

City of Cleveland

Department of Building and Housing

Procedure for use of Independent Master Plan Examiner

Responsibility of the Independent Master Plan Examiner:

1. The Independent Master Plan Examiner shall make all financial arrangements directly with the applicant. The City will not be responsible for any transactions between the applicant and the Independent Master Plans Examiner.
2. Upon the receipt of the Construction Documents processed by the Building Department and a copy of the letter approved by the Chief Building Official, the Independent Master Plan Examiner shall proceed with the review of the proposed Construction Documents.
3. The Independent Master Plan Examiner shall only be responsible to review the Construction Documents for compliance with the Ohio Building Code and referenced Codes.
4. The Independent Master Plan Examiner shall communicate with the applicant and/or design professional directly. Documentation of such correspondence shall be included with the approved submission to the Building Department. The Independent Master Plan Examiner may obtain revised Construction Documents directly from the applicant and/or design professional.
5. Upon completion of the review, the Independent Master Plan Examiner shall prepare a letter to the Chief Building Official stating a recommendation for approval or denial of the Construction Documents. If approval is not obtainable, the Independent Master Plan Examiner shall provide precise reasons for the denial, i.e. the specific code sections for which the plans are deemed deficient.
6. If the recommendation is for approval, the Independent Master Plan Examiner shall verify that all necessary information is on the Construction Documents as required by the Ohio Building Code and stamp and sign the cover sheet as approved, or not approved, including date, address, phone number and State of Ohio Board of Building Standards certification number.
7. The Independent Master Plan Examiner shall return the 2 sets of Construction Documents along with 2 copies of all correspondence to the applicant.

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Responsibility of the Department Master Plan Examiner:

1. The Department Master Plan Examiner shall be responsible for the coordination of the plan reviews and approvals by all City agencies including Zoning, City Planning, Landmarks, Engineering and Construction, Fire Prevention, Health, Water, Water Pollution Control, etc. as required. The 2 sets of drawings retained by the Building Department shall be utilized for this purpose. This process of agency reviews shall be undertaken while the Independent Master Plan Examiner is reviewing the project for compliance with the Ohio Building Code and referenced codes.
2. The Department Master Plan Examiner shall provide all comments from the City agencies to the applicant for any required revisions by applicants design professionals. When approved, these revisions shall become part of the 2 sets of Construction Documents returned to the Building Department from the Independent Master Plan Examiner.
3. The Department Master Plan Examiner upon receipt of the approved Construction Documents by the Independent Master Plan Examiner and the approvals by all applicable City agencies shall proceed to issue a building permit. If all such approvals are not forthcoming, the Department Master Plan Examiner shall issue an adjudication order denying the permit.
4. The Department Master Plan Examiner shall assemble all records of the review process and determine which documents shall be retained as a permanent record.
5. The Department Master Plan Examiner shall prepare the draft certificate of occupancy, complete all required information on the building permit application, and stipulate any special conditions needed on the certificate of occupancy.

9/6/2005

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Responsibility of Applicant:

1. The applicant shall choose an Independent Master Plan Examiner from a list of Master Plan Examiners certified with the State of Ohio Board of Building Standards and have signed an agreement with the Cleveland Building Department to provide such services. The applicant shall request in writing to the Chief Building Official approval of the selected Independent Master Plan Examiner prior to the submission of plans & permit application to the Building Department for plan review. This letter shall clearly indicate the name, address and any affiliation of the chosen examiner.
2. The applicant shall submit 4 sets of Construction Documents with a completed permit application and the approved letter signed by the Chief Building Official to the Building Department, and the applicant shall pay the required plan processing fee at that time.
3. The Building Department will date stamp all the sets of Construction Documents and return 2 (two) sets to the applicant for use by the Independent Master Plan Examiner.
4. The applicant shall be responsible for the payment for all the services provided by the Independent Master Plan Examiner as well as the costs of all permits issued by the City.
5. The applicant and the Independent Master Plan Examiner can communicate directly among themselves during the review process. A copy of all correspondence including correction letters, revisions, approval letters and any other non-conformance's shall be submitted to the Building Department upon the completion of the plan review by the applicant.

6. When the plan review has been completed by the Independent Master Plan Examiner, a letter shall be submitted to the Chief Building Official recommending approval. If not approved by the Independent Master Plan Examiner, the letter shall provide an itemized list of non-conformance's. The Department's Master Plan Examiner shall then prepare an adjudication order bearing the signature of the Chief Building Official.
7. The applicant shall return the 2 approved sets of collated Construction Documents to the Building Department which contain all revised and approved documents. All documents that were not previously submitted to the Building Department upon the application for the permit will be date stamped by the Assistant Plan Examiners. The cover sheet shall be stamped and signed by the Independent Master Plan Examiner as approved and shall include the approval date, address, phone number, and the Master Plan Examiner's State of Ohio Board of Building Standards certification number.
8. The Building Department shall review and evaluate the submitted documents and issue 2 sets of approved Construction Documents and the permit, or deny the submission and issue an adjudication order.
9. If an adjudication order is issued, the applicant shall resolve the adjudication order by the submission of revised documents and/or make application for appeal to the City of Cleveland's Board of Building Standards and Building Appeals within 30 days of the date of issuance of the adjudication order.
10. Failure of the applicant to appeal any part of the adjudication order within the stipulated 30 calendar day period shall require the applicant to submit revised Construction Documents resolving all the code deficiencies cited.
11. Any extension of time shall be requested from the Chief Building Official.
12. The lack of any action by the applicant within a year of the original submission date shall result in the application being deemed null & void, and shall be disposed of by the Building Department.

9/6/2005