



# City of Mansfield

## Tim Theaker, Mayor

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### Bureau of Buildings, Inspections, Licenses and Permits

30 N. Diamond Street - Mansfield, OH 44902 – (419)755-9688 Fax-(419)755-9453  
www.ci.mansfield.oh.us

## Instructions for Electronic Plan Approvals (EPlans)

### The Submission process

1. Submit a completed application (application depends on plan approval type) and a complete set of PDF plans. Scan and include this in the email message as well as a separate PDF file.
2. All documents shall be transmitted in a single email to city staff as follows:
  - a. Commercial Building Plans, Stormwater Plans, and Utility related plans: [mmilliron@ci.mansfield.oh.us](mailto:mmilliron@ci.mansfield.oh.us)
  - b. Zoning, Commercial Sign, Residential Building, and Site related plans: [mmilliron@ci.mansfield.oh.us](mailto:mmilliron@ci.mansfield.oh.us)
3. Submit a complete plan set. A complete plan set includes but is not limited to construction plans, geotechnical reports, manufacturer's truss design drawings, steel building shop drawings, and automatic sprinkler and fire alarm calculations. All sheets shall bear the seal of the registered design professional or fire protection systems designer as applicable. The title or index sheet shall bear the seal, signature, and date of the registered design professional or fire protection designer.
4. Per OBC 106.1.1.1 and RCO 106.1.1.1 each PDF file shall have a PDF digital index called "bookmarks", which shall have a sheet title and page number for each page in the document, along with the standard index.
5. Submit the documents in a single unsecured PDF file so we can insert the date of approval, CPA number and approval date onto each page of the document.
6. Plot legibly, per OBC 106.1.1, (11 x 17 is a recommended minimum) to a measurable scale (3/16", 1/4" etc.). Plotting to fit, "NTS", and bar scales will not allow the reviewer an adequate means of measuring. We must be able to use the PDF measuring tools.
7. Rotate each sheet within the PDF file to view at the correct and upright orientation.
8. Scan any other relevant information such as Statements of Special Inspections, Geotechnical Investigations, zoning permits, contractor licenses, manufacturer's truss diagrams, etc. and include as separate PDF files in the email message. Please make sure each file is appropriately named as to its contents.
9. Any project specific information, such as a request for phased approval, detailed notes, site directions, special instructions to the plans examiner may be conspicuously noted on the plan set or in the email message.

### The Approval Process

1. Once a completed application and pdf plans are received by the City, the application will be processed, assigned an application number, and fees determined.
2. The applicant will be notified via email of application number and fees that are due. The applicant can pay fees via cash, check, or credit card. The application and plan review will not begin until the fees are paid in full. Once the fees are paid, the applicant will be emailed a receipt and the plans will be placed in the review schedule.
3. Once the review is complete, if the plans cannot be approved, a correction notice will be sent back to applicant with additional instructions.
4. At such time as plan approval is issued, the applicant will receive an email containing a link to download an approved set of drawings, a certificate of plan approval, a site inspection sign-off log, and the amount of any additional permit fees due. The email will also contain additional instructions as applicable to the project

regarding inspections, posting of documents, conditions of approval and site related information. Construction may begin upon printing of the documents and posting on the site per OBC 107.5.2.

5. Any responses to correction letters or conditions of approval shall be in the same format as the original submission (paper or electronic). For example, if a project is submitted electronically, then all revisions and shop drawings must be transmitted electronically. This will allow the Department to maintain a complete set of records for the project in the same format.
6. Revisions or responses that are in a different format from the original submission may be submitted with prior approval from the Building Official. The determination is made based upon the submission size and the scanning and printing capability of the department.
7. It is the responsibility of the person submitting the documents to ensure that all approved documents are printed to the correct scale and properly posted on site in accordance with OBC 107.5.2. Failure to properly post documents may result in delays in the inspection process and re-inspection fees.