on the scope of work involved).
- **Type A Day-Care Home:** Day care for children is provided in the permanent residence of the Administrator for seven to twelve children or four to twelve children if four or more are under two years of age. Fees to include 1 structural; 1 electrical (and 1 plumbing, if state jurisdiction)
- **Electrical Upgrades:** (1 electrical inspection)
  - Permanent 60-amp services for lighting on existing billboard signs only
  - **Exact replacement** of Mechanical equipment only
  - Upgrading existing electrical services not to exceed **400 amps**
- **Temporary Electrical:** (1 electrical inspection)
  - Temporary electrical service **not to exceed 400 amps**
  - Electrical wiring and installation for a temporary use purpose.

#### Please Note:

- **Three (3) sets of plans for these projects are still required** except the plans do not require to be sealed by a registered design professional per 106.2.1 OBC.
- If upon inspection, your project **is found to be more than what is shown on the approved plans for minor construction, you may be required to submit the sealed drawings for review and you will forfeit the fees paid to date.** If you have any questions, please call Building Code Compliance at 1-800-523-3581.
- Under special circumstances, other projects may be qualified for the inspections without sealed plans process at the discretion of the building official on a case by case basis.

### ❖ **Projects Excluded:**

In accordance with the Ohio Revised Code (ORC) Section 3783.02 and section 102.10 OBC, the Division of Industrial Compliance **DOES NOT** provide inspection services for the following types of project:

- Pole/Pedestal mounted telephone cabinets
- Oil wells
- Pole/Pedestal mounted cable television boosters
- Lift stations not associated with a construction project within the jurisdiction of the Division of Industrial Compliance
- Transportation signals
- Highway lighting
- Railroad crossing flashers
- School crossing flashers
- Parking lot lighting that is fed direct from a pedestal or pole-mounted service, not from a building of which DIC would have jurisdiction over
- Concession trailers, equipment trailers and H.U.D. trailers (mobile homes)
- Replacement of services by the public utility up to and including the meter (supply side)
- Exact repair & replacement of electrical systems within our jurisdiction on a case by case basis
- Campground, Marina or RV park electrical hook-ups that are fed direct from a pedestal or pole-mounted service, not from a building of which DIC would have jurisdiction over

Although DIC may have previously inspected these systems, it is important to note that both the ORC and the Ohio Administrative Code (OAC) Section 4101:2-27-01 explicitly exempts these installations and their associated metering devices from the authority of DIC review. In other words, DIC has no legal authority to inspect these systems.

The Public Utilities Commission of Ohio (PUCO) rule 4901:1-10-05 does allow “in any areas where there is no local inspection authority” that the installation and associated metering may be inspected by an electrician. The electrician’s inspection shall maintain the same authority as the inspections made by DIC, in times past.

### ❖ **Application requirements:**

The following documents are required to be submitted for this process:

- Completed application form (See below DIC 3018)
- Process fees (check proper inspections required based on the scope of work).
- Three (3) sets of construction plans. (At a minimum, a floor plan indicating the location of work and description of the work should be submitted for minor construction work. Submit also an electrical one line diagram for electrical work.

### ❖ **Application fees:**

The application fees are based on \$150.00 per each required inspection, \$3.25 for the Board of Building Standards and \$65.00 fee for Certificate of Use and Occupancy per 111 OBC. **(\$3.25 and \$65.00 are not required for application for plumbing inspection only).**



# APPLICATION FOR INSPECTION NOT REQUIRING SEALED PLANS

(This form is also available at [www.com.ohio.gov/](http://www.com.ohio.gov/) )

1	Scope of Project: <input type="checkbox"/> Structural <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing	2	County: _____	3	Is this project located in an incorporated city, village, or township? <input type="checkbox"/> Yes <input type="checkbox"/> No																					
4	Type of Application: <input type="checkbox"/> Electrical Upgrade <input type="checkbox"/> Temporary Electrical <input type="checkbox"/> Minor Construction <input type="checkbox"/> Type A Day Care																									
5	Describe the scope of work: (Submit 3 sets of floor plan and/or electrical one-line diagram indicating the work items) _____ _____																									
6	Name of Project: _____ Project Address: _____ City: _____ Zip: _____ Direction to Project: _____																									
7	Owner of Project: _____ Attention: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____ E-mail: _____																									
8	Name of submitter: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____ E-Mail: _____																									
9	Use Group: _____ Construction Type: _____ Cost of Work: _____																									
10	<b>Existing Building Information: (The following information applies to the entire building)</b> Mixed use groups? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Separated? <input type="checkbox"/> Non-Separated? Building height (FT)?    _____ No. of Stories?    _____ Storage height (FT)?    _____ Occupant Load?    _____ <b>Fire Protection System: (Enter the type of system such as NFPA 13, NFPA 72, etc., Enter N/A if non-applicable)</b> Building sprinkler system?    _____ Sprinkler demand @ base of riser (PSI)?    _____ Limited area sprinkler system?    _____ Type 1 hood sprinkler?    _____ In-rack sprinkler?    _____ Building fire alarm system?    _____ Fire detection system?    _____ Smoke detection?    _____																									
11	Is this application submitted as a result of a Notice of Violation? <input type="checkbox"/> No <input type="checkbox"/> Yes    Order No: _____																									
12	<b>Fees to be Paid from the Scope of Project:</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">-Structural inspection:</td> <td style="width: 20%; text-align: right;">\$150.00</td> <td style="width: 20%; text-align: right;">\$</td> </tr> <tr> <td>-Mechanical inspection</td> <td style="text-align: right;">\$150.00</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>-Electrical inspection</td> <td style="text-align: right;">\$150.00</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>-Plumbing inspection</td> <td style="text-align: right;">\$150.00</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>-Certificate of Use and Occupancy (Not required for plumbing only)</td> <td style="text-align: right;">\$65.00</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>-Board of Building Standards fee (Not required for plumbing only)</td> <td style="text-align: right;">\$3.25</td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: right;">Total fees to be paid:</td> <td></td> <td style="text-align: right;">\$</td> </tr> </table>			-Structural inspection:	\$150.00	\$	-Mechanical inspection	\$150.00	\$	-Electrical inspection	\$150.00	\$	-Plumbing inspection	\$150.00	\$	-Certificate of Use and Occupancy (Not required for plumbing only)	\$65.00	\$	-Board of Building Standards fee (Not required for plumbing only)	\$3.25	\$	Total fees to be paid:		\$	13 I hereby certify that I am the (check one) <input type="checkbox"/> Owner <input type="checkbox"/> Agent for the owner and all information contained in this application is true, accurate, and complete to the best of my knowledge.  Signature: _____ Print name: _____ Date: _____	
-Structural inspection:	\$150.00	\$																								
-Mechanical inspection	\$150.00	\$																								
-Electrical inspection	\$150.00	\$																								
-Plumbing inspection	\$150.00	\$																								
-Certificate of Use and Occupancy (Not required for plumbing only)	\$65.00	\$																								
-Board of Building Standards fee (Not required for plumbing only)	\$3.25	\$																								
Total fees to be paid:		\$																								
14	Fees paid by: (Check one applicable)      Cash      Check      Credit Card      ISTV																									
15	<b>THIS AREA IS FOR OFFICIAL USE ONLY</b> Date Received: _____ CPA Number: _____ Mail-In      Walk-In Check Number: _____ Verification No.: _____ Processed by: _____																									

\*\* Please see instruction sheet for additional required information

INSTRUCTIONS FOR COMPLETING  
APPLICATION FOR INSPECTION NOT REQUIRING SEALED PLANS (DIC 3018)

**This application form is for inspections of minor construction only. Submit 3 sets of floor plan and/or electrical one-line diagram showing the proposed scope of work. Plans do not require seals of Ohio registered design professionals per 106.2.1 OBC.**

***Application Directions: All boxes, 1 through 14, must be completed in full or the application will be returned. Please type or print legibly (in blue or black ink). Applications are available on our website: [www.com.ohio.gov/](http://www.com.ohio.gov/)***

***Mail completed application form along with payment and plans to “State of Ohio, Department of Commerce, Division of Industrial Compliance, Bureau of Building Code Compliance, 6606 Tussing Road, Reynoldsburg, Ohio 43068-9009.”***

If paying by credit card, fax application to 614-644-3145. **DO NOT WRITE CC # ON THE APPLICATION.** Include a phone number where you can be reached for the CC info. Once documentation has been reviewed and approved, you will receive notification in the mail regarding the procedure to schedule inspections.

**The items listed below correspond to the numbered boxes on the application. Complete all information boxes except box 15:**

1. Check all boxes that apply to the proposed project.
2. List the County where the proposed project is located.
3. In order to establish the proper building department jurisdiction, please check yes or no.
4. Check a proper type of inspection that will be requested under this application. See description above.
5. Provide a brief description of the project; submit floor plan and/or one-line diagram if applicable.
6. List exact title of project or name of business. For inspection purposes provide **specific address** and location including tenant space, suite numbers, floor number, crossroads, landmarks or any other directional guides.
7. List the owner of project, their address, telephone, and a contact person.
8. List the name of submitter, their address, and telephone. Correspondence will be sent to submitter.
9. Refer to OBC Chapters 3 & 6 for Use group and Types of Construction for the building. Also provide the estimated construction cost of this project.
10. Provide all necessary information in this box about the building to help us determine the proper and applicable code sections for plan review and approval.
11. In order to rescind a standing adjudication order and to stop further legal proceedings, list the number found on the order. Otherwise, enter N/A and move to box 12.
12. Show total fees according to the Scope of Work checked in box 1.
13. Application cannot be processed without the signature of the owner or agent for the owner.
14. Please list method of payment. Make check payable to: **Treasurer, State of Ohio** if paid by a check.
15. This space is reserved for official use only.

***Once all required inspections are conducted and passed, a certificate of use and occupancy will be issued and mailed to the applicant except the application for plumbing inspection only.***