



Ohio Department of Commerce
Division of Industrial Compliance
Bureau of Building Code Compliance
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Ted Strickland
Governor

Kimberly A. Zurz
Director

Bureau Policy for Application for Inspections without Sealed Plans

❖ **Introduction:**

The procedures for inspections without sealed plans are established by the bureau of code compliance to assist customers in expediting the approval process for construction projects of minor work in nature.

❖ **Project qualifications:**

Typically, the following types of projects are qualified for application for inspections without sealed plan process.

- **Minor Construction:** Work of minor alterations to existing building for the purpose of replacement or maintenance repairs that has limited impact on access, safety, or health at the discretion of the building official **AND** does not require technical analysis or design by a registered design professional in accordance with sections 102.10.2 and 106.2.1.5 OBC. This shall also include **temporary membrane tent structures**. (Number of inspections based on the scope of work involved).
- **Type A Day-Care Home:** Day care for children is provided in the permanent residence of the Administrator for seven to twelve children or four to twelve children if four or more are under two years of age. Fees to include 1 structural; 1 electrical (and 1 plumbing, if state jurisdiction)
- **Electrical Upgrades:** (1 electrical inspection)
 - Permanent 60-amp services for lighting on **existing** billboard signs only
 - **Exact replacement** of Mechanical equipment only
 - Upgrading existing electrical services not to exceed **400 amps**
- **Temporary Electrical:** (1 electrical inspection)
 - Temporary electrical service **not to exceed 400 amps**
 - Electrical wiring and installation for a temporary use purpose.

Please Note:

- **Three (3) sets of plans for these projects are still required** except the plans do not require to be sealed by a registered design professional per 106.2.1 OBC.
- If upon inspection, your project **is found to be more than what is shown on the approved plans for minor construction, you may be required to submit the sealed drawings for review and you will forfeit the fees paid to date.** If you have any questions, please call Building Code Compliance at 1-800-523-3581.
- Under special circumstances, other projects may be qualified for the inspections without sealed plans process at the discretion of the building official on a case by case basis.

❖ **Projects Excluded:**

In accordance with the Ohio Revised Code (ORC) Section 3783.02 and section 102.10 OBC, the Division of Industrial Compliance **DOES NOT** provide inspection services for the following types of project:

- Pole/Pedestal mounted telephone cabinets
- Oil wells
- Pole/Pedestal mounted cable television boosters
- Lift stations not associated with a construction project within the jurisdiction of the Division of Industrial Compliance
- Transportation signals
- Highway lighting
- Railroad crossing flashers
- School crossing flashers
- Parking lot lighting that is fed direct from a pedestal or pole-mounted service, not from a building of which DIC would have jurisdiction over
- Concession trailers, equipment trailers and H.U.D. trailers (mobile homes)
- Replacement of services by the public utility up to and including the meter (supply side)
- Exact repair & replacement of electrical systems within our jurisdiction on a case by case basis
- Campground, Marina or RV park electrical hook-ups that are fed direct from a pedestal or pole-mounted service, not from a building of which DIC would have jurisdiction over

Although DIC may have previously inspected these systems, it is important to note that both the ORC and the Ohio Administrative Code (OAC) Section 4101:2-27-01 explicitly exempts these installations and their associated metering devices from the authority of DIC review. In other words, DIC has no legal authority to inspect these systems.

The Public Utilities Commission of Ohio (PUCO) rule 4901:1-10-05 does allow “in any areas where there is no local inspection authority” that the installation and associated metering may be inspected by an electrician. The electrician’s inspection shall maintain the same authority as the inspections made by DIC, in times past.

❖ **Application requirements:**

The following documents are required to be submitted for this process:

- Completed application form (See below DIC 3018)
- Process fees (check proper inspections required based on the scope of work).
- Three (3) sets of construction plans. (At a minimum, a floor plan indicating the location of work and description of the work should be submitted for minor construction work. Submit also an electrical one line diagram for electrical work.

❖ **Application fees:**

The application fees are based on \$225.00 per each required inspection, \$3.25 for the Board of Building Standards and \$65.00 fee for Certificate of Use and Occupancy per 111 OBC. **(\$3.25 and \$65.00 are not required for application for plumbing inspection only).**



APPLICATION FOR INSPECTION NOT REQUIRING SEALED PLANS

(This application form is only for inspections of minor construction without requiring technical design analysis. **Submit 3 sets of floor plan and/or electrical one-line diagram** showing the scope of work. Plans **DO NOT** require seals of Ohio registered design professionals per section 106.3.4.1 OBC). This form is also available at www.com.state.oh.us/dic

1 Scope of Project * <input type="checkbox"/> Structural <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing	2 County:	3 Is this project located in an incorporated city or village? <input type="checkbox"/> Yes <input type="checkbox"/> No
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4 Type: <input type="checkbox"/> Electrical upgrade <input type="checkbox"/> Temporary electrical <input type="checkbox"/> Minor construction <input type="checkbox"/> Type-A day care
Describe the scope of work: (Submit 3 sets of floor plan or electrical one-line diagram indicating the work items)

5	Name of Project:
	Exact address of project:
	City: Zip:
	Directions to project:

6	Owner of project:	Attention:
	Address:	City: State: Zip:
	Phone ()	Fax () E-Mail:

7	Name of submitter:
	Address: City: State: Zip:
	Phone () Fax () E-Mail:

8	Type of construction	
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9	Current use group	
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10	Cost of work covered by this application	
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11	If plans submitted as the result of an Adjudication Order, enter order number here:
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12	* Fees to be paid from Scope of Project	
	Structural	\$225.00 \$
	Mechanical	\$225.00 \$
	Electrical	\$225.00 \$
	Plumbing	\$225.00 \$
	Certificate of use and occupancy (not required for plumbing only)	\$ 65.00 \$
	Board of Building Standards \$3.25 (this fee not required for plumbing only)	\$
	Total fees to be paid	\$

13	Fees paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit card <input type="checkbox"/> ISTV Make check payable to: <i>Treasurer, State of Ohio</i>
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14	I hereby certify that I am the (select one) <input type="checkbox"/> Owner <input type="checkbox"/> Agent for the owner and all information contained in this application is true, accurate, and complete 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. <div style="display: flex; justify-content: space-between;"> <div style="width: 60%; border-top: 1px solid black; padding-top: 2px;">Signature</div> <div style="width: 35%; border-top: 1px solid black; padding-top: 2px;">Date</div> </div> <div style="border-top: 1px solid black; padding-top: 2px; margin-top: 5px;">Print or type name of signer</div>
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15	THE AREA BELOW IS FOR OFFICIAL USE ONLY
	Date recd: CPA#:
	Check #: Verification #:
	Processed by: <input type="checkbox"/> Mail-In <input type="checkbox"/> Walk-In

**Please see instruction sheet for additional required information.
 DIC3018 (Revised 7/1/2009)

INSTRUCTIONS FOR COMPLETING
APPLICATION FOR INSPECTION NOT REQUIRING SEALED PLANS (DIC #3018)

This application form is for inspections of minor construction only. Submit 3 sets of floor plan and/or electrical one-line diagram showing the proposed scope of work. Plans do not require seals of Ohio registered design professionals per 106.2.1 OBC.

Application Directions: All boxes, 1 through 14, must be completed in full or the application will be returned. Please type or print legibly (in blue or black ink). Applications are available on our website: www.com.state.oh.us/dic

Mail completed application form along with payment and plans to “State of Ohio, Department of Commerce, Division of Industrial Compliance, Bureau of Building Code Compliance, 6606 Tussing Road, Reynoldsburg, Ohio 43068-9009.”

The items listed below correspond to the numbered boxes on the application. Complete all information boxes except box 15:

1. Check all boxes that apply to the proposed project.
2. List the County where the proposed project is located.
3. In order to establish the proper building department jurisdiction, please check yes or no.
4. Check a proper type of inspection that will be requested under this application. See description above.
5. List exact title of project or name of business. For inspection purposes provide **specific address** and location including tenant space, suite numbers, floor number, crossroads, landmarks or any other directional guidelines.
6. List the owner of project, their address, telephone, and a contact person.
7. List the name of submitter, their address, and telephone. Correspondence will be sent to submitter.
8. Refer to OBC Chapter 6 for Types of Construction for the building.
9. List current Use Group of existing building. Otherwise, enter N/A and move on to box 10.
10. List total cost of work covered according to the Scope of Work checked in box 1.
11. In order to rescind a standing adjudication order and to stop further legal proceedings, list the number found on the order. Otherwise, enter N/A and move to box 12.
12. Show total fees according to the Scope of Work checked in box 1.
13. Please list method of payment and make check payable to: **Treasurer, State of Ohio.**
14. Application cannot be processed without the signature of the owner or agent for the owner.
15. This space is reserved for official use only.

If paying by credit card, fax application to 800-220-7477. **DO NOT WRITE CC # ON THE APPLICATION.** Include a phone number where you can be reached for the CC info. Once documentation has been reviewed and approved, you will receive notification in the mail regarding the procedure to schedule inspections.

Once all required inspections are conducted and passed, a certificate of use and occupancy will be issued and mailed to the applicant except the application for plumbing inspection only.