



City of Aurora, Ohio - Planning, Zoning and Building Division

129 W. Pioneer Trail, Aurora, OH 44202 330.562.9564 Fax: 330.562.9719 www.auroraoh.com

PZB@auroraoh.com

COMMERCIAL/INDUSTRIAL PROJECTS INTERIOR ALTERATIONS

APPLICATION SUBMITTALS

COMMERCIAL OR INDUSTRIAL INTERIOR ALTERATIONS require submittal of the following:

1. Completed Building Permit Application. (This application is intended for an interior alteration that does not change the footprint of the existing structure. If the footprint will change, please use the Commercial/Industrial Addition application.)
2. A \$200.00 non-refundable deposit. Make checks payable to City of Aurora.
NOTE: This is an application deposit only. Additional fees may be owed upon issuance of permit.
3. Three Sets of Stamped Plans (including specifications and site plan). One complete submission, including the application sent digitally to PZB@auroraoh.com . Please include the address in the subject line of your email.
4. Approvals necessary prior to issuance of a permit:
 - a. Ohio Building Code Compliance Review
 - b. Fire Department
 - c. Planning, Zoning and Building Division Director
5. All contractors/subcontractors must be registered with the Planning, Zoning & Building Division prior to issuance of permit.
6. Inspections required:
 - a. Rough Building, Electric, Plumbing & HVAC
 - b. Final Building, Electric, Plumbing & HVAC
 - c. Fire Suppression Systems
 - d. Special Inspections as required



**CITY OF AURORA
PLANNING, ZONING & BUILDING DIVISION
APPLICATION FOR NON-RESIDENTIAL PLAN APPROVAL**

PERMIT # _____
TEMPORARY PERMIT# _____
PARCEL# _____
ZONING _____

1 SCOPE OF PROJECT: (OBC 107.2.1) ___ Building General ___ Sprinkler System ___ Mechanical ___ Fire Alarm ___ Electrical ___ Plumbing	2 TYPE OF PROJECT: ___ Repairs ___ New Building Construction ___ Alteration ___ Building Addition ___ Change of Occupancy ___ Request Existing Bldg C of O	3 PHASED PLAN REVIEW: ___ Foundation ___ Other (specify): _____ _____ _____
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4 APPLICATION RELATED INFORMATION:

- Is this project being submitted as a result of a previous preliminary plan review?
 ___ No ___ Yes, please provide the preliminary plan review number: _____
- Is this application being submitted as a result of a Notice of Violation or Adjudication Order that you received?
 ___ No ___ Yes, please provide the adjudication order number: _____

5 PROJECT/BUILDING LOCATION: (OBC 107.2.2)

Building Name _____ Street Address _____
 City/Township _____ Zip Code _____ County _____
 Directions _____

▪ Is this project/building located in a flood plain?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
▪ Has flood plain administrator been contacted for requirements?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

6 BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION: (OBC 107.2.1)

7 BUILDING OWNER INFORMATION:

Name of owner _____ Attention: _____
 Street Address _____ City _____ State _____ Zip _____
 Phone No. _____ Fax _____ E-mail _____

8 APPLICANT INFORMATION: (Owner or designated representative) (OBC 107.2)

Applicant _____ Attention: _____
 Street Address _____ City _____ State _____ Zip _____
 Phone No. _____ Fax _____ E-mail _____

9 REGISTERED DESIGN PROFESSIONAL INFORMATION:

Architect Engineer Certified Fire protection system designer (OBC 107.4.4)
 Designer _____ Registration /Certificate No.: _____
 Street Address _____ City _____ State _____ Zip _____
 Phone No. _____ Fax _____ E-mail _____

10 BUILDING CODE INFORMATION:
 (Information applies to construction area in a mixed use groups building, or the entire building if a single use group building)

Current use group(s) _____ Current use group(s) _____ Current use group(s) _____
 Occupancy Description: _____

11 GENERAL PROJECT INFORMATION: (The following information applies to the *entire building*, not just construction area.) (OBC 107.2.3.)

▪ Project Information:

Project Cost _____ Height _____ Length _____ Width _____ Total S.F. _____

Use groups(s)? _____ Mixed Use Groups? _____ No _____ Yes _____ Separated _____ Non-Separated

Construction type? _____ No. of stories of Building _____

Occupant Load? _____ Storage Height (FT)? _____ Storage aisle width (FT)? _____

▪ List USE GROUP below for mixed use building.	▪ List Occupancy Type for associated use group below.
▪ _____	▪ _____
▪ _____	▪ _____
▪ _____	▪ _____
▪ _____	▪ _____
▪ _____	▪ _____

▪ Fire Protection Systems: (Enter the type of system such as NFPA 13, NFPA 72, etc., if known. Enter "N/A" if not applicable)

Building sprinkler system? _____ Sprinkler demand @ base of riser (PSI)? _____

Limited area sprinkler system? _____ Type 1 hood suppression? _____ In-Rack sprinkler system? _____

Building fire alarm system? _____ Fire detection system? _____ Smoke detection system? _____

12 ENERGY EFFICIENCY

ANSI/AHRAE/IESNA 90.1 _____ C402.1.1 _____ C402.1.2 _____ Existing Building C401.2.1 _____ N/A

13 CERTIFICATION: (OBC 107.2.5)

I certify that I am the _____ Owner _____ Agent for the owner

and 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 above.

Signature _____

Print Name: _____ Date _____

14 INTERNAL OFFICE USE ONLY:

MAILED _____

DELIVERED _____

ALL CONTRACTORS / SUBCONTRACTORS MUST BE REGISTERED WITH THE CITY OF AURORA BEFORE PERMITS ARE ISSUED.

CONTRACTOR NAME AND ADDRESS

GENERAL _____	CR# _____
EXCAVATOR _____	CR# _____
MASON _____	CR# _____
CARPENTER _____	CR# _____
PLUMBER _____	CR# _____
ELECTRICIAN _____	CR# _____
HVAC _____	CR# _____
CONCRETE _____	CR# _____
INSULATION _____	CR# _____
ROOFER _____	CR# _____
SIDING _____	CR# _____
DOWNSPOUTS _____	CR# _____
SEWER _____	CR# _____
OTHER _____	CR# _____

FOR OFFICE USE ONLY

COM PLAN REVIEW	\$	200.00
STATE TAX	\$	_____
SUBTOTAL DEPOSIT	\$	200.00
COM ALT/ADDITION	\$	_____
COM ALT/ADDITIONS HVAC	\$	150.00
COM ALT/ADDITIONS ELEC	\$	150.00
COM PLUMBING ADD/ALT	\$	150.00
COM CONCRETE/ASPHALT	\$	150.00
COM OCCUPANCY	\$	100.00
COM COM-DEP	\$	500.00
ADD'L PLAN REVIEW	\$	_____
OTHER	\$	_____
TOTAL	\$	_____
MINUS DEPOSIT	\$	200.00-
TOTAL DUE	\$	_____

DEPOSIT DATE _____
CHECK NO. _____ CASH _____ CREDIT _____
CHECK TOTAL _____ RECEIVED BY _____
TEMP PERMIT NUMBER _____

COM ALT/ADDITION PRICE IS BASED ON SQUARE FOOTAGE. THE GEOPLAN WILL CALCULATE IT.

DO NOT CHARGE STATE TAX ON THE COMPLETION DEPOSIT.

PERMIT PAID BY: _____

DATE _____ CHECK# _____ CASH _____
 CREDIT _____ PERMIT NUMBER _____

CITY OF AURORA APPLICATION FOR NON RESIDENTIAL PLAN APPROVAL

In accordance with Ohio Administrative Code (OAC) Chapter 4101:1-1-01, pursuant to Ohio Revised Code (ORC) Section 3791.04, before beginning the construction, erection or manufacture of any building for which construction documents are required, the owner shall submit three (3) copies of construction drawings to this division for approval. The construction documents shall be accompanied with the application form and attached (scope / fees) worksheets. The construction documents shall be prepared by a registered design professional pursuant to OAC 4101:1-1-01. An examination and inspection fee will be assessed at the time of submittal as outlined in OAC 4101:1-1-01.

Application Directions: Complete the application and attached worksheets as outlined below. All boxes, 1 through 14, must be completed in full or the application will be returned. Send this completed form along with all required documents to City of Aurora, Planning, Zoning & Building Division, 129 W. Pioneer Trail, Aurora, Ohio 44202.

1. **SCOPE OF PROJECT:** Check all the boxes that apply to the scope of work proposed in this project. Every scope of work checked must be accompanied with the appropriate fees. Without establishing the proper scope of work, the division will be unable to establish the inspection schedule for the project. Please note that "***Building General***" refers to all "***general trade***" work in the building including ceiling panels/grids, non-loadbearing partitions, flooring, etc.; NOT just structural loadbearing components of the building.
2. **TYPE OF PROJECT:** Check one of the types of projects from the list.
3. **PHASED PLAN REVIEW:** If you are applying for a phased plan approval, check all phases of the plan reviews that are applicable to this project. The plans examiner will review your plans according to the phased schedule. If you are not applying for a phased plan review, leave all boxes blank.
4. **APPLICATION RELATED INFORMATION:** Answer each of the questions in this block and provide additional information accordingly. Complete answers to the questions will help the division process and review the project accurately.
5. **PROJECT/BUILDING LOCATION:** Please provide complete information identifying the location of the building where the construction or renovation will occur. This will help the division determine the proper jurisdiction for the project.
6. **BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION:** Please provide a brief description of the scope of work. Please include the names of the areas or rooms affected by the construction when only a portion of building is covered under the permit application. The description provided will be shown on your certificate of use and occupancy.
7. **BUILDING OWNER INFORMATION:** Please provide complete answers to each item. If the building is owned by a corporation, please provide the name of the corporation and identify a contact person in the section called "Attention."
8. **APPLICANT INFORMATION:** Provide complete information. All project correspondences will be directed to the project applicant.
9. **DESIGNER INFORMATION:** Section 106.2 of the Ohio Building Code requires that the design professional be identified including the design professional's Ohio registration number.
10. **BUILDING CODE INFORMATION:** Information provided applies to the construction area in a mixed use groups building, or the entire building if it is a single use group building. For change of occupancy, the term "Current use group" refers to the approved use group under the previous occupancy. For information concerning the term "Proposed use group", please refer to Chapters 3 and 6 of Ohio Building Code for the proper classification.
11. **GENERAL BUILDING INFORMATION:** The information provided applies to the entire building and is not limited to the construction area. Even when the proposed project is a partial building renovation or a building addition, the information for the entire building is required. The information provided will be shown on your certificate of use and occupancy in accordance with section 111 of the Ohio Building Code.
12. **CERTIFICATION:** The application cannot be processed if this section is not complete.
13. **OFFICE USE ONLY:** This section is reserved for our office use only. Please do not mark in this area.

Once the plans have been examined and approved, a Certificate of Plan Approval will be issued to the owner along with one set of construction documents. This set of construction documents must remain at the job site at all times during construction pursuant to OAC 4101:1-1-01. Inspections can be scheduled by calling the Aurora Planning, Zoning & Building Division during business hours, 7:30 a.m. to 4 p.m., at 330-562-9564. Once all inspections have been obtained a final Certificate of Occupancy will be issued pursuant to OAC 4101:1-1-01.

Work Sheet for Phased Plan Approval

1. Project location and applicant information:

Building address: _____ County: _____
Designer: _____ Phone No.: _____
Address: _____ Fax No: _____
_____ E-mail: _____

2. Check the type of work:

New Construction Alterations Change of Occupancy Building

Use group(s): _____ Construction type: _____

3. Phase of plan approval requested: (Please indicate all applicable phases you are requesting)

Building footing and foundation:

- Site plan showing the location of the building in relation to the property lines, public streets, and/or adjacent buildings,
- Building footing and foundation plan showing the depth, section, and all structural design data,
- Building floor plan showing the use occupancy and construction type classification, building area, building height, number of story, means of egress, required fire rated wall locations, etc.,
- Soil investigation report if required by section 1802 OBC.
- Special inspections statement for footing and foundation if required by section 1704 OBC.

Building slab and perimeter insulation:

- All documents required for building footing and foundation phase,
- Building slab and perimeter insulation details,
- Underground utilities including electrical, water, gas, sewer, and fire protection lines and construction details,
- Building energy conservation reports per 1301 OBC for new building constructions,

Building shell:

- All documents required for building footing, foundation, and slab and perimeter insulation,
- Construction details for exterior wall, load bearing and non-load bearing walls, including the required fire resistance rating wall construction details,
- Roof truss and/or floor truss shop drawings,
- Roof construction details,
- Electrical service and wiring for exterior walls and required means of egress lightings,

Building interior partitions:

- All documents required for building footing, foundation, and slab and perimeter insulation, and building shell,
- Construction details for all interior partitions including the required fire resistance rating wall construction details,
- Electrical, plumbing, and/or mechanical drawings if the finishes of interior partitions are a part of the request.

Building systems:

- All documents required for building footing, foundation, and slab and perimeter insulation, and building shell, and interior partitions,
- Construction drawings and details for building system such as electrical, plumbing, mechanical, fire protection systems separately if desired.

Other type of phased approvals: Please attach additional sheet(s) to explain.