

## SUBMISSION OF PLANS

	<b>COMMERCIAL PLANS</b>	<b>RESIDENTIAL PLANS</b>
<b>NEW CONSTRUCTION &amp; ADDITIONS</b>	6 Complete sets of plans 3 additional site plans and 1 set of storm water calculations  (If food preparation or service will be performed within the building, 1 additional complete set of plans is needed for the Health Department/Food Service Division)	3 complete sets of plans and 2 additional plot plans
<b>STRUCTURAL ALTERATION, REPAIR, OR RENOVATION OF EXISTING SPACES</b>	5 complete sets of plans (three sets must be signed, stamped & embossed) (If a change of use is proposed, include one additional site plan indicating parking.)  (If food preparation or service will be performed within the building, 1 additional complete set of plans is needed for the Health Department/Food Service Division)	3 complete sets of plans
<b>ELECTRICAL, GAS AND HVAC</b>	3 sets of plans	3 Sets of plans
<b>FIRE DETECTION/SUPPRESSION SYSTEMS</b>	4 sets of plans	
<b>DESIGN PROFESSIONAL'S SEAL REQ'D ON ALL PLANS</b>	YES	NO
<b>DEPOSIT REQUIRED W/APPLICATION</b>	\$250.00 - with building permit application	\$140.00 - with building permit application \$90.00 for non-habitable spaces

Checks should be made payable to the "City of Springfield, Ohio". Visa and MasterCard are also accepted.

Plan review time varies depending on the complexity of the project and the current workload of the various departments performing the reviews. Applicants submitting plans will be notified when permits are ready for issuance or if additional information is needed to complete the plan review process.

Construction plans may be reviewed in-house if the following statement is provided on the first page and is signed by the designer: "I \_\_\_\_\_ certify that these Construction Documents comply with all provisions of the O.B.C and Ohio Revised Code chapters 3781 and 3791." This is in addition to the architect's or engineer's signature, stamp, and embossment on the first page of the plans - all additional pages are required to be stamped only

NOTE: All contractors must be registered with the City of Springfield in order to perform work within the City. Instructions and forms are available by calling 937-324-7388 or 7389 or by visiting the City's web site at [www.ci.springfield.oh.us](http://www.ci.springfield.oh.us).