



APPLICATION FOR RESIDENTIAL PLAN REVIEW AND APPROVAL

Submit one application for each building or structure. Please print or type. All sections must be completed. Refer to the instruction sheet for completing this application. This form is also available at www.cityofsteubenville.us

1	SCOPE OF PROJECT	2 Use: Residential (1 to 3 units) <input type="checkbox"/> Commercial (res. 4 or More units and all non-res) <input type="checkbox"/>	Special Inspection Required Per 1704 OBC? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Building General <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Sprinklers <input type="checkbox"/> Industrialized Unit <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Phased plan review	3 Is this project located within the local flood plain? <input type="checkbox"/> Yes <input type="checkbox"/> No	4 Enter number of sheets in one set of your drawings:	
		5 Type of project <input type="checkbox"/> New Building Construction <input type="checkbox"/> Alteration <input type="checkbox"/> Addition <input type="checkbox"/> Change of Occupancy	6 Is this project submitted as a result of a plan review before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the Plan Approval Number:	
		7 Previous or related Plan Approval Number(s)		
8		Description of project:	Name of the building:	
Exact address of the building				
City		Zip		
9	Owner of building	Attention		
Address		City	State Zip	
Phone ()		Fax ()	E-Mail:	
10	Name of submitter			
Address		City	State Zip	
Phone ()		Fax ()	E-Mail:	
11	Plans prepared by <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Certified sprinkler/Alarm designer (check one)	Ohio Registration Number		
Name		Ohio Registration Number		
Address		City	State Zip	
Phone ()		Fax ()	E-Mail:	
12	Type of Construction	20	Plans submitted as a result of Notice of Violation <input type="checkbox"/> Yes <input type="checkbox"/> No Adjudication Order No. (if applicable):	
13	Current use group	21	I hereby certify that I am the (select 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. All official correspondence in connection with this application should be to my attention at address shown above. _____ Signature Date _____ Print or type name of submitter	
14	Proposed use group(s)			
15	Estimated Construction Cost: \$			
16	Total square footage (round to next 100 sq ft)	Bldg. Elect Mech I.U.		
17	Total lineal footage			
18	Sprinkler square footage			
19	Number of alarm devices			
THE AREA BELOW IS FOR OFFICIAL USE ONLY				
22	Total fees due: (from Building permit fee worksheet)	\$	24 Verification Date recd: Plan Approval#	
23	Fees paid by <input type="checkbox"/> Cash <input type="checkbox"/> Check		Check#: Verification#	
		Processed by:	<input type="checkbox"/> Mail-In <input type="checkbox"/> Walk-In	

**DIRECTIONS FOR COMPLETING
CITY OF STEUBENVILLE APPLICATION FOR BUILDING PLAN APPROVAL**

In accordance with Ohio Administrative Code (OAC) Chapter 4101:1-1-06, pursuant to both City of Steubenville and Ohio Revised Code (ORC) Section 3791.04, before beginning the construction, erection or manufacture of any building for which construction documents are required, including all industrialized units, 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 worksheets. The construction documents shall be prepared by a registered design professional pursuant to OAC 4101:1-1-06.3.4. A plan review fee will be assessed at the time of submittal.

Application Directions: Complete page one of the application and attached worksheets as outlined below. All boxes, 1 through 21, must be completed in full or the application will be returned. Send this completed form along with all required documents to "City of Steubenville, Planning and Zoning Commission, 115 South Third Street, Suite 108, Steubenville, OH 43952".

1. Check all boxes that apply to the proposed project. IF you wish to apply for phased approval for the project, check the proper box for the phased approval.
2. Indicate if special inspections are required for this project with the provisions in section 1704 OBC. *The project design professional shall evaluate the project regarding the required special inspection work items in accordance with section 1704 OBC. If special inspections are required per section 1704 OBC, obtain the special inspection statement form from the State Bureau of Building Code Compliance and submit the completed form for review immediately.*
3. Please respond in order to comply with federal law regarding proposed construction within a flood plain.
4. Enter the number of sheets included in one set of your drawings.
5. Refer to Ohio Building Code (OBC) Chapter 2 for definitions.
6. If this project is submitted as a continuation of a plan review before, please provide the Plan Approval number for the prior plan review.
7. List any previous or related Plan Approval number(s) associated with this submission.
8. List exact title of project or name of business. For inspection purposes provide specific address and location including tenant space, building floor number, suite numbers, etc.
9. Provider owner name, their address, telephone, and a contact person.
10. Provide submitter name, their address and telephone. All correspondence will be sent to the submitter.
11. According to the OBC Section 106.2 the design professionals must be identified by completing all information including their Ohio registration number.
12. Refer to OBC Chapter 6 for Types of Construction.
13. Provide current use group and occupancy type if submission is for an existing building. Otherwise, show N/A and move on to 14.
14. Transcribe from plans or refer to OBC 302.1 for the new use group and occupancy type.
15. Provide total cost of construction work covered in scope of project shown in box 1.
16. Provide the structural, electrical, mechanical, or industrialized units square footages.
17. Provide the lineal footage of fence, underground service, or other non-square footage submissions.
18. If sprinkler is checked in box No. 1, list the area that covers the installation of the sprinkler system only.
19. If project includes alarm devices, show the total number of devices included in the project.
20. In order to rescind a standing adjudication order and to stop further legal proceedings, list the number found on the order.
21. Application cannot be processed without the name of the owner or agent for the owner.
22. Total fees due.
23. Please check the method of payment.
24. For office use only.

Once the plans have been examined and approved, Plan Approval will be issued to the owner along with two sets of construction documents. One of the sets of construction documents must remain at the job site at all times during construction pursuant to OAC 4101:1-1-06.3.1. A building permit must then be obtained by completing the appropriate application and paying permit fees.