



CITY OF MANSFIELD
BUREAU OF BUILDING AND CODES
30 NORTH DIAMOND STREET – 3RD FLOOR MANSFIELD, OHIO 44902
Phone (419) 755-9688 Fax (419) 755-9453
www.ci.mansfield.oh.us

COMMERCIAL BUILDING PLAN REQUIREMENTS

General Plan and Application Information:

1. _____ Address, contact information and Ohio license numbers (if applicable) for:
 - a. Owner, Architect/Engineer (s), General, Electrical, and Mechanical Contractors, Fire Protection Designer and Installer, and Other Contractors
2. _____ Provide complete and accurate information pertaining to the project site.
3. _____ Drawings shall be prepared and sealed by an Ohio registered design professional per OBC 106.3.4.1 or fire protection designer per OBC 105.3.1.4
4. _____ Number of drawings required: () 3
5. _____ Items to be noted on the first sheet:
 - a. Index of Drawings
 - b. Occupancy Classification(s)
 - c. Type(s) of Construction
 - d. Area in gross square feet of each level
 - e. Maximum Design Occupant Load
 - f. Seismic Design Category
 - g. Site Class
6. _____ Name of Power Company or Utility
7. _____ Statement of Special Inspections as required by OBC Section 1705
8. _____ A note for items that are not pertinent (ex. Heating systems in an unheated building) shall be clearly described on the drawings. Alternate methods of compliance shall be described.

Other permits to be submitted with Application:

9. _____ Approved site plan by the City Planning Commission
10. _____ Approved storm water management by the City Planning Commission

Site Plan: (minimum reqs. Per OBC 106.1.1, #2)

11. _____ Shall be drawn to scale
12. _____ Size and location of all existing and proposed structures
13. _____ All property and interior lot lines with distances from lot lines
14. _____ Setback and side yard dimensions
15. _____ Locations of nearest streets
16. _____ Established street grades
17. _____ Types and sizes of all utility lines
18. _____ Elevations of all proposed finished grades
19. _____ Floodplain location with base flood elevations (if applicable)



Architectural and Floor Plans:

- 20._____ Indicate tenant unit/suite location(s) for interior tenant alterations and/or build-outs. Indicate proposed tenant locations and occupancy classification(s) for shell construction.
- 21._____ Indicate OBC occupancy classification(s) and/or use group. Indicate whether there are separate or nonseparate mixed uses as applicable. Indicate incidental use areas.
- 22._____ Identify all spaces and rooms. Provide the number of occupants for each room or space. For multi-level buildings, additionally provide the number of occupants for each level.
- 23._____ Complete floor plans, including plans for full or partial basements and full or partial attics or penthouses. Floor plans must show all relevant information such as fire walls, fire barrier walls, fire partitions, door swings, stairs and ramps, windows, shafts, all portions of the means of egress, etc., and shall be sufficiently dimensioned to describe all relevant space sizes. Include details for all stair-treads, risers, handrails, and guardrails.
- 24._____ Provide a detailed cross-section for all interior walls.
- 25._____ Complete window, door, and room finish schedule with applicable ratings and hardware.
- 26._____ Indicate accessibility provisions for the building interior, exterior building and site plan area, which clearly show compliance with OBC Chapter 11.
- 27._____ Indicate all fire-resistance ratings for structural elements and penetrations. Include UL Assembly or OBC prescriptive listings.



Building Structural Design Information:

- 28._____ Structural Design Data as required by OBC 1603.1.1 through 1603.1.8
- 29._____ Foundation Plan - indicate design bearing pressure, details, anchorage (bolt sizes, spacing, layout etc.), reinforcing clearances in concrete, floor slab and insulation details, etc.
- 30._____ Floor framing plans, Roof framing plans, connection details, column grid dimensions, identify bracing system used for wind and seismic resistance.
- 31._____ Soil investigation(Geotechnical Report) where required by OBC 1802.2 or 1804.2
- 32._____ Pre-engineered building drawings-sealed erection drawings, standard details and letter of certification from building manufacturer
- 33._____ Manufacturer's Truss Diagrams if used. Truss diagrams must be legible and sealed by an engineer registered within the State of Ohio.

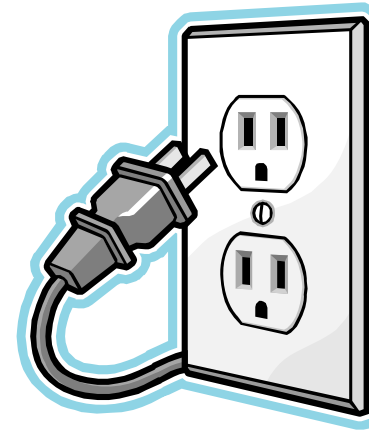
Exterior Wall Envelope:

- 34._____ Provide details of the exterior wall envelope as required, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves, parapets, means of drainage and water-resistive membranes.
- 35._____ Submit complete detailing of exterior building elevations showing all openings, materials and total building height.

- 36._____ Provide complete building/cross sections, wall sections (footing to roof), details including typical connections as required to fully describe the building construction showing wall, ceiling, floor, and roof materials.
- 37._____ Energy Conservation Code calculations including method of compliance for exterior building envelope.

Electrical:

- 38._____ Submit complete electrical power and lighting plans with drawing symbol designation information. Include locations receptacles, lights, switches, smoke detectors etc.
- 39._____ Electrical equipment and fixture schedules.
- 40._____ Provide detqails of ground-fault (GFCI) and arc-fault (AFCI) protection where required.
- 41._____ Exit signage, emergency lighting and egress lighting information.
- 42._____ Indicate disconnecting means and overcurrent protection devices.
- 43._____ Submit electrical panel locations and panel schedules with conduit, wire and grounding conductor sizes and types.
- 44._____ Provide calculated and/or connected load information.
- 45._____ Provide a complete one-line service riser diagram including all grounding electrodes (ground rods).
- 46._____ Site lighting details including foundation details, pole and fixture details, wiring and grounding methods.
- 47._____ Hazardous location designation and provisions.
- 48._____ Energy Conservation Code calculations including method of compliance for electrical power and lighting.



Mechanical:

- 49:_____ Method of design for heating and cooling loads.
- 50._____ HVAC plan and equipment schedule, including locations of all equipment. Include plenum descriptions, supply and return air duct/diffuser layouts with cfm ratings, and fire/smoke damper details and locations
- 51._____ Combustion, make-up, and outside air calculations. and details
- 52._____ Exhaust and smoke removal calculations and details.
- 53._____ Air balance schedule.
- 54._____ Kitchen and exhaust hood drawings and details.
- 55._____ Isometrics of gas supply piping, calculations and sizing information for gas piping.
- 56._____ Energy Conservation Code calculations including method of compliance for mechanical systems.

Life Safety Systems (alarms, sprinkler, and fire suppression):

- 57._____ These systems will not be approved with the building permit, but will be reviewed in detail on a required separate submittal to be made by the State of Ohio licensed fire protection contractor installing each system.
- 58._____ Room names provided on floor plan layout match all names on architectural plan.
- 59._____ Automatic sprinkler system drawings - submit information required by OBC 903.1 and the referenced standard NFPA 13-02, NFPA 13D-02, and NFPA 13R-02 Sections A-8-1, A-8-1-1.
- 60._____ Fire alarm systems drawing information - submit information as required by OBC 907.1 and the referenced standard NFPA 72-02
- 61._____ Fire suppression system drawings - submit information required by OBC 904.2.1 and the referenced standard NFPA 13-02 Sections A-8-1-1.



Special Construction:

- 62._____ Industrialized Units - need OBBS drawings in addition to site and foundation drawings sealed by an architect or engineer.
- 63._____ Swimming pools - submit Ohio Department of Health Swimming Pool Approval
- 64._____ Tents - Flame resistance information and certification
- 65._____ Towers - need tower manufacturers drawings in addition to site and foundation drawings sealed by an architect or engineer, and site approval by the City Planning Commission.

Separate submittals and permits are required for:

- Fire Alarms (with cut sheets)
- Fire Suppression
- Automatic Sprinklers (with calculations)
- Exterior Signage - please see commercial sign plan requirements

All New Commercial Construction Projects will require site plan approval by the City Planning Commission



**CITY OF MANSFIELD
BUREAU OF BUILDING AND CODES**

30 NORTH DIAMOND STREET – 3RD FLOOR MANSFIELD, OHIO 44902
Phone (419) 755-9688 Fax (419) 755-9453
www.ci.mansfield.oh.us

COMMERCIAL SIGN PLAN REQUIREMENTS

Fees must be paid at the time of application before plan review commences. Please submit two (2) sets of drawings. All documents that require a seal shall bear the seal and signature of the design professional who prepared the plans and documents. This checklist is used to detail commercial building plan requirements and construction document details for commercial sign plans and documents submitted for review. All sign plans shall be sealed by an Architect or Engineer registered within the State of Ohio. Plans are required to contain adequate information to be properly reviewed. Incomplete plans will be returned for more specific information.

General Plan and Application Information:

1. _____ Address, contact information, and Ohio license number (if applicable) for:
 - a. Owner
 - b. Architect/Engineer(s)
 - c. General Contractor
 - d. Sign Erector
 - e. Electrical Contractor
2. _____ Complete location of project site.
3. _____ Items to be noted on the first sheet:
 - a. Index of Drawings
 - b. Area in gross square feet for sign(s)

Other permits to be submitted with application

4. _____ Zoning Approval

Site Plan:

5. _____ Shall be drawn to scale
6. _____ Size and location(s) of all existing and proposed signs.
7. _____ All property and interior lot lines with distances from lot lines

Architectural Plans:

8. _____ Building elevations indicating sign locations for wall signs.
9. _____ Elevation views of sign faces.
10. _____ Cross-section of the sign indicating materials, construction details, method of attachment etc.

Structural Design Information:

11. _____ Foundation details with cross-section for ground and pole signs.
12. _____ Soil Bearing Pressure.
13. _____ Wind Load - OBC 3107.5.1
14. _____ Seismic Load - OBC 3107.5.2
15. _____ Allowable Working Stresses - OBC 3107.5.3
16. _____ Individual Component or Total Sign Weight.
17. _____ Number of Anchors used per sign/letter.
18. _____ Type of Anchor
19. _____ Size of Anchor
20. _____ Type of wall construction that sign is mounted to.

Commercial Sign Plan Requirements contd.

Electrical:

- 21. _____ UL Listings of any components.
- 22. _____ Branch circuit number and panel location where circuit is fed from.
- 23. _____ Conductor size and number
- 24. _____ Disconnect rating.
- 25. _____ Disconnect Type
- 26. _____ Disconnect Location.
- 27. _____ Methods of Grounding/Bonding NEC 410.15(B) and 600.7
- 28. _____ Size of grounding/bonding conductors from #27
- 29. _____ Number and size of ground rods at pole base(s)
- 30. _____ Grounding/Bonding of foundation reinforcing steel (rebar) per NEC 250.52

Applicants shall complete and submit a Commercial Sign Submittal Checklist with the permit application to verify all required information is included in the submitted construction documents.

Please note: All Contractors must be registered with the City of Mansfield as per Section 1333 of the City's Codified Ordinances



CITY OF MANSFIELD

BUREAU OF BUILDING AND CODES

30 NORTH DIAMOND STREET – 3RD FLOOR MANSFIELD, OHIO 44902

Phone (419) 755-9688 Fax (419) 755-9453

www.ci.mansfield.oh.us

SITE PLAN REQUIREMENT

Site Plans shall be neatly drawn to a recognized scale. The scale shall be clearly indicated on the site plan. Site Plans shall include the following minimum information:

- Owner Name
- Property Address
- North Arrow
- Locations of nearest streets
- All property and interior lot lines with distances from lot lines.
- Setback and side yard dimensions
- Size and location of all existing and proposed structures
- Distance to nearest intersecting roads
- Floodplain location with base flood elevations, if applicable

The following information is helpful during the plan review phase but not mandatory for submittal. Please note that any discrepancies or features not noted on the approved site plan may be subject to failure of a field inspection

- Streams, ponds, waterways, rivers, and pertinent drainage patterns.
- Areas to be disturbed, cleared, grubbed etc.
- Indicate dimensions to all streets, alleys, roads, and driveways
- Reference all easements
- Utility Locations, underground and overhead
- Additions must show a footprint of the entire building. Existing and proposed construction shall be clearly distinguished



CITY OF MANSFIELD BUREAU OF BUILDING AND CODES

30 NORTH DIAMOND STREET – 3RD FLOOR MANSFIELD, OHIO 44902

Phone (419) 755-9688 Fax (419) 755-9453 www.ci.mansfield.oh.us

DAYCARE CERTIFICATES OF OCCUPANCY AND SUBMITTAL REQUIREMENTS

This checklist is used to detail plan requirement and document details for daycare operations that are submitted for review. Fees must be paid at the time of application before plan and document review commences. Please submit three (3) sets of plans and documents. Plans are required to contain adequate information to be properly reviewed, approved; and inspected. Referring to code sections in general does not allow proper review, proposed methods of construction, or use. Plans containing general code references will be returned for more specific information.

Daycare Certificates of Occupancy shall be issued for existing daycare facilities under a Commercial Code Compliance Permit. New Construction for a daycare operation shall at minimum require a building and electrical permit for new construction, and site plan approval by the City Planning Commission. Interior Alterations to existing buildings that will contain a daycare operation shall require building and electric interior alteration permits. Fees shall be subject to the most current fee schedule as adopted by Mansfield City Council

General Plan and Application Information:

- 1. _____ Address, contact information, and Ohio License Number (if applicable) for:
 - a. Owner and Tenant
- 2. _____ Complete location of project site.
- 3. _____ Name of Facility



Other Permits to be submitted with Application

- 4. _____ Approved Zoning Permit/ Site Plan Approval from City Planning Commission
- 5. _____ The most recent fire safety inspection report for the building indicating no violations shall be submitted prior to issuance of a Certificate of Occupancy

Floor Plan(s) and Documentation

- 6. _____ Cover Letter indicating:
 - a. Present use of building or space and how long said use has been
 - b. Total Number of children and staff
 - c. Hours of operation
 - d. Handicapped accessible provisions
- 7. _____ Show a footprint or floor plan outline of the entire building

- 8. _____ Means of Egress
 - a. All exit doors with direction of door swing
 - b. Rooms with doors directly to the exterior, indicate steps, ramp or level of exit discharge
 - c. Exit Corridors

- 9. _____ Restroom Locations
 - a. Genders served
 - b. Fixture Count
 - i. Water closets/toilets
 - ii. Urinals
 - iii. Lavatories/sinks
 - c. Handicapped Accessibility - grab bars, lever handles, etc.

- 10. _____ Room Labels
 - a. Use of Rooms
 - b. Number of children in each room
 - c. Ages of children in each room
 - d. Room dimensions or square footage



CITY OF MANSFIELD

BUREAU OF BUILDING AND CODES

30 NORTH DIAMOND STREET – 3RD FLOOR MANSFIELD, OHIO 44902

Phone (419) 755-9688 Fax (419) 755-9453

www.ci.mansfield.oh.us

FIRE PROTECTION SYSTEMS CONSTRUCTION DOCUMENTS SEALING REQUIREMENTS

The following requirements pertain to the construction documents for Automatic Sprinklers, Fire Alarms, Pre-Engineered Fire Suppression Systems, Special Hazard Systems, and Kitchen Exhaust Hood Plan Sealing Requirements. Three (3) copies of drawings shall be submitted for review and approval.

Automatic Sprinkler and Standpipe Systems

Systems shall be designed and drawings shall be prepared and sealed by:

1. Designer certified to design Automatic Sprinklers and Standpipe Systems by the Ohio Board of Building Standards
2. Architect of Engineer registered with the State of Ohio

Installer shall be certified by the State of Ohio Fire Marshall to install automatic sprinklers and standpipe systems.

Fire Alarms

Systems shall be designed and drawings shall be prepared and sealed by:

1. Fire Alarm designer certified to design Fire Alarm and Detection Equipment by the Ohio Board of Building Standards
2. Architect of Engineer registered with the State of Ohio

Installer shall be certified by the State of Ohio Fire Marshall to install Fire Alarm and Detection Equipment.

Pre-Engineered Suppression Systems

Drawings shall be signed by person designing or specifying system.

Installer shall be certified by the State of Ohio Fire Marshall to install Engineered or Pre-Engineered Extinguishing Equipment other than water.

Special Hazard Systems (CO,Halon, Wet and Dry Chemical Systems)

Designer certified to design Special Hazard Systems by the Ohio Board of Building Standards

Installer shall be certified by the State of Ohio Fire Marshall to install Special Hazard Systems.

Kitchen Exhaust Hoods

Exhaust Hood drawings shall be prepared and sealed by an Architect or Engineer registered with the State of Ohio

Exhaust Hood systems shall be installed by a contractor licensed to install HVAC systems by the Ohio Construction Industry Licensing Board (OCILB) and registered with the City of Mansfield

Inspections

Inspections shall be performed by this department and the local fire department having jurisdiction

A copy of the inspection report shall be submitted to the Bureau of Building and Codes prior to the issuance of a certificate of occupancy

