



Requirements for Plan Reviews Of all Commercial Projects

To: All Applicants
From: Medina City Building Department
Re: Ohio Building Code Submittal Requirements

TO ALL APPLICANTS SEEKING PLAN APPROVAL AND PERMITS

The provisions of the Ohio Building Code (OBC) section 105.1 state: “Any owner or authorized agent who intends to **construct, enlarge, alter, repair, move, or change the occupancy** of a building or structure, or portion thereof, or to **erect install, enlarge, alter, repair, remove, convert or replace** any electrical, gas, mechanical, plumbing system, other building service equipment, or piping system the installation of which is regulated by this code, or to cause any such work to be done, **shall first make application to the building official and obtain the required approval.**”



1-800-362-2764



1. OBC Section 106.1- Submittal Documents and OBC Section 107.1- Plan Review Process.

- **Submit three (3) sets of construction documents.**
- **Submit an OBC Application for Plan Approval.**

OBC Section 106.1.1 Information on Construction Documents. Construction documents should contain (but not be limited to) the following:

Index of Drawings
Site Plan
Floor Plans
Demolition Plan
Roof Plan
Exterior Elevations

Building Sections
Exterior Building Envelope
Wall Sections
Interior Elevations
Schedules
Systems Plans and Descriptions

2. Medina Codified Ordinance section 1311.01 (I) Deposit Required.

- **Submit a (\$50) deposit with the permit application until a list of contractors and subcontractors is furnished, their registration and licensing verified.**

Thank you,
Dan Gladish
Building Official