OBC CONSTRUCTION DOCUMENTS SUBMISSION CHECKLIST

City of Cleveland
Frank G. Jackson, Mayor

Department of Building & Housing
Division of Construction Permitting
601 Lakeside Avenue, Room 505
Cleveland, Ohio 44114-1070
216/664-2910
www.cleveland-oh.gov

Adequacy Review Statement:
The project plans were checked for the
minimum construction document information
required by OBC Section 106.1.1 to perform a
plan examination.

Project Street Address: ____________________________

Description of Proposed Work: ____________________________

Applicant Name: ____________________________ Phone #: ____________________________

E-Mail: ____________________________ Fax #: ____________________________

The following checked items are inadequate for this project submission:

Construction Documents

__ a. A minimum of four (4) complete bound sets of construction documents, including
   specification books if issued by the design professional, must be submitted. Additional sets
   may be requested by the master plans examiner

__ b. Plans must bear the seal of an Ohio Registered Architect or Professional Engineer
   responsible for their preparation.

__ c. Plans to clearly show location, nature and extent of proposed work, and show in detail that it
   will conform to the provisions of this code.

__ d. Architectural, mechanical, electrical, and plumbing plans to be coordinated to show
   consistency in work information when dealing with relevant parts of the project.

1. Index of drawings/general code information
   __ a. All occupancy classifications(s).
   __ b. Type(s) of construction.
   __ c. Gross square footage of project work area on each floor.
   __ d. Maximum design occupant load per floor.

2. Site Plan
   __ a. Shown to scale
   __ b. Dimensioned size & location of new construction, and dimensions to existing buildings.
   __ c. Dimensioned property lines and interior lot lines.
   __ d. Setback & side yard dimensions, and distances from property lines and interior lot lines.
   __ e. Identification, location & right-of-way width of address street.
   __ f. Type, size and location of all utility lines.
   __ g. Elevations of all proposed finish grades.
   __ h. Demolition site plan shall show construction and utilities to be demolished, and location and
      size of existing construction and utilities to remain on the site.

2.1 Structures in flood hazard areas.
   __ a. Current FEMA "FHBM", "FIRM", or "FBFM" for the project location.
   __ b. Building elevation using same basic flood elevation as above related map.
3. **Floor Plans**
   ____ a. Complete plans of all floors affected by the proposed work or change of occupancy.
   ____ b. Sufficient dimensions to describe size of all relevant spaces.
   ____ c. Relevant information such as windows, door swings, shafts, stairs and ramps.
   ____ d. Wall type materials described by legend, notation, or other clearly understandable method.
   ____ e. All spaces identified by use, example: KITCHEN.
   ____ f. Number of people to be accommodated on every floor, and in all rooms and spaces.
       For child day care facilities: the number of children older than two and one-half years of age, and
       the number two and one-half years of age or less in each room.

4. **Exterior Wall Envelope**
   ____ a. Exterior elevations of building identifying exterior materials, locations of all wall openings,
       floor to floor dimensions, and dimensioned building height.
   ____ b. Location of gutters & downspouts.
   ____ c. Exterior grade line along face of walls.
   ____ d. For new building construction and additions, information to show compliance with building
       energy efficiency criteria referenced in the OBC.

5. **Sections**
   ____ a. Building cross sections(s). **Note:** Sections to be detailed to include typical
       connections, and to describe building construction showing wall, ceiling, floor, and roof materials
   ____ b. Exterior and/or interior wall section(s).

6. **Structure**
   ____ a. Table of designs loads including earthquake design data.
   ____ b. Dimensioned foundation plan, floor and roof framing plans and details.
   ____ c. Soil report if applicable.
   ____ d. Wood truss design drawings sealed by an Ohio registered design professional.

7. **Fire Protection Systems**
   ____ a. Describe location, nature and extent of required fire protection systems complying with OBC
       chapter 9.
   ____ b. Plans prepared by an Ohio certified fire protection system designer shall be submitted
       separately to the city’s Fire Prevention Bureau for review and issuance of separate
       installation permits.

8. **Ratings**
   ____ a. Construction details of fire resistance ratings for structural elements.
   ____ b. Construction details of ratings for separation walls, and shaft enclosures.
       **Note:** Show ratings in hours. Provide code approved fire test design name & number, or
       data from approved alternative methods for determining fire resistance.
   ____ c. ASTM E 84 flame spread classifications of interior wall and ceiling finish materials.
   ____ d. NFPA 253 critical radiant flux classifications of interior floor finish materials.
   ____ e. NFPA 701 test report for flame resistance or test report of noncombustibility for membrane
       materials, tents, hanging and other decorative materials.

9. **System Descriptions**
   ____ a. Mechanical (HVAC) floor plans and details.
   ____ b. Electrical power and lighting floor plans and detail.
   ____ c. Plumbing floor plans and details.
10. Additional Information & Special Provisions.

   a. For Ohio Industrialized Units provide:
      i). Two copies of the construction documents approved by the Ohio Board of Building
          Standards, with each page bearing the board’s approval stamp dated after June 30,
          2005
      ii). Foundation plan and details bearing the seal of an Ohio design professional, and
          showing connections between unit and foundation.
      iii). Details bearing the seal of an Ohio design professional, and showing all on-site
          construction and interconnection of units or modules.

   b. For construction of public swimming pools, include documentation indicating approval of
      pool construction documents from the Ohio Department of Health.

ADJUDICATION ORDER #:

The above "checked" items were not provided with the submitted construction documents. This
project does not conform to the requirements of the rules adopted by the Ohio Board of Building
Standards. This adequacy review was performed to determine if the minimum required documents
per OBC Section 106.1 were submitted. You have the right to appeal this decision within 30 days
of the date on this Commercial Building Plan Review Checklist by filing an appeal through the City
of Cleveland Chief Building Official to the City of Cleveland Board of Building Standards and
Building Appeals. You have the right to be represented by counsel, present arguments or
contentions orally or in writing, and present evidence and examine witnesses appearing for or
against you. Be advised it is a violation of the Ohio Revised Code, the Cleveland Building Code
and the Ohio Building Code to build, alter, or change use or occupancy without first obtaining the
required approval from the City of Cleveland Department of Building and Housing.

Thomas Vanover
Chief Building Official
City of Cleveland
Department of Building and Housing

Adequacy Plan Reviewer: ________________________________  (Signature/Date)

If you have any questions regarding this form, please call: (216) 664-2910
OBC CONSTRUCTION DOCUMENTS SUBMISSION CHECKLIST

SUGGESTED PLAN EXAMINATION ROUTING CHECKLIST

- Building & Housing Records – Room 517
- Address and Property Lines Verification Room 518
- Zoning Administration Room 505
- Fire Prevention Bureau
- Building Code Chapters 1 thru 35
- Structural Review
- Ohio Mechanical Code
- National Electric Code
- Ohio Plumbing Code
- Dept. of Health – 1925 St. Clair Ave
- City Planning Department - Room 501
- Landmark Commission – Room 519
- Water Pollution Control – 12302 Kirby Ave.
- Site Drainage & Engineering/Work in Right-of-Way – Room 518
- Curb cuts: Division of Traffic – Room 518
- Right-of-Way obstructions: Div. of Streets – Room 25
- Div. of Air Quality 1925 St. Clair Ave.
- Other: ____________________________________________________________
- Other: ____________________________________________________________
- Other: ____________________________________________________________