

DIRECTIONS FOR COMPLETING  
APPLICATION FOR PLAN APPROVAL

*In accordance with 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 four (4) copies of construction drawings to the building department 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.*

*Application Directions: Complete page one of the application and attached worksheets as outlined below. Please print legibly (in blue or black ink) or type. All boxes, 1 through 22, must be completed in full or the application will be returned.*

1. Check all boxes that apply to the proposed project. If applicable, include the number of boilers and/or elevator units that will be installed in this building.
2. Please respond in order to comply with federal law regarding proposed construction within a flood plain.
3. Enter the number of sheets included in one set of your drawings.
4. Refer to Ohio Building Code (OBC) Chapter 2 for definitions.
5. List any previous or related Certificate of Plan Approval (CPA) number(s) associated with this submission.
6. List exact title of project or name & business. For inspection purposes provide specific address and location including tenant space, building floor number, suite numbers, crossroads, landmarks or any other directional guidelines.
7. Provide owner name, their address, telephone, and a contact person.
8. According to the OBC Section 106.3.4, the design professionals must be identified by completing all information including their Ohio registration number.
9. Provide submitter name, their address, and telephone. All correspondence will be sent to the submitter.
10. Refer to OBC Chapter 6 for Types of Construction.
11. List current use group and occupancy type if submission is an existing building. Otherwise, show N/A and move on to 12.
12. Transcribe from plans or refer to OBC 302.1 for use group and occupancy type.
13. List total cost of work covered in scope of project shown in box 1.
14. List the structural, electrical, or Industrialized Units square footages.
15. List the lineal footage of fence, underground service, or other types of non-square footage submissions.
16. If different from box 14, list the area that covers the installation of the sprinkler system only.
17. If project includes alarm devices, show the total number of devices included in the project.
18. List total of all fees from corresponding worksheets.
19. Please list method of payment.
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 signature of the owner or agent for the owner.
22. Reserved for official use only.

*Once the plans have been examined and approved, a Certificate of 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. Inspections can be obtained from the City of North Canton building department by calling (330) 499-5557 at least one day prior to the inspection. Once all inspections have been obtained a final Certificate of Occupancy will be issued.*

**APPLICATION FOR PLAN 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.

City of North Canton Building Department  
145 North Main St., North Canton, Ohio 44720

1		2	Have you contacted your local flood plain administrator? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
<input type="checkbox"/> Structural & Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Sprinklers <input type="checkbox"/> Plumbing <input type="checkbox"/> Industrialized Units <input type="checkbox"/> Pressure Piping <input type="checkbox"/> Boiler # of units <input type="checkbox"/> Elevator # of units		3	Enter number of sheets in one set of your drawings		
		4	Nature of Project <input type="checkbox"/> New <input type="checkbox"/> Alteration <input type="checkbox"/> Addition <input type="checkbox"/> Change of Occupancy		
		5	Previous or related Certificate of Plan Approval (CPA) Numbers (s)		
	6		Name of Project		Project No.
Exact address of project					
City <span style="float:right">Zip</span>					
7	Owner of project		Attention		
Address <span style="float:right">City</span> <span style="float:right">State</span> <span style="float:right">Zip</span>					
Phone ( ) <span style="float:right">Send by <input type="checkbox"/> Fax ( )</span>					
8	<input type="checkbox"/> MAIL	Plans prepared by <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Certified sprinkler / Alarm Designer (Check one)			
Name <span style="float:right">Registration Number</span>					
Address <span style="float:right">City</span> <span style="float:right">State</span> <span style="float:right">Zip</span>					
Phone ( ) <span style="float:right">Send by <input type="checkbox"/> Fax ( )</span>					
9	<input type="checkbox"/> MAIL	Name of Submitter			
Address <span style="float:right">City</span> <span style="float:right">State</span> <span style="float:right">Zip</span>					
Phone ( ) <span style="float:right">Send by <input type="checkbox"/> Fax ( )</span>					
10	Type of construction			20	If plans submitted as the result of an Adjudication Order, Enter order number here:
11	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 that all information contained in this application is true, accurate and complete to the best of my knowledge, and that all official correspondence in connection with this application should be sent to my attention at the address shown above.  _____ Date Signature  _____ Print or type name of signer
12	Proposed use group(s)				
13	Cost of work covered By this application	\$			
14	Total square footage	Struct.	Elect.	Ind. Unit	
15	Total lineal footage				
16	Sprinkler square footage			22	<b>THE AREA BELOW IS FOR OFFICIAL USE ONLY</b>
17	Number of alarm devices			Date Received:	Data Reviewed: ___/___/___
18	Total fees due from Structural, Mech, Plbg, Elect, And Sprinkler Worksheets	\$		Date Approved: ___/___/___	Plan Reviewer: _____
19	Fees paid by <input type="checkbox"/> Cash <input type="checkbox"/> Check			Adjudication #	<input type="checkbox"/> Mail-in <input type="checkbox"/> Walk-In

<b>Commercial Fees - Round up square footage to the next 10 sq ft</b>	
Structural Fees	
\$200.00 Processing Fee	\$
\$4.50 per 100 square feet (Ex: if 103 sq ft, round to 110 sq ft.)	\$
HVAC Fees	
\$200.00 Processing Fee	\$
\$2.50 per 100 square feet (Ex: if 103 sq ft, round to 110 sq ft.)	\$
Electrical Fees	
\$200.00 Processing Fee	\$
\$2.50 per 100 square feet (Ex: if 103 sq ft, round to 110 sq ft.)	\$
Plumbing Fees	
\$200.00 Processing Fee	\$
\$2.50 per 100 square feet (Ex: if 103 sq ft, round to 110 sq ft.)	\$
Fire Alarm Fees	
\$200.00 Processing Fee	\$
\$3.00 per device	\$
Suppression Fees	
\$200.00 Processing Fee	\$
\$2.50 per 100 sq ft (ex: if 103 sq ft round to 110 sq ft)	\$
Industrialized Units	
\$200.00 Processing Fee	\$
\$1.50 per 100 sq ft (ex: if 103 round to 110 sq ft)	\$
SUB TOTAL	
Board of Building Standards - 3% OBBS	\$
Total - Fees to be paid	
\$	
Make checks payable to: City of North Canton	
RESIDENTIAL Plan review	\$100.00
OBBS Fee 1% (residential)	\$