

**PROBLEMS DURING PLAN REVIEW
CONTINUED**

Plumbing

- Did not provide plumbing plans including isometric drawings
- Did not show backflow protection
- Did not provide the location of the water meter and/or sewer lateral or the location on the site plan did not agree with the plumbing plans

Heating

- Did not provide HVAC plans
- Did not clearly define if HVAC equipment is new or existing
- CFM, BTU, equipment make not provided
- Did not provide combustion air to gas equipment placed in confined spaces
- Did not verify compliance with International Energy Conservation Code (IECC)
- Did not provide outside air calculations
- Kitchen hood and duct/shaft drawings are missing or incomplete
- Air flow calculations for hoods are missing from the plans
- Kitchen hood suppression requires separate permit and plan review

Electrical

- Failure to provide electrical plans
- Failure to provide load calculations and fault current calculations for all panels
- Failure to show disconnects

<u>Agency</u>	<u>Phone Number</u>
Building Inspection	740-283-6000 x 1700
Engineering	740-283-6000 x 3300
Water/Wastewater	740-283-6000 x 5001
Fire	740-283-6000 x 1803
Zoning	740-283-6000 x 1700
Historic Landmarks	740-283-6000 x 1700
<u>Other Agencies</u>	
Jefferson County Soil & Water Conservation District	740-264-9790
Jefferson County Port Authority	740-283-2476



City of Steubenville

Planning and Zoning Commission

Building Inspection Division

115 South 3rd Street, Suite 108

Steubenville, OH 43952

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Contractors and Design Professionals Guide #101

Common Plan Review Problems

The Most Common Reasons for Rejection of Plans During Plan Examination

Our goal is to make the plan review process as efficient and fast as possible. The following is a list of the most common reasons why plans are rejected or require corrections or revisions during the plan review process. Not all items apply to all projects. While this list is not all-inclusive, it has been compiled to assist architects, engineers, contractors, building owners and developers in avoiding the most common problems. The defects are listed by functional area.

PROBLEMS DURING PLAN REVIEW

Zoning

- Plans do not address Site Design Submission Requirements
 - Failure to identify deviations or variances
- Plans do not comply with conditions imposed by the Planning Commission, Historic Landmarks Commission or Board of Zoning Appeals
- Landscaping and screening plans do not comply with requirements
- Parking does not comply with requirements

PROBLEMS DURING SUBMITTAL

- Incomplete or unacceptable (illegible, do not reflect scope of work, not drawn to scale, etc.) plans
- Permit applicant is unable to provide required information to complete permit application (does not know the project address, owner's name, address or phone number)
- Plans do not include any PME drawings
- Applicant does not have plan review fee at time of submittal
 - Check has wrong amount
- Incomplete Zoning Application
- Failure to provide Statement of Special Inspections

Building Continued

- Civil, landscape and architectural site plans do not match
 - Door hardware/schedule not correct or consistent with drawings – fire rating, closer, door size
 - Plans are not sealed by a design professional
 - Truss layout plan not consistent with framing plan
 - Exit signage and egress lighting on electrical sheets is not coordinated with the required exits on the architectural sheets
 - Failure to provide approved listed assemblies for all walls, floor/ceiling, roof/ceiling penetrations, shafts, etc.
 - Failure to provide fire stopping
- ### Fire Prevention (separate permits and plan review)
- Sprinkler system
 - Available water supply
 - Fire alarm systems
 - Special locking systems
 - Failure to provide the appropriate Material Safety Data Sheets (MSDS) if hazardous chemicals are used
- ### Building
- Plans do not comply with ADAAG requirements
 - All required accessible exits not shown with an accessible route to the public way
 - When required, accessible restrooms are not shown on plans
 - Special locking systems
 - Failure to provide code analysis or incorrect/incomplete information submitted
 - Failure to identify a change of use or occupancy
 - Use Group, Type of Construction, Allowable Area, Height (in feet) and Number of Stories
 - Restroom fixture count is less than code required amount