



CITY OF LIMA, OHIO

David J. Berger, Mayor

LIMA ALLEN COUNTY BUILDING DEPARTMENT

50 Town Square Lima, Ohio 45801-4900 419/228-5462 Fax 419/221-5214

Expedited Plan Review Guidelines

DESCRIPTION

Expedited plan review provides a Building Department review within one (1) week. It is conducted on a first come, first serve basis and a limited number of requests will be accommodated weekly depending on the availability of the Plans Examiner and Building Official.

- Expedited review of plans submitted before 2:00 PM on Wednesday will be performed on the next available Monday.
- Expedited review of plans submitted before 2:00 PM on Friday will be performed on the next available Wednesday.
- After the allotted time slots have been reserved, the next available appointment will be scheduled.

QUALIFICATIONS AND CRITERION FOR EXPEDITED REVIEW PROCESS

Expedited plan review is for a project (excluding use groups "H" and "I") with limited scopes of work and sufficient information that can be adequately reviewed and approved in less than two hours.

The expedited plan review process may be used for larger projects. **However, future submissions of revised drawings (addendums) for the same plans are not eligible for expedited review.**

Both the Expedited Plan Review Application and the Commercial Plan/Permit Application must be submitted at the time of scheduling an appointment for Expedited Plan Review.

Plan review, building permits, and expedited plan review fees must be paid before expedited review is scheduled.

Three complete sets of construction documents (four sets if Fire Alarm or Fire Suppression) must be submitted at the time of scheduling an appointment for Expedited Plan Review. *

*Fire Alarm, Fire Suppression, Mechanical, & Electrical submitted with a separate application is eligible.

A Design Professional or a person authorized in writing by the Design Professional must be present for the entire duration of the plan review process to make revisions to the documents as needed or answer questions; otherwise the review may be postponed.

PROCEDURE

Expedited Plan Review Applications will be received in the Lima / Allen County Building Department Monday – Friday from 8:00am to 4:30pm.

Applicants will receive confirmation of their Expedited Plan Review appointment via email within 48 hours.

FEES

Payment must be submitted at the time applications are submitted.

Expedited Review Fee \$175

*This fee is in addition to all other fees required by law.

QUESTIONS

If you have any questions regarding the expedited plan review checklist and general policy, please contact our office at 419-221-5243 or send email to: buildingdept@cityhall.lima.oh.us

Amy Harpster
Chief Building Official



EXPEDITED PLAN REVIEW APPLICATION

REQUIRED INFORMATION

- A. Is the applicant the registered Design Professional who sealed the documents?
_____ Yes _____ No (Go to " B ")

- B. Is the applicant a person authorized in writing by the Design Professional to make changes to the documents?
_____ Yes _____ No (**Stop here, Expedited plan review appointment cannot be made**)

- C. Are all documents sealed by the Design Professional?
_____ Yes _____ No (**Stop here, Expedited plan review appointment cannot be made**)

- D. Are the permit fees included with the Commercial Application?
_____ Yes _____ No (**Stop here, Expedited plan review appointment cannot be made**)

- E. Is the Contractor registered with the City of Lima?
_____ Yes _____ No (**Stop here, Expedited plan review appointment cannot be made**)

The following information must be verified and/or provided in construction documents prior to making application for plan approval. Applications lacking this information will not be accepted. Please note that providing this information does not guarantee that plan approval will be issued. Refer to OBC Section 106.1.1 for additional construction document requirements.

SECTION 1- JURISDICTION

- A. Address of Project _____

- B. City, township or Village of project _____

SECTION 2- EVIDENCE OF RESPONSIBILITY

Design Professional of Record: _____

Applicant Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Name of person authorized in writing by Design Professional of Record: _____

Applicant Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

SECTION 3- BUILDING INFORMATION

- A. Use classification of building _____ (No "H" or "I" uses accepted) E. Total number of floors _____
- B. Occupant load of building _____ F. Total building height (feet) _____
- C. Total building area _____ G. Plumbing/Mechanical/Electrical (If applicable) _____
- D. Type of construction _____

SECTION 4- SHOP DRAWINGS/PRE-ENGINEERED SYSTEMS

If applicable to the project, the following should be provided with this submittal:

- A. ____ Sprinkler plans and calculations E. ____ Fire alarm plans / device specifications
- B. ____ Kitchen hood / fire suppression / alarm tie-in F. ____ Bleachers including handrail details
- C. ____ Sealed roof / floor truss diagrams G. ____ Pre-engineered metal building plans
- D. ____ State approved Industrialized Unit drawings

SECTION 5- COMMONLY OVERLOOKED INFORMATION

- A. ____ Zoning permit or written statement by appropriate zoning authority stating no zoning permit required.
- B. ____ Copy of the Application for a Certificate of Appropriateness to the Design Review Board (if applicable)
- C. ____ Engineering/ Site Development contact the appropriate authority (City Engineer or County Engineer)
- D. ____ Permit fees included
- E. ____ Site plan including ADA compliance and site utilities
- F. ____ Table of structural design criteria (O.B.C.. 1603)
- G. ____ Electrical riser diagram
- H. ____ Soil report
- I. ____ Energy code analysis
- J. ____ Statement of special inspections per section 1704 O. B. C.
- K. ____ Department of Health approval for swimming pools