



**CITY OF MANSFIELD  
BUREAU OF BUILDING AND CODES**

30 NORTH DIAMOND STREET – 3RD FLOOR MANSFIELD, OHIO 44902  
Phone (419) 755-9688 Fax (419) 755-9453  
www.ci.mansfield.oh.us

**RESIDENTIAL BUILDING PLAN REQUIREMENTS**

This checklist is to be used for the review of residential building plans and documents. Fees must be paid at the time of application before plan and document review commences. Two (2) sets of plans and documents are required. Plans shall be neatly drawn to a recognized scale (1/4" = 1' minimum) Plans are required to contain adequate information to be properly reviewed. Referring to code sections in general does not allow us to review proposed methods of construction. Plans containing general code references will be returned for more specific information. Drawings shall be reviewed under the Residential Code of Ohio (RCO).

**General Plan and Application Information**

1. \_\_\_\_\_ Address, contact information, and Contractor Registration # and Ohio License # (if applicable) for:  
Owner, Designer(s), General, Electrical  
a. \_\_\_\_\_ and  
Mechanical Contractors, Other  
Contractors
2. \_\_\_\_\_ Provide complete and accurate information pertaining to the project site.  
Post address at site location.
3. \_\_\_\_\_ Items to be noted on the first sheet
  - a. \_\_\_\_\_ Index of drawings
  - b. \_\_\_\_\_ Area in gross square feet
  - c. \_\_\_\_\_ Number of stories and basement/crawl space/slab
4. \_\_\_\_\_ A note for items that are not pertinent (ex. Heating systems in an unheated building) shall be clearly noted on drawings. Alternate methods of compliance shall be described.
5. \_\_\_\_\_ Residential Plan Submittal Checklist



**Other Permits to be Submitted with Application**

- |                                               |                           |                             |
|-----------------------------------------------|---------------------------|-----------------------------|
| 6. _____ Approved Zoning Certificate          | 8. _____ Water Tap Permit | 10. _____ Electrical Permit |
| 7. _____ Approved Storm water Drainage Permit | 9. _____ Sewer Tap Permit |                             |

**Site Plan**

- 11 \_\_\_\_\_ Shall be drawn to a recognized scale
- 12 \_\_\_\_\_ Size and location of all existing and proposed structures
- 13. \_\_\_\_\_ All property and interior lot lines with distances from lot lines
- 14. \_\_\_\_\_ Setback and side yard dimensions
- 15. \_\_\_\_\_ Locations of nearest streets
- 16. \_\_\_\_\_ Types and sizes of all utility lines
- 17. \_\_\_\_\_ Elevations of all proposed finished grades
- 18. \_\_\_\_\_ Floodplain location with base flood elevations, if applicable.

**Architectural and Floor Plans:**

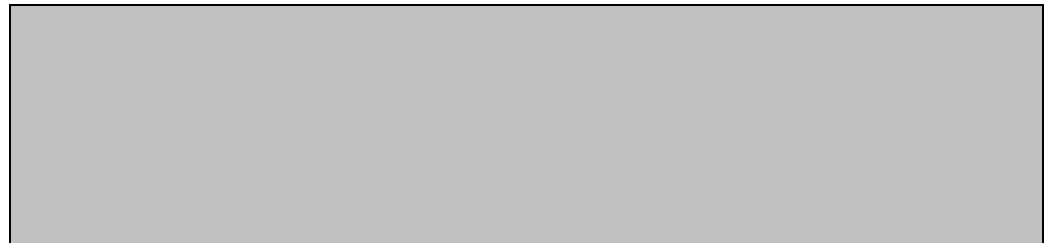
- 19. \_\_\_\_\_ Complete floor plans, including:
  - a. \_\_\_\_\_ Stairways-
    - i. Treads
    - ii. Risers
    - iii. Handrails
    - iv. Guardrails
    - v. Landings
- 20. \_\_\_\_\_ Complete window, door, and room finish schedule
  - a. \_\_\_\_\_ Door sizes and locations
  - b. \_\_\_\_\_ Window sizes and locations
  - c. \_\_\_\_\_ Tempered glass locations
- 21. \_\_\_\_\_ Attic Access
- 22. \_\_\_\_\_ Garage Details
  - a. \_\_\_\_\_ Garage floor, Slope/Floor Drains
- 23. \_\_\_\_\_ Smoke Alarm Locations
- 24. \_\_\_\_\_ Floor framing/Construction Plan

**Building Structural Design Information**

- 25 \_\_\_\_\_ Soil Bearing Pressure
- 26 \_\_\_\_\_ Footings
  - a. \_\_\_\_\_ Type of Footing
  - b. \_\_\_\_\_ Size
  - c. \_\_\_\_\_ Footing Material
  - d. \_\_\_\_\_ Footing Depth
  - e. \_\_\_\_\_ Reinforcing-number, type, size
- 27. \_\_\_\_\_ Floor Live Loads  
Bedroom \_\_\_\_\_ Attic \_\_\_\_\_ LivingArea \_\_\_\_\_
- 28. \_\_\_\_\_ Foundation plan - indicate design bearing pressure, details, anchorage (bolt sizes, spacing, layout, etc.), reinforcing clearances in concrete, floor slab, insulation details, vapor barriers etc.
- 29. \_\_\_\_\_ Floor framing plans (engineered floor systems)
- 30. \_\_\_\_\_ Roof framing plans
- 31. \_\_\_\_\_ Connection details
- 32. \_\_\_\_\_ Manufacturer's Truss Diagrams (if used).
- 33. \_\_\_\_\_ Engineered Beams w/Specs (LVL, Glu-Lam, etc.)

**Elevation View of Exterior:**

- 34. \_\_\_\_\_ Elevation Views of all sides of building showing:
  - a. \_\_\_\_\_ Grade
  - b. \_\_\_\_\_ Walls
  - c. \_\_\_\_\_ Openings - windows/doors



**Cross-Section:**

35. \_\_\_\_\_ Detailed cross section from foundation to roof
36. \_\_\_\_\_ Footing size and depth
37. \_\_\_\_\_ Exterior Walls/floors for conventional framed structures
- a. \_\_\_\_\_ Material sizes and framing
  - b. \_\_\_\_\_ Vapor Barriers
  - c. \_\_\_\_\_ Floor Construction - joist sizes and spacing
  - d. \_\_\_\_\_ Floor Insulation
  - e. \_\_\_\_\_ Wall Construction Methods
  - f. \_\_\_\_\_ Wall Insulation
  - g. \_\_\_\_\_ Siding
  - h. \_\_\_\_\_ Headers/Girders/Posts and Spacing
  - i. \_\_\_\_\_ Roof Trusses or Rafters (with roof pitch)
  - j. \_\_\_\_\_ Truss Bracing or Collar Ties
  - k. \_\_\_\_\_ Roof Sheathing or Purlins
  - l. \_\_\_\_\_ Roof Underlayment, Ice Protection and Covering
38. \_\_\_\_\_ Exterior Walls for Pole Structures
- a. \_\_\_\_\_ Pole Sizes and Spacing
  - b. \_\_\_\_\_ Vapor Barriers
  - c. \_\_\_\_\_ Floor Construction
  - d. \_\_\_\_\_ Floor Insulation
  - e. \_\_\_\_\_ Wall Construction Methods
  - f. \_\_\_\_\_ Wall Insulation
  - g. \_\_\_\_\_ Siding
  - h. \_\_\_\_\_ Headers/Girders/Posts and Spacing
  - i. \_\_\_\_\_ Roof Trusses or Rafters (with roof pitch)
  - j. \_\_\_\_\_ Truss Bracing or Collar Ties
  - k. \_\_\_\_\_ Roof Sheathing or Purlins
  - l. \_\_\_\_\_ Roof Underlayment, Ice Protection and Covering

**Electrical:**

39. \_\_\_\_\_ Submit electrical panel locations and panel schedules with conduit, wire and grounding conductor sizes and types.
40. \_\_\_\_\_ Provide a complete one-line service riser diagram
- a. \_\_\_\_\_ Overhead or Underground Service
  - b. \_\_\_\_\_ Conductor Insulation Type and Rating
  - c. \_\_\_\_\_ Conductor Size

- d. \_\_\_\_\_ Conduit Size or indicate SE/USE
  - e. \_\_\_\_\_ Disconnecting Means (where required)
  - f. \_\_\_\_\_ Grounding Conductor Size
  - g. \_\_\_\_\_ Ground Rod Size and Location (s)
  - h. \_\_\_\_\_ Bonding Jumpers:
    - i. Water Heater
    - ii. Water Meter
41. \_\_\_\_\_ Submit complete electrical power and lighting plans with drawing symbol designation information. Include:
- a. \_\_\_\_\_ Receptacles
  - b. \_\_\_\_\_ Lights
  - c. \_\_\_\_\_ Switches, smoke detectors, etc
42. \_\_\_\_\_ Electrical equipment and fixtures schedules.
43. \_\_\_\_\_ Ground-fault (GFCI)
- a. \_\_\_\_\_ Kitchens
  - b. \_\_\_\_\_ Bathrooms
  - c. \_\_\_\_\_ Storage/Basement
  - d. \_\_\_\_\_ Exterior
44. \_\_\_\_\_ Arc-fault (AFCI) Protection
- a. \_\_\_\_\_ Bedrooms
  - b. \_\_\_\_\_ Other areas
45. \_\_\_\_\_ Tamper resistant receptacles
46. \_\_\_\_\_ Stairway Illumination
47. \_\_\_\_\_ Habitable Room Illumination
48. \_\_\_\_\_ Indicate Disconnecting Means and Overcurrent Protection Devices
49. \_\_\_\_\_ Energy Conservation Code and Calculations Including Method of Compliance for Electrical Power and Lighting

## **Mechanical**

50. \_\_\_\_\_ HVAC Plan and Equipment Schedule, including:  
a. \_\_\_\_\_ Furnace Location  
b. \_\_\_\_\_ Water Heater Location (s)
51. \_\_\_\_\_ Bathroom Ventilation
52. \_\_\_\_\_ Habitable Room Ventilation
53. \_\_\_\_\_ Energy Conservation Code Calculations including Method of Compliance for Mechanical Systems

### **Permit Fees:**

**Building Permit: \$60.00 + \$2.00 per 100 square feet**

**Electrical Permit: \$30.00 + \$1.00 per 100 square feet**

**Zoning Permit: \$20.00**

**State Assessment Fee: 1% of Total Cost**

## **Special Notes**

**Foundations** - All foundations shall comply with Chapter 4 of the Residential Code of Ohio (RCO).

The minimum footing depth shall be 12" below grade. The structure shall be properly tied down at intervals not to exceed 8'-0" on center around the perimeter of the structure.

Structures with an area 400 square feet or less and an eave height of 10 feet or less do not require a frost protected foundation.

Structures with a frost-protected foundation, the minimum footing thickness shall be 6" for continuous footings. The bottom of the footing shall be a minimum of 36" below finished grade.

Slab on grade foundations shall be prepared and sealed by an architect or engineer registered in the State of Ohio per RCO 116.2.

All lumber within 6" of grade shall be pressure treated or rot resistant.

Approved fasteners shall be used on all treated lumber.

Garage floor surfaces shall be of approved noncombustible, non-permeable material. A structure shall be classified as a garage for uses including storage, repair, painting, maintenance, or operation of a motor vehicle. A motor vehicle shall be defined as a passenger car, van, truck or bus.

Technical support and free software compliance tools for Energy Code Compliance can be found at <http://www.energycodes.gov>



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**RESIDENTIAL ACCESSORY BUILDING PLAN REQUIREMENTS**

This checklist is used to detail building plan requirements and construction document details for residential accessory storage building plans and documents submitted for review. Detached, one-story accessory structures over 200 square feet require a building permit. Fees must be paid at the time of application before plan and document review commences. Please submit two (2) sets of plans and documents. Plans shall be neatly drawn to a consistent and recognized scale (1/4" = 1' minimum). Plans are required to contain adequate information to be properly reviewed. Referring to code sections in general does not allow us to review proposed methods of construction. Plans containing general code references will be returned for more specific information. Drawings shall be reviewed under the Residential Code of Ohio (RCO).

**General Plan and Application Information**

1. \_\_\_\_\_ Address, contact information, and Contractor Registration # and Ohio License # (if applicable) for:
  - a. \_\_\_\_\_ Owner, Designer(s), General, Electrical and Mechanical Contractors, Other Contractors
2. \_\_\_\_\_ Provide complete and accurate information pertaining to the project site. Post address at site location.



**Other Permits to be Submitted with Application**

3. \_\_\_\_\_ Approved Zoning Certificate
4. \_\_\_\_\_ Approved Stormwater Drainage Permit
5. \_\_\_\_\_ Electrical Permit

**Site Plan**

- |                                                                            |                                                                          |
|----------------------------------------------------------------------------|--------------------------------------------------------------------------|
| 6. _____ Shall be drawn to a recognized scale                              | 11. _____ Types and sizes of all utility lines                           |
| 7. _____ Size and location of all existing and proposed structures         | 12. _____ Elevations of all proposed finished grades                     |
| 8. _____ All property and interior lot lines with distances from lot lines | 13. _____ Floodplain location with base flood elevations, if applicable. |
| 9. _____ Setback and side yard dimensions                                  |                                                                          |
| 10. _____ Locations of nearest streets                                     |                                                                          |

**Architectural and Floor Plans:**

- 14. \_\_\_\_\_ Floor and Foundation Plan
  - a. \_\_\_\_\_ Foundation layout with dimensions
  - b. \_\_\_\_\_ Door sizes with schedules
  - c. \_\_\_\_\_ Window sizes with schedules
  - d. \_\_\_\_\_ Stairways
- 15. \_\_\_\_\_ Attic Access
- 16. \_\_\_\_\_ Floor Construction
  - a. \_\_\_\_\_ For garages, show slope or floor drains
  - b. \_\_\_\_\_ Lofts or storage area framing
- 17. \_\_\_\_\_ Roof Framing Plan

**Building Structural Design Information:**

- 18. \_\_\_\_\_ Soil Bearing Pressure
- 19. \_\_\_\_\_ Floor Live Loads
- 20. \_\_\_\_\_ Lumber Sizes, Grades, and Species
- 21. \_\_\_\_\_ Manufacturer's Truss Diagrams, if used.
- 22. \_\_\_\_\_ Method (s) or anchoring for non-frost protected structures per RCO 301.2.1.

**Elevation View of Exterior:**

- 23. \_\_\_\_\_ Elevation Views of all sides of building showing:
  - a. \_\_\_\_\_ Grade
  - b. \_\_\_\_\_ Walls
  - c. \_\_\_\_\_ Openings - windows/doors

**Cross-Section:**

- 24. \_\_\_\_\_ Footing size, depth, and reinforcing
- 25. \_\_\_\_\_ Exterior Grade
- 26. \_\_\_\_\_ For Conventional Framed Structure
  - a. \_\_\_\_\_ Foundation Wall
  - b. \_\_\_\_\_ Exterior Wall Members and Spacing
- 27. \_\_\_\_\_ For Pole Structures
  - a. \_\_\_\_\_ Pole Size
  - b. \_\_\_\_\_ Pole Spacing
  - c. \_\_\_\_\_ Treated Framing within 6" of Ground
  - d. \_\_\_\_\_ Girt Size and Spacing
- 28. \_\_\_\_\_ Vapor Barriers
- 29. \_\_\_\_\_ Floor Construction
- 30. \_\_\_\_\_ Floor Insulation
- 31. \_\_\_\_\_ Wall Insulation
- 32. \_\_\_\_\_ Interior Wall Finish
- 33. \_\_\_\_\_ Exterior Siding and Sheathing
- 34. \_\_\_\_\_ Headers
- 35. \_\_\_\_\_ Ceiling Height and Finish
- 36. \_\_\_\_\_ Roof Insulation
- 37. \_\_\_\_\_ Roof Trusses or Rafters
- 38. \_\_\_\_\_ Roof Pitch
- 39. \_\_\_\_\_ Collar Ties or Truss Bracing

**Cross-Section contd.**

- 40. \_\_\_\_\_ Fascia, Soffit, Flashing, and Gutters
- 41. \_\_\_\_\_ Roof Sheathing Size or Purlin Size Spacing
- 42. \_\_\_\_\_ Roof Membrane and Covering
  - a. \_\_\_\_\_ Headers
  - b. \_\_\_\_\_ Roof Pitch
  - c. \_\_\_\_\_ Roof Trusses or Rafters
  - d. \_\_\_\_\_ Collar Ties or Truss Bracing

- 43. \_\_\_\_\_ Roof Ventilation

**Electrical:**

- 44. \_\_\_\_\_ Submit Electrical Panel Location and Panel Schedules with Conduit, Wire and Grounding Conductor Sizes and Types
- 45. \_\_\_\_\_ Provide a Complete One-Line Service Riser Diagram
  - a. \_\_\_\_\_ Overhead or Underground Service
  - b. \_\_\_\_\_ Conductor Insulation Type and Rating
  - c. \_\_\_\_\_ Conductor Size
  - d. \_\_\_\_\_ Conduit Size or Indicate SE/USE
  - e. \_\_\_\_\_ Disconnecting Means, if used.
  - f. \_\_\_\_\_ Grounding Conductor Size
  - g. \_\_\_\_\_ Ground Rod Size and Location(s)
  - h. \_\_\_\_\_ Bonding Jumpers
  - i. \_\_\_\_\_ GFCI Protection
- 46. \_\_\_\_\_ Submit complete electrical power and lighting plans with drawing symbol designation information. Include
  - a. \_\_\_\_\_ Receptacles
  - b. \_\_\_\_\_ Lights
  - c. \_\_\_\_\_ Switches
  - d. \_\_\_\_\_ Smoke Detectors, Other Fixtures
- 47. \_\_\_\_\_ Electrical Equipment and Fixture Schedules

**Special Notes**

**Foundations** - All foundations shall comply with Chapter 4 of the Residential Code of Ohio (RCO).

The minimum footing depth shall be 12" below grade per RCO 403.1.4.

Freestanding structures with an area 400 square feet or less and an eave height of 10-feet or less do not require a frost protected foundation.

For structures with a frost-protected foundation, the minimum footing thickness shall be 6" for continuous footings. The bottom of the footing shall be a minimum of 36" below finished grade.

Freestanding accessory structures without frost-protected foundations shall be properly anchored at all corners per RCO 301.2.1.

Slab on grade foundations shall be prepared and sealed by an architect or engineer registered in the State of Ohio.

All lumber shall be pressure treated or decay resistant in locations defined by RCO 319.1.

Fasteners for pressure preservative and fire-retardant-treated wood shall be of hot-dipped galvanized steel, stainless steel, silicon bronze or copper per RCO 319.3

Garage floor surfaces shall be of approved noncombustible, non-permeable material. A structure shall be classified as a garage for uses including storage, repair, painting, maintenance, or operation of a motor vehicle. A motor vehicle shall be defined as a passenger car, van, truck, or bus.

**Permit Fees:**

**Building Permit: \$60.00 + \$2.00 per 100 square feet**

**Electrical Permit: \$30.00 + \$1.00 per 100 square feet**

**Zoning Permit: \$20.00**

**State Assessment Fee: 1% of Total Cost**



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**RESIDENTIAL DECK PLAN REQUIREMENTS**

This checklist is used to detail building plan requirements and construction document details for residential deck plans and documents submitted for review. Fees must be paid at the time of application before plan and document review commences. Please submit two (2) sets of plans and documents. Plans shall be neatly drawn to a consistent and recognized scale (1/4" = 1' minimum). Plans are required to contain adequate information to be properly reviewed. Referring to code sections in general does not allow us to review proposed methods of construction. Plans containing general code references will be returned for more specific information. Drawings shall be reviewed under the Residential Code of Ohio (RCO).

**General Plan and Application Information**

1. \_\_\_\_\_ Address, contact information, and Contractor Registration # and Ohio License # (if applicable) for:
  - a. \_\_\_\_\_ Owner, Designer(s), General, Electrical and Mechanical Contractors, Other Contractors
2. \_\_\_\_\_ Provide complete and accurate information pertaining to the project site. Post address at site location.

**Other Permits to be Submitted with Application**

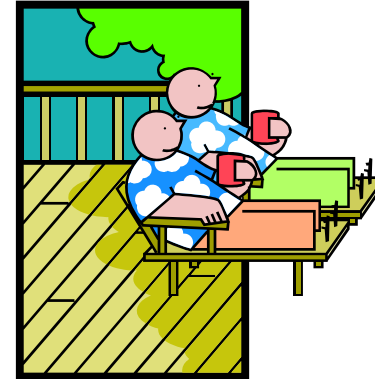
3. \_\_\_\_\_ Approved Zoning Certificate

**Site Plan**

- |                                                                            |                                                                          |
|----------------------------------------------------------------------------|--------------------------------------------------------------------------|
| 4. _____ Shall be drawn to a recognized scale                              | 9. _____ Types and sizes of all utility lines                            |
| 5. _____ Size and location of all existing and proposed structures         | 10. _____ Elevations of all proposed finished grades                     |
| 6. _____ All property and interior lot lines with distances from lot lines | 11. _____ Floodplain location with base flood elevations, if applicable. |
| 7. _____ Setback and side yard dimensions                                  |                                                                          |
| 8. _____ Locations of nearest streets                                      |                                                                          |

**Deck Plans:**

- |                            |                                            |
|----------------------------|--------------------------------------------|
| 12. _____ Foundation Plan  |                                            |
| a. _____ Post Hole Layout  | d. _____ Railings and Posts                |
| b. _____ Post Hole Spacing | e. _____ Stair Stringers / Treads / Risers |
| c. _____ Post Sizes        |                                            |





- 13. \_\_\_\_\_ Floor Framing/Construction Plan
  - a. \_\_\_\_\_ Joist Size, Directions, and Spacing
  - b. \_\_\_\_\_ Decking Layout
  - c. \_\_\_\_\_ Locations of Doors and Stairs
  - d. \_\_\_\_\_ Handrail and Guardrail Locations
  - e. \_\_\_\_\_ Fixture and Receptacle Locations

- 24. \_\_\_\_\_ Floor Joist Size and Direction
- 25. \_\_\_\_\_ Decking
- 26. \_\_\_\_\_ Hand Rail Dimensions
- 27. \_\_\_\_\_ Guard Rail Dimensions

**Structural Design Information:**

14. \_\_\_\_\_ Soil Bearing Pressure

15. \_\_\_\_\_ Floor Live Loads

16. \_\_\_\_\_ Lumber Sizes, Grades, and Species

**Elevation View of Exterior:**

- 17. \_\_\_\_\_ Elevation Views of all sides of Deck Showing:
  - a. \_\_\_\_\_ Grade
  - b. \_\_\_\_\_ Deck
  - c. \_\_\_\_\_ House or Other Structure

**Cross-Sections shall Contain:**

18. \_\_\_\_\_ Footing Size and Depth

19. \_\_\_\_\_ Post Size and Spacing

20. \_\_\_\_\_ Exterior Grade

21. \_\_\_\_\_ Beam/Girder Details

22. \_\_\_\_\_ Ledger Board Size and Connection

- 23. \_\_\_\_\_ Connection/Fastener Details for
  - a. \_\_\_\_\_ Posts to Beam / Girder
  - b. \_\_\_\_\_ Ledger Board
  - c. \_\_\_\_\_ Floor Joists

28. \_\_\_\_\_ Stair Tread and Riser Dimensions

**Specials Notes**

All Deck Foundations shall comply with R403.4

The minimum, depth shall be 36" to the bottom of the footing for deck supported by a dwelling.

Per R403.1.4.1 Ex. No. 2, Decks not supported by a dwelling need not be provided with footings that extend below the frost line. The minimum depth shall be 12".

All lumber shall be pressure treated or decay resistant in locations defined by RCO 319.1.

Fasteners for pressure preservative and fire-retardant-treated wood shall be of hot-dipped galvanized steel, stainless steel, silicon bronze or copper per RCO 319.3

**Permit Fees:**

**Building Permit: \$60.00 + \$2.00 per 100 square feet**

**Electrical Permit: \$30.00 + \$1.00 per 100 square feet**

**Zoning Permit: \$20.00**

**State Assessment Fee: 1% of Total Cost**