

# New Boston, Ohio

3980 Rhodes Ave.  
New Boston, OH 45662  
(740) 456.4103

## Commercial Permit Application Instructions

1. Application must be completely filled out by applicant/representative.
2. All fees must be paid **AT TIME OF PERMIT**.
3. All commercial plans must have an architect or engineer seal. Plans may be accepted without a seal but may be required to get a seal by plans examiner. **This is a State Law. (NOTE: Current plans examiner DOES require this at this time)**
4. We require four (4) sets of plans for commercial construction.
  - A. **Site Plan / Plot Plan** for all new construction and additions showing the following to approximate scale.
    - (1) Street Location
    - (2) Location of proposed building(s) and all existing buildings on site
    - (3) Handicap accessible parking and accessible route to the building
    - (4) Setback and side yard dimensions
    - (5) Distance between all buildings
    - (6) Location of all utilities or services on property (overhead & underground)
  - B. **Foundation plan** (Show to scale)
    - (1) Size of footing
    - (2) Size and construction of foundation walls
    - (3) Areas of thickened slabs, piers, etc.
  - C. **Floor Plan** (all levels) (Show to scale)
    - (1) Overall dimensions including gross square footage of all floors
    - (2) Dimensions on all rooms
    - (3) Identify use of all spaces
    - (4) Window and door locations, sizes, and direction of door swing
  - D. **Elevation plan** (Show to scale)
    - (1) Typical wall section from footer to roof framing
    - (2) Show Sizes, Thicknesses, Materials,
    - (3) Show details such as insulation, anchor bolts, finish grade, footing depth, etc.
  - E. **Electrical plan** (Show to scale)
    - (1) Locations of all electrical devices and equipment
    - (2) Service showing panel locations, sizes, wire sizes, panel schedules and other pertinent data
  - F. **Mechanical plan** (Show to scale)
    - (1) Show location, size, type, fuels, and capacities of HVAC and mechanical equipment
  - G. **Plumbing plan** (Show to Scale)
    - (1) Show location of all fixtures and appliances such as water heaters, pressure tanks, etc.
    - (2) Show complete plumbing/venting isometric.
  - H. **Sprinkler plan** (Show to scale)
    - (1) Show details of sprinklers, if provided, indicating water supply, and lay-out, type of heads, sizes, and calculations. These may be submitted as shop drawings from an approved sprinkler contractor.
  - I. **Additional data.** Show compliance with OBC Article 31 on energy. Show compliance with ADA for handicap accessibility.