

Lima, Allen County Building Department Check List

2nd Floor 50 Town Square, Lima Ohio 45801 Phone (419)998-5541 fax (419)221-5189

- Zoning Permit or written statement by appropriate zoning authority stating no Zoning permit required.
- Engineering Site approval (If applicable)
- Downtown Design Review Board Approval (Downtown Lima District Commercial projects only).
- Address and parcel number need to be provided before application and plans can be submitted.
- Submit Application with the following:
 - Inside the City of Lima Corporation Limits:** 6 sets of plans and 2 sets of the specifications from Design Professional (sealed).
 - Outside the City of Lima Corporation Limits:** 4 sets of plans and 2 sets of the specifications from Design Professional (sealed). Allen County Health Department (Plumbing) /Allen County Engineers have plan requirements, as well.

We provide a set of plans to the appropriate Fire Department.

- Plans are reviewed. Once plans are approved Building/Mechanical/Electrical, Fire Alarms/ Fire Suppression and Hood Suppression commercial permits may be obtained.
- Commercial application for permits other than General obtained by the Owner require a registered contractor to obtain for each permit General, Electrical, HVAC, Sign, Fire Alarm, Sprinklers and Hood Suppression.
- Permit Holder is to schedule all required inspections one business day prior to desired inspection. If there are re-occurring inspections they may be scheduled at the same time (No need to call daily). Approved plans/addendums are required to be on site for all inspections, including the final inspection.
- Final Inspections are required for all applicable permits (building, electrical, mechanical, Fire alarm and Sprinkler System). Allen County Health Department plumbing permit will need a final inspection also.
- Certificate of Occupancy/Completion issued (if applicable).

Please note: Call and cancel inspections if not needed or due to inclement weather. Other governmental agencies may have additional requirements.