

# Lima - Allen County Building Application For Commercial Permit

This form is also available at [www.cityhall.lima.oh.us](http://www.cityhall.lima.oh.us)

Submit one application per building or structure; all sections must be completed. See instruction sheet for details.

<b>1. SCOPE OF PROJECT: CHECK ONLY ONE</b>  <input type="checkbox"/> Building <input type="checkbox"/> Sprinkler System *** <input type="checkbox"/> Electrical <input type="checkbox"/> Fire Alarm*** <input type="checkbox"/> Mechanical <input type="checkbox"/> Hood Suppression***  *** Projects within the City Limits of Lima must complete a fire inspection application also. ***	<b>2. TYPE OF PROJECT:</b>  <input type="checkbox"/> New <input type="checkbox"/> Re-roof <input type="checkbox"/> Alteration <input type="checkbox"/> Siding <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Change of Use <input type="checkbox"/> Fire/Storm Damage <input type="checkbox"/> Signs <input type="checkbox"/> Temporary Structure <input type="checkbox"/> Special Inspection*** <input type="checkbox"/> Service Release
<b>3. PROJECT/BUILDING LOCATION:</b>  Street Address _____  City _____ Zip Code _____ Township _____	
<b>4. BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION: (Required)</b> _____ _____ _____	
<b>5. PROPERTY OWNER INFORMATION:</b>  Name of owner: _____ Contact Person: _____ Street Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____ E-mail: _____	
<b>6. APPLICANT INFORMATION:</b> Owner _____    Contractor _____    Agent _____  Applicant: _____    Contact Person: _____ Street Address _____    City: _____    State: _____    Zip: _____ Phone: _____    Fax: _____    E-mail: _____	
<b>7. DESIGNER INFORMATION:</b> Architect _____    Engineer _____    Fire protection system designer _____  Designer: _____    Ohio registration No: _____ Street Address: _____    City: _____    State: _____    Zip: _____ Phone: _____    Fax: _____    E-mail: _____  Registered design professional in charge if different from above: _____	
<b>8. BUILDING CODE INFORMATION: (Required)</b> (Information applies to construction area in a mixed use groups building, or the entire building if a single use group building)  Current use group(s) _____ Proposed use group (s) _____ Construction type(s) _____	

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**9. GENERAL BUILDING INFORMATION:** (The following information applies to the entire building, not just construction area)  
 Fire Protection Systems: (Enter the type of system such as NFPA 13, NFPA 72, etc., if known. Enter "N/A" if not applicable)

Building sprinkler system? \_\_\_\_\_ Sprinkler demand @ base of riser (PSI)? \_\_\_\_\_  
 Limited area sprinkler system? \_\_\_\_\_ Type 1 hood sprinkler? \_\_\_\_\_ In-Rack sprinkler system? \_\_\_\_\_  
 Building fire alarm system? \_\_\_\_\_ Fire detection system? \_\_\_\_\_ Smoke detection system? \_\_\_\_\_

**10. CONSTRUCTION AREA:** \_\_\_\_\_ total Sq. Ft

**New Area**

Basement \_\_\_\_\_ Sq Ft  
 1<sup>st</sup> Floor \_\_\_\_\_ Sq Ft  
 2<sup>nd</sup> Floor \_\_\_\_\_ Sq Ft  
 3<sup>rd</sup> Floor \_\_\_\_\_ Sq Ft  
 Other \_\_\_\_\_ Sq Ft  
 Total \_\_\_\_\_ Sq Ft

**Alteration Area**

Basement \_\_\_\_\_ Sq Ft  
 1<sup>st</sup> Floor \_\_\_\_\_ Sq Ft  
 2<sup>nd</sup> Floor \_\_\_\_\_ Sq Ft  
 3<sup>rd</sup> Floor \_\_\_\_\_ Sq Ft  
 Other \_\_\_\_\_ Sq Ft  
 Total \_\_\_\_\_ Sq Ft

**11. CERTIFICATION:**

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. I certify that all statements made on this application are true and correct to the best of my knowledge. All official correspondence in connection with this application should be sent to my attention at the address shown above.

Signature \_\_\_\_\_ Title: Owner \_\_\_\_ Agent \_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

**12. THE AREA BELOW IS FOR OFFICIAL USE ONLY:**

Date received \_\_\_\_\_ Application No: \_\_\_\_\_

Paid by: Cash \_\_\_\_\_ Check No: \_\_\_\_\_ Credit Card Verification # \_\_\_\_\_

Processed by: \_\_\_\_\_ Electronic \_\_\_\_\_ Walk In \_\_\_\_\_ Mail In \_\_\_\_\_

Jurisdiction:

\_\_\_\_ Lima \_\_\_\_ Allen County \_\_\_\_ Beaverdam \_\_\_\_ Elida \_\_\_\_ Ft Shawnee \_\_\_\_ Harrod \_\_\_\_ Lafayette

Zoning Permit: Yes No Drive Access: Yes No DRB Certificate of Appropriateness: Yes No

Plan Review Fee \$ \_\_\_\_\_  
 5% Ord Fee \$ \_\_\_\_\_  
 Total \$ \_\_\_\_\_  
 Walk In Fee \$ \_\_\_\_\_  
 Total \$ \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_  
 5% Ord Fee \$ \_\_\_\_\_  
 Total \$ \_\_\_\_\_

TOTAL FEES \$ \_\_\_\_\_

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## DIRECTIONS FOR COMPLETING

In accordance with Ohio Administrative Code (OAC) Chapter 4101:1-1-01, pursuant to 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 six (6) copies of construction drawings to this division for approval if inside the City of Lima Corporation Limits and four (4) copies of construction drawings to this division for approval if Outside the City of Lima Corporation Limits. Submit four (4) copies of plans & two (2) copies of calculations, specifications and reference data for automatic sprinkler and fire alarm systems. The construction documents shall be accompanied with the application form and attached worksheets. The construction documents shall be prepared by a registered design professional pursuant to OAC 4101:1-1-01. An examination and inspection fee will be assessed at the time of submittal as outlined in OAC 4101:1-1-01.

Application Directions: Complete page one of the application and attached worksheets as outlined below. All boxes, 1 through 11 must be completed in full or the application will be returned. Send this completed form along with all required documents to "Lima Allen County Building Department, 50 Town Square, Lima, OH 45801."

1. **SCOPE OF PROJECT:** Check the box that applies to the scope of work proposed in this project. The scope of work checked must be accompanied with the appropriate fees. Without establishing the proper scope of work, the division will be unable to establish the inspection schedule for the project. Please note that "Building" refers to all "general trade work" in the building including ceiling panels/grids, non-loadbearing partitions, flooring, etc.; Not just structural loadbearing components of the building.
2. **TYPE OF PROJECT:** Check one of the types of projects from the lists.
3. **PROJECT/BUILDING LOCATION:** Please provide complete information identifying the location if the building where the construction or renovation will occur. This will help the division determine the proper jurisdiction for the project.
4. **BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION:** Please provide a brief description of the scope of the work. Please include the names of the areas or rooms affected by the construction when only a portion of the building is covered under the permit application. The description provided will be shown on your certificate of use and occupancy.
5. **PROPERTY OWNER INFORMATION:** Please provide complete answers to each item. If the building is owned by a corporation, please provide the name of the corporation and identify a contact person in the section called "Attention".
6. **APPLICANT INFORMATION:** Please complete information. All project correspondences will be directed to the project applicant.
7. **DESIGNER INFORMATION:** Section 106.2 of the Ohio Building Code requires that the design professional be identified including the design professional's Ohio registration number.
8. **BUILDING CODE INFORMATION:** Information provided applies to the construction area in a mixed use groups building or the entire building if it is a single use group building. For change of occupancy, the term "Current use group" refers to the approved use group under the previous occupancy. For information concerning the term "Proposed use group", please refer to Chapter 3 and 6 of Ohio Building Code for the proper classification.
9. **GENERAL BUILDING INFORMATION:** The information provided applies to the entire building and is not limited to the construction area. Even when the proposed project is a partial building renovation or a building addition, the information for the entire building is required. The information provided will be shown on your certificate of use and occupancy in accordance with section 111 of the Ohio Building Code.
10. **CONSTRUCTION AREA:** The square footage of the new areas of construction and/or areas to be altered.
11. **CERTIFICATION:** The application cannot be processed if this section is not complete.
12. **OFFICE USE ONLY:** This section is reserved for our office use only. Please do not mark in this area.

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WORKSHEET FOR APPLICATION FEES TO BE PAID**

<b>BUILDING / SPRINKLER / HOOD SUPPRESSION / SIGN FEES</b>			
Plan Review Fee: Building & Sprinklers	\$35.00 + 2.75 per 100 sq ft		\$
Plan Review Fee: Signs & Hood Suppression	\$35.00		
Cost of work for the project \$ _____ (see fee schedule below to calculate fees)			\$
<p>For commercial building construction of structures subject to the Ohio Building Code, within the jurisdictional area of the Lima – Allen County Building Department, the permit fee shall be eighteen dollars (\$18.00) for the first one thousand dollars (\$1,000) of the estimated cost, plus one dollar and twenty cents (\$1.20) per one hundred dollars (\$100.00) of the estimated cost in excess of one thousand dollars (\$1,000), up to and including fifteen thousand dollars (\$15,000). The permit fee shall be ninety-six cents (\$0.96) per one hundred dollars (\$100.00) of the estimated cost between fifteen thousand dollars (\$15,000) and nine hundred eighty-five thousand dollars (\$985,000). The permit fee shall be thirty-six cents (\$0.36) per one hundred dollars (\$100.00) of the estimated cost between nine hundred eighty-five thousand dollars (\$985,000) and two million dollars (\$2,000,000). The permit fee shall be eighteen cents (\$0.18) per one hundred dollars (\$100.00) of the estimated cost between two million dollars (\$2,000,000) and five million dollars (\$5,000,000). The permit fee shall be twelve cents (\$0.12) per one hundred dollars (\$100.00) of the estimated cost above five million dollars (\$5,000,000). The minimum fee shall be eighteen dollars (\$18.00).</p>			
Commercial Reroof (Non-structural)/Siding	\$60.00		\$
Temporary Building/Tent (180 days or less)	\$60.00		
<b>MECHANICAL FEES</b>			
\$90.00 plan review fee (Include only if submitting plans as a sole mechanical project)			\$
\$75.00 permit fee + 2.75 per 100 sq ft _____sq ft			\$
\$60.00 pressure piping (per system for natural gas, propane, etc) _____# of systems			\$
<b>FIRE ALARMS</b>			
\$90.00 plan review fee (Include only if submitting plans as a solo project)			\$
\$90.00 permit fee + \$3.60 per alarm device _____# of devices			\$
<b>ELECTRICAL FEES</b>			
ELECTRICAL EQUIPMENT	COST	QUANTITY	
PERMIT FEE	24.00		\$
SERVICE (PANEL / SUB PANEL)	.24 / AMP		\$
CIRCUITS 30 AMPS OR LESS (PANEL / SUB PANEL)	\$4.80 / CIRCUIT		\$
CIRCUITS OVER 30 AMPS (PANEL / SUB PANEL)	\$7.20 / CIRCUIT		\$
MOTORS - 1 HP OR ABOVE	\$6.00 / MOTOR		\$
GENERATOR / RECTIFIERS / TRANSFORMERS	\$6.00 EACH		\$
UNDERGROUND CONDUIT	\$90.00		\$
TEMPORARY SERVICE	\$60.00		\$
SERVICE RELEASE INSPECTION	\$60.00		\$
SPECIAL INSPECTION / CERTIFICATE OF OCCUPANCY		\$120.00	\$
<b>SUBTOTAL</b>			\$
<b>5% ORDINANCE FEE</b>			\$
<b>TOTAL</b>			\$

Plan review fees are due when plans are submitted. **Make checks payable to Treasurer, City of Lima.** If you have fee related questions when completing this worksheet, call 419-221-5243

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## CONTRACTOR'S LIST

Please list the contractors associated with this project. All contractors are required to be registered with our office prior to obtaining permits. If contractors have not been selected this information will be required before permits are issued.

<b>General:</b> _____ Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____ Fax: _____ E-mail: _____
<b>Electrical:</b> _____ Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____ Fax: _____ E-mail: _____
<b>Mechanical:</b> _____ Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____ Fax: _____ E-mail: _____
<b>Concrete:</b> _____ Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____ Fax: _____ E-mail: _____
<b>Excavation:</b> _____ Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____ Fax: _____ E-mail: _____
<b>Drywall:</b> _____ Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____ Fax: _____ E-mail : _____
<b>Sprinkler:</b> _____ Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____ Fax: _____ E-mail: _____
<b>Fire Alarms:</b> _____ Address; _____ City; _____ State: _____ Zip Code: _____ Phone: _____ Fax: _____ E-mail _____
<b>Sign:</b> _____ Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____ Fax; _____ E-mail: _____
<b>Other:</b> _____ Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____ Fax: _____ E-mail: _____