



CITY OF MANSFIELD

APPLICATION FOR RESIDENTIAL BUILDING PLAN APPROVAL

Bureau of Buildings, Inspections, Licenses and Permits
 30 N. Diamond Street, Mansfield, Ohio 44902
 Phone : (419)755-9688 www.ci.mansfield.oh.us

Submit one application for each building or structure. Please print or type. All sections must be completed. Refer to the instruction sheet for completing this application. For projects that require zoning approval, an application for zoning permit is also required to be submitted for the appropriate Zoning and Engineering review.

PROJECT AND CONTACT INFORMATION

1	Description of Project:		
Parcel ID No.:			
Address of Project:			
2	Name of applicant:		
Address:		City:	State: Zip:
Phone:		E-Mail:	
3	Property Owner:		Attention/Contact:
Address:		City:	State: Zip:
Phone:		E-Mail:	
4	Plans prepared by: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Other (check one)		
Name:		Ohio Registration Number:	
Address:		City:	State: Zip:
Phone:		E-Mail:	

BUILDING CODE INFORMATION

5	Building Area Summary	Main / First Floor Area (sf):	6	Number of Stories:
Gross Building Area (sf):		Second Floor Area (sf):	7	Number of Bedrooms:
Finished Area (sf):		Third Floor Area (sf):	8	Number of Dwelling Units:
Unfinished Area (sf):		9	Basement: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Basement Area (sf):		11	Fuel Supply: <input type="checkbox"/> Electric <input type="checkbox"/> Natural Gas <input type="checkbox"/> LP <input type="checkbox"/> Other:	
Garage Area (sf):		12	Sanitary Disposal: <input type="checkbox"/> Richland County <input type="checkbox"/> Public <input type="checkbox"/> Septic <input type="checkbox"/> N/A	
Deck / Porch Area (sf):		13	Water Supply: <input type="checkbox"/> Well <input type="checkbox"/> Public <input type="checkbox"/> N/A	
Total Altered / New Area (sf):				

CONTRACTOR INFORMATION (Enter information if known. If unknown, enter TBD. If not applicable, enter N/A)

	Contractor Trade	Contractor Name / Company	City of Mansfield Contractor Registration Number
14	General Contractor		
15	Electrical Contractor		
16	Mechanical Contractor		
17	Site / Excavation		
18	Water Tap		
19	Sewer Tap		
20	Other:		

21 | I hereby certify that I am the (select one) Owner Agent for the Owner and have read the following conditions and will comply accordingly.

→ I understand that plan approval will expire for conditions set forth in the Residential Code of Ohio. Extensions may be granted upon receiving a written request. It is the responsibility of the owner to request an extension at least 10 days prior to the date of expiration in accordance with Ohio Building Code.
→ I understand that **I will not be notified** by the Building Department of any expiration of such approval.
→ I understand that the Owner and/or Owner's Agent shall request inspections required by the approval of this application and the Ohio Building Code. I understand that failure to request such inspections may require the removal of work and/or invalidate the approval.
→ I understand that I may not occupy the building or structure until all inspections are completed.
→ I understand that all approved construction documents (On-Site Inspection record, Certificate(s) of Plan Approval, Approved Plans) shall be kept at the work site, along with manufacturers' installation instructions and product information, and shall be available for use by the inspector.
→ I understand that work must be performed by Contractors Registered with the City of Mansfield in accordance with City Codified Ord. Chapter 1333. Furthermore, all information contained in this application is true, accurate, and complete to the best of my knowledge. I understand that the omission of reference to any provisions will not nullify any requirement, nor exempt any structure from such requirement of the Ohio Building Code. The owner and the design professional identified on the plans and construction documents shall be responsible for the design, structure, safety, and maintenance of the structure per the requirements of the Ohio Building Code. The approval of the submitted application, plans, construction documents or any notations thereon, and approval of this application shall not excuse the owner from complying with all rules and laws of the State and City, all of which are implied to be included herein and made a part thereof, all objections to same are hereby waived by the owner or owner's agent whose signature is hereto attached. I understand that all fees are non-refundable and non-transferable. All official correspondence in connection with this application should be sent to my attention at the address provided above in box 2.

	FOR OFFICE USE ONLY
Applicant Signature (match box 2 above) _____	Intake Person Initials / Date: _____ Fees Paid Initials / Date: _____ Application Approved / Date: _____

DIRECTIONS FOR COMPLETING AN APPLICATION FOR RESIDENTIAL BUILDING PLAN APPROVAL

In accordance with Residential Code of Ohio (RCO) Section 106.1, pursuant to Ohio Revised Code (ORC) Section 3791.04, construction documents, statement of special inspections required and other data shall be submitted in two or more sets with each application for an approval. Before beginning the construction of any building for which construction documents are required under RCO Section 105, the owner or the owner's representative shall submit construction documents to the building official for approval. This application and instructions are provided in accordance with RCO Section 107.2.

Application Directions: Complete page one of the application and attached worksheets as outlined below. All boxes, 1 through 21, must be completed in full or the application will be returned. Send this completed form along with all required documents to "City of Mansfield Building Department, 30 N. Diamond Street, Mansfield, Ohio 44902".

Fees. Fees and assessments are prescribed and collected in accordance with Ohio Revised Code Section 3781.102 and City of Mansfield Codified Ordinances. A copy of the most current fee schedule is posted on the City website at <http://ci.mansfield.oh.us/index.php/building-codes-and-permits>.

Fees are required to be submitted along with application and construction documents. Construction documents will not be reviewed until such time as fees are paid in full for the scope of work described on and submitted with this application.

1. Provide a detailed description of the project (i.e. i.e. New Single Family Dwelling with Deck and Attached Garage), a description of the proposed work (i.e. New Building, addition, interior alterations, etc.), and the Parcel ID in which the subject address/property is located. Some projects will be located on multiple Parcels. Please provide the main parcel in which the structure will be located on.
2. Provide applicant name, address, email, and telephone. All correspondence will be sent to the applicant.
3. Provide the property owner name, address, telephone, email and a contact person. Please ensure that contact information is provided for Property Owner.
4. Provide the name of the individual who prepared the plans, address, telephone, email and a contact person.
5. Provide a summary of the building areas.
 - a. Gross Building- the area in square feet of all finished, unfinished, deck, porch, and attached garage areas on all floors (including the basement) of the structure.
 - b. Finished Area- the area in square feet of the structure that will be finished and be provided with heating and/or air-conditioning.
 - c. Unfinished Area- the area in square feet of unfinished and/or unconditioned area of the house. The unfinished area includes unfinished basement or usable (provided with a floor) attic area but does not include and garage area as defined below.
 - d. Basement Area- the area in square feet of the basement that is partly or completely below grade. Basements may be finished and/or unfinished.
 - e. Garage Area- the area in square feet of the structure that will be used as a garage. This area applies to attached garages only. Detached garages are to be submitted on a separate application.
 - f. Deck Porch Area- The area in square feet of all decks and porches (screened and unscreened). Sunrooms if conditioned are considered finished areas in item b above. Unconditioned sunrooms are considered porch areas.
 - g. Main/First Floor Area- The area in square feet of the main floor of the house. This area includes finished and unfinished areas inside the exterior walls. This area does not include and deck, porch, or garage areas.
 - h. Second Floor Area- The area in square feet of the second floor of the house. This area includes finished and unfinished areas inside the exterior walls. This area does not include and deck, porch, or garage areas.
 - i. Third Floor Area- The area in square feet of the third floor of the house. This area includes finished and unfinished areas inside the exterior walls. This area does not include and deck, porch, or garage areas.
 - j. Total Altered / New Area- The area in square feet of all newly constructed or altered area including finished, unfinished, basement, floor, garage, deck and porch areas. This area is used to determine the fees for the application.
6. Provide the number of stories, not including the basement or crawl space, if provided.
7. Provide the number of bedrooms.
8. Provide the number of dwelling units...maximum of three (3) for a residential project per RCO 101.2
9. Indicate whether a basement is provided.
10. Indicate whether a crawl space is provided.
11. Indicate the method of fuel supply that will heat the structure.
12. Indicate how the sanitary waste will be disposed of.
13. Indicate the type of water supply that serves the structure.

Boxes 14-20. Provide the Name and City of Mansfield registration number of the Contractor's working on the project. If contractor information is unknown, indicate "TBD". If the contractor trade/scope does not apply to this project, indicate "N/A"

21. Read all of the information in box 21 and check the appropriate box identifying the applicant as the owner or the agent for the owner. The individual who checks the box, signs, and dates the application shall be the same individual who is listed as the applicant in Box 2. All correspondence will be sent to the applicant.

Once the plans have been examined and approved, a Certificate of Plan Approval (CPA) will be issued per RCO 105.7 to the owner along with a minimum of one set of construction documents and a Site Inspection Sign-Off Log. The construction documents, CPA, and Log must remain at the job site at all times during construction in accordance with RCO 105.7. Required inspection information will be contained in the CPA. Inspections can be obtained from our office by calling (419)755-9688. Once all inspections have been completed a final Certificate of Occupancy will be issued in accordance with RCO 111.