



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.city.cleveland.oh.us

Adequacy Review Statement:
The project plans were check 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#: _____

Email: _____ Fax #: _____

THE FOLLOWING CHECKED ITEMS ARE INADEQUATE FOR THIS PROJECT SUBMISSION:

Construction documents

- ___ a. Minimum of four (4) complete sets of construction documents, including specification books if issued by the design professional, are required for all project submittals. If necessary, additional sets may be requested by the master plan examiner.
- ___ b. Plans must bear the identification of the person primarily responsible for their preparation.
- ___ c. Plans must bear the seal of an Ohio registered architect or professional engineer.
- ___ d. Plans to be sufficiently clear to show location, nature and extent of proposed work, and show in detail that it will conform to the provisions of this code.
- ___ e. 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 classification(s).
- ___ b. Type(s) of construction.
- ___ c. Gross square footage of project work area on each floor.
- ___ d. Maximum design occupant load per floor.
- ___ e. Seismic design category and site class.

2. Site plan

- ___ a. Shown to scale.
- ___ b. Dimensioned size & location of new construction and all existing buildings on the site.
- ___ 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.

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3. Floor plans.

- a. Complete plans of all floors affected by the proposed work and/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. Show number of people to be accommodated on every floor, and in all rooms and spaces.
- g. For child day care facilities, show 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 and means of roof drainage.
- c. Exterior grade line along face of wall.
- d. For new building construction and additions, provide information to show compliance with building energy efficiency criteria referenced in the OBC.

5. Sections.

- a. Building cross section(s).
- b. Exterior and/or interior wall section(s).

Note: all sections shall be detailed to include typical connections, and shall describe the building construction showing wall, ceiling, floor, and roof materials.

6. Structure.

- a. Table of design loads including earthquake design data.
- b. Foundation plan and details.
- c. Soils report if applicable.
- d. Dimensioned floor and roof framing plans and details.
- e. Wood truss design plans showing compliance with OBC chapter 23, and sealed by Ohio registered design professional.

7. Fire protection systems.

- a. Fire suppression and/or fire alarm system required.
- b. Plans for fire protection systems shall be submitted to indicate conformance with OBC.
- c. Submit separate plans to Cleveland Fire Prevention Bureau for approval, and for required separate permits.

8. Ratings.

- a. Construction detail of fire resistance ratings of all structural elements.
- b. Construction details of ratings of 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 of membrane materials, tents, hanging and other decorative materials.
- f. NFPA test report of noncombustibility for membrane materials & tents.

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.

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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 plans 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.

ADJUDICATON 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.

David Cooper
Chief Building Official
City of Cleveland
Department of Building & Housing

Adequacy Plan Reviewer:

(Signature/Date)

SUGGESTED PLAN EXAMINATION ROUTING CHECKLIST

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