



Division of Building Regulation
 374 Highland Avenue
 Worthington, OH 43085
 Phone: 614-431-2424 Fax: 614-842-6336
 http://www.worthington.org

Received:

Application # _____

Permit # _____

Receipt # _____

Called:

Faxed BoH

Application for Permit/Certificate of Compliance

Scope of Work: _____

- No work
 General
 Electrical/Fire Alarm
 Heating, Ventilation, Air Conditioning, Refrigeration
 Plumbing
 Fire Protection
 Industrialized Unit
 Assembly of Individually Listed/Labeled Products

| | | | |
|----------|------------------------|---------------------------------|------------------------|
| PROPERTY | Project Address: _____ | Value of Construction: \$ _____ | Area of Work: _____ sf |
| | owner name _____ | owner address _____ | |
| | owner phone/fax _____ | owner e-mail address _____ | |

| | | |
|------------|-------------------------|-------------------------------|
| CONTRACTOR | company name _____ | company address _____ |
| | company phone/fax _____ | Company website address _____ |

| | | |
|--------|------------------------|-----------------------------|
| TENANT | tenant name _____ | tenant address _____ |
| | tenant phone/fax _____ | tenant e-mail address _____ |

| | | | | |
|--------|------------------------|---------------------|---------------------|---------------------|
| ZONING | Zoning District: _____ | _____ | _____ | _____ |
| | Summary of Use: _____ | ARB Case # _____ | MPC Case # _____ | BZA Case # _____ |
| | _____ | Approval Date _____ | Approval Date _____ | Approval Date _____ |

| | | | | |
|--------------------|---|-------------------------------------|--|--|
| OHIO BUILDING CODE | Ohio Building Code ONLY: (does not apply to 1-, 2-, or 3-family dwellings) | | | |
| | Type of Construction: _____ | Use Group(s): _____ | | |
| | Occupant Load: _____ | Separated Mixed Use: ___ Yes ___ No | | |
| | Fire Suppression: _____ | | | |

| | | | |
|-----------|---|----------------------|-----------------|
| APPLICANT | I certify that I am the ___ Owner ___ Owner's Authorized Agent. (per OBC/RCO 107.2) | | |
| | All information contained in this application is true, accurate, and complete to the best of my knowledge. All official correspondence in connection with this application should be sent to my attention at the address shown below. | | |
| | Applicant Signature _____ | Printed Name _____ | Phone/Fax _____ |
| | Address _____ | E-mail Address _____ | |

| | | | |
|-----------|----------------------------|---------------------------------------|--------------------------|
| APPROVALS | _____ | _____ | Permit fees: \$ _____ |
| | Zoning Approval/Date _____ | Building Official Approval/Date _____ | BBS %: _____ |
| | | | C of C: _____ |
| | | | Total fees due: \$ _____ |

INSTRUCTIONS FOR FILING

Please refer to the Ohio Building Code (OBC) or the Residential Code of Ohio (RCO) per Part Thirteen Building Code of the Codified Ordinances of the City of Worthington, Ohio for all requirements. Copies of the Codified Ordinances are available for public examination at the Department of Planning and Building, 374 Highland Avenue and on the Internet at:

[Worthington](#), [OBC](#), [OMC](#), [OPC](#), [RCO](#)

Application Form

Scope of Work

- A brief description of the scope of project. If project is an alteration, describe what is being altered, for instance, adding an office and conference room, or finishing a basement.
- Check all of the type of work that applies to the project. A new building will typically have multiple boxes checked.

Property Information

- Project address — included the number and street.
- Value of the construction — include the value of labor being performed even if being self performed for no compensation.
- Area of work — the square footage of the area affected by the work.
- Owner information — name, address, phone number, and e-mail address

Contractor Information — contact information, if there is a contractor.

Tenant Information — contact information, if there is tenant. See also Zoning Information for additional information that may be required about the use of a property.

Zoning Information

- Zoning district— the zoning district for any property can be found at <http://worthington.org/index.aspx?nid=399>.
- Summary of use— a brief description how the property will be used, usually associated with a tenant or a commercial property owner. Permitted and conditional uses can be found at the [Codified Ordinances](#).
- Special approvals — either enter the ARB/MPC/BZA case numbers and the approval dates, or staff will look those up for you.

Ohio Building Code — the following information is required for all projects, excepting 1-, 2-, and 3-family dwellings which is governed by the Residential Code of Ohio

- Type of Construction — See [OBC Chapter 6](#) for definitions. There are 5 types of construction, and each type can be protected, A, or unprotected, B. 1-, 2-, and 3-Family dwellings are typically Type VB.
- Use Group(s) — there are 10 use classifications and most have additional subcategories. See [OBC Chapter 3](#) for definitions and [OBC Chapter 4](#) for additional requirements for specialty uses.
- Occupant Load — generally the number of people a building or space can safely support. This can be calculated by using [OBC Table 1004.1.1](#).
- Separated Mixed Uses — indicate whether uses will be separated by fire rated assemblies. Unseparated mixed uses may require the most restrictive use group requirements be applied to all use groups. These separations must comply with [OBC Chapter 7](#).
- Fire Suppression — indicate whether a fire suppression exists, will be provided, what type of system, and whether it is a full or partial system. See [OBC Chapter 9](#).

Applicant — the applicant is either the owner of the property or has been authorized to act as the owner's agent and is the principal point of contact for the project.

Construction Documents

Construction documents can contain drawings with site plans, plans, elevations and sections, catalogue cuts, specifications, or other supporting material showing the exact scope of the project. In some cases, the construction documents may required to be sealed by a registered design professional. Refer to the [OBC 106.1.1/RCO 106.1.3](#).

Submit 2 copies of construction documents. Fire suppression, fire alarm, and fire safety and evacuation plans require 3 copies, one of which will be shared with the Division of Fire for input or approval.

Fees

- Fees are due when the review of the plans are complete and a permit is ready to be issued. See a summary of the fees at <http://worthington.org/index.aspx?NID=468>.