



## Requirements for Plan Reviews Of all Residential Projects, including Existing Dwellings

To: All Applicants  
From: Building Department  
RE: Residential Code of Ohio (RCO)

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### TO ALL APPLICANTS SEEKING PLAN APPROVAL AND PERMITS

The provisions of the “Residential Code of Ohio for One, Two, and Three Family Dwellings” (RCO) section 101.2 shall apply to the **construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition** of every residential building or structure, any appurtenances connected or attached to such buildings or structures, or any accessory structures. The procedure for review and approval is governed by the RCO and Medina Codified Ordinances (MCO), and as outlined below:

1. RCO 105.3-Application for plan approval. To obtain a plan approval, the applicant shall first file an application in writing on a form furnished by the Residential Building Department for that purpose. Such application shall:
  - **Be accompanied by construction documents and other information as required in section 106.**
  - **Give such other data and information as required by the Residential Building Official.**
2. RCO section 106.1.1 Information on residential construction documents. Drawing shall be dimensioned and drawn on suitable material. They shall include the following information:
  - **Site Plan**
  - **Floor Plan(s)**
  - **Elevations and Building Sections**
  - **System Descriptions (all electrical, mechanical, and plumbing systems should be described including materials, locations and types of fixtures and equipment used).**
3. MCO 1311.01 (I)
  - Please submit permit application along with a list of contractors and subcontractors is furnished their registration and licensing verified.

The plans expected for remodeling, repairing, replacing, etc. are not required to be architectural grade renderings. However, they should bear a reasonable resemblance to the project; floor by floor, room by room.

Dan Gladish  
Building Official  
City of Medina

MEMBER



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# PROJECT CONTRACTOR LIST

All contractors and subcontractors working in the City of Medina are required to be registered and carry liability insurance in the amount of \$300,000.00, listing the City of Medina as the Certificate Holder. The Certificate of Liability Insurance, as well as any and all applicable state licenses, must accompany Contractor Registration applications. Contractors must register separately for each Ohio Construction Industry Licensing Board category, with the \$100 registration fee paid for each registration.

**NAME OF PROJECT:** \_\_\_\_\_

**PROJECT ADDRESS:** \_\_\_\_\_

TRADE	CONTRACTOR NAME, ADDRESS, PHONE #, EMAIL
General	_____
Asphalt	_____
Concrete	_____
Demo	_____
Doors	_____
Drywall	_____
Electric	_____
Excavator	_____
Fire Alarm	_____
Framing	_____
HVAC	_____
Insulation	_____
Landscaping	_____
Masonry	_____
Other	_____
Painting	_____
Plumbing	_____
Roofing	_____
Siding	_____
Sprinkler	_____
Waterproofing	_____
Windows	_____