



# City of Mansfield

## Tim Theaker, Mayor

### Bureau of Building Inspections, Licenses and Permits

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

## Code Compliance Inspection Process

### Background

The Code Compliance process is established by the Bureau to assist clients with requests for Certificates of Occupancy, Child care and/or Day care approval, and simple Changes of Occupancy.

### Project Qualifications

Typically, the following types of projects are qualified for a Code Compliance Inspection.

1. Requests for Certificates of Occupancy. According to the Ohio Building Code Section 111.2, the owner of an existing building may request the issuance of a Certificate of Use and Occupancy. Upon written request from the owner, the building official shall issue a certificate of occupancy, provided there are not violations of law or orders of the building official pending, and it is established after inspection and investigation that the alleged occupancy of the building or structure has heretofore existed.
2. Child care and/or Day care approval. A Certificate of Occupancy can be requested for Child care and/or Day care occupancies that have previously existed or where rooms will be added to existing Child/Day care occupancies.
3. Simple Changes of Occupancy. Ohio Building Code Sections 111.1.3 and 3408 apply to a Change of Occupancy. A simple change of occupancy involves changing the use or level of use within an existing building or space without any code required alterations. Projects that involve any alterations to the building, whether required by code or not, shall be processed under an alterations permit and drawings shall be submitted as required by OBC Section 106.1.1.

Under special circumstances, other projects may be qualified for the inspection process at the discretion of the building official on a case by case basis.

### Application Process

Submit an application **and floorplan** to the Bureau along with a fee of \$154.50. Floorplan requirements can be found on the next page.

A separate plumbing pre-inspection fee of \$75.00 shall be submitted to:

Richland Public Health  
Environmental Health  
555 Lexington Avenue  
Mansfield, Ohio 44907  
(419) 774-4520

For occupancies that serve or handle food, please contact Richland Public Health to begin the food service licensure process. Tattoo parlors also require approval from Richland Public Health.



# CITY OF MANSFIELD APPLICATION FOR CODE COMPLIANCE INSPECTION

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

**1. Purpose / Scope of Code Compliance Inspection (check the appropriate box):**

I am not in possession of an approval for the building(s) located at the above address, and as the owner (or authorized agent), pursuant to section 111 of the Ohio Building Code, I am requesting a Certificate of Occupancy.

Use of structure or tenant space: \_\_\_\_\_

Child care and/or Day care approval.

New facility       Re-inspection / addition of space to existing facility

Change of Occupancy without alterations. I intend to occupy the structure/space without any alterations to building, structural, electrical, plumbing, HVAC/mechanical, or life safety systems. I understand that additional permits, approvals, fees, plans and inspections may be required to occupy the structure/space as a result of the Code Compliance Inspection process.

Existing approved use of structure or tenant space: \_\_\_\_\_

Proposed use of structure or tenant space: \_\_\_\_\_

<b>2</b>	Building / Property Owner:	Attention/Contact:		
Address:		City:	State:	Zip:
Phone (    )		E-Mail:		
<b>3</b>	Tenant / Business name:	Attention/Contact:		
Premises Address / Location:				
Phone (    )		E-Mail:		
<b>4</b>	Name of Applicant if other than Building / Property Owner:			
Address:		City:	State:	Zip:
Phone (    )		FAX (    )	E-Mail:	
<b>5</b>	I hereby certify that I am the (select one)			
		<input type="checkbox"/> Owner <input type="checkbox"/> Agent for the Owner.		
All official correspondence in connection with this application should be sent to my attention at the address provided above in box 8 or 11 above.		Applicant Signature (match box 2 or 4 above)		
		Date		

## **Inspection Process**

At such time as an application, fees, and adequate floorplans are submitted, an initial inspection will be scheduled coordinating Building, Electrical, Mechanical, Plumbing, and Fire Inspectors. An inspection will be conducted to verify that the building has been maintained and will be used in accordance with any changes in occupancy or use. Any minor alterations required may also be discussed during the inspection.

If upon inspection, the building and/or use is found to be more than what is shown on the floorplan and application, additional drawings and permit fees may be required. It is recommended to discuss the project with staff prior to submitting an application.

After the initial inspection, a follow-up email will be sent to the applicant addressing required corrections or alterations from all of the inspectors. The email will contain contact information and procedures for a re-inspection. The A final inspection is required prior to occupancy of the building. After the final inspection is completed a Certificate of Occupancy shall be issued by the Building Official.

## **Floorplan requirements**

A floorplan for the building may be on file with the City. A copy of the floorplan may be requested from the City for re-use or to mark up. Please contact us prior to submitting an application if you would like a copy of any available floorplans.

### **Code Compliance Floor Plan requirements:**

1. \_\_\_ Use Group and Construction Type (if known)
2. \_\_\_ Estimated Number of employees
3. \_\_\_ Estimated Number of customers/clients
4. \_\_\_ Hours of Operation
5. \_\_\_ Plan showing perimeter of entire structure.
6. \_\_\_ Detailed floor plan of space(s) to be occupied.
  - a. \_\_\_ Room labels- identify and dimension all rooms, indicate proposed uses.
  - b. \_\_\_ Exit door locations- indicate the door swing and indicate whether there are steps, a ramp, or the exit door is level with the exterior grade.
  - c. \_\_\_ Number of seats, tables, and seating configurations (if provided).
  - d. \_\_\_ Restroom locations, gender served, fixture count, and stall layout.
  - e. \_\_\_ Amperage of electrical service and electrical panel locations.
  - f. \_\_\_ Exit and emergency lighting locations.
  - g. \_\_\_ Emergency standby system locations and details (if present).
  - h. \_\_\_ Sprinkler systems, fire alarms, exhaust hoods and fire suppression (if present).
  - i. \_\_\_ Fire resistance ratings of walls and doors (if known).
7. \_\_\_ Type of heat and fuel source.
8. \_\_\_ A copy of the most recent inspection test report for automatic sprinkler, fire alarm, and fire suppression systems if installed in building. This information can also be provided at the inspection.

### **Handicap Accessibility Details, included with Floorplan:**

9. \_\_\_ Location of Accessible Parking
10. \_\_\_ Total Number of Parking Spaces
11. \_\_\_ Number of Accessible and Van spaces
12. \_\_\_ Accessible entrance to building/tenant space
13. \_\_\_ Accessible route within structure
14. \_\_\_ Accessible restrooms with accessible fixtures and grab bars denoted.
15. \_\_\_ Other accessible amenities

### **Day care / Child Care Information to be provided:**

16. \_\_\_ Specific use of each room or space for Day care operation (i.e. play room, nap room, eating room, etc.)
17. \_\_\_ Hours of Operations
18. \_\_\_ Total Number of children and staff
19. \_\_\_ Number of Children in each room
20. \_\_\_ Ages of Children in each room
21. \_\_\_ If any dividers are provided in the rooms, indicate the type and height
22. \_\_\_ If rooms have doors directly to the outside, indicate the door swing and indicate whether there are steps, a ramp, or the exit door is level with the exterior grade.

## **Commonly Missed/Overlooked Items for Request for Code Compliance Inspections**

Buildings, structures, equipment and parts thereof, shall be maintained in a safe and sanitary condition and in accordance with the condition(s) established in current and any previous plan approvals and certificates of occupancy. Devices or safeguards which are required by this code shall be maintained in conformance with the code edition under which installed. The owner or the owner's designated agent shall be responsible for the maintenance of buildings and structures. The following items are frequently overlooked or conditions found that require correction.

1. The address of the structure is not posted, is not legible, or is not visible from the fronting street.
2. Not having proper access to the structure. Doors are not unlocked or access is not provided to the inspector.
3. Storage in mechanical rooms.
4. Doors or Door hardware not working, stuck, or missing; improper slide-bolts or deadbolts.
5. Accessible routes with projections....tables or chairs in hallways, locked or blocked doors.
6. Floor plans that are not properly labeled, dimensioned, or do not accurately represent the building/space/room configuration.
7. Occupant loads not posted where required.
8. Storage in front of electrical panel or improper clearance in front of electrical panels.
9. Electrical switches or receptacles that are damaged and/or missing proper covers.
10. Exit and/or emergency lights that are not properly working. Most lights have a test button on them that can be used to check proper operation.
11. Electrical panel mislabeled or not labeled.
12. Old electrical installations that have not been removed.....old wires hanging above ceiling grids have not been secured or abandoned, unused holes in electrical panels, electrical boxes and panels are missing covers.
13. Ground-Fault-Circuit Interrupter (GFCI) protection has not been maintained or has been replaced with non-compliant electrical devices. GFCI devices need to be tested monthly per the listing of the device.
14. Building electrical grounding system has not been maintained, is missing, or has been damaged.
15. Extension cords that are not UL (or similar) labeled, exposed to physical damage, not protected from damage, plugged into other extension cords or surge protectors, and installed as permanent wiring.
16. Exhaust fans in toilet rooms or other areas not working, windows are not functional in toilet rooms.
17. Kitchen exhaust hoods not cleaned or maintained.
18. Gas piping connectors that have been damaged, recalled, or not installed in accordance with the listing and manufacturer's installation instructions.
19. Fire Extinguishers missing, not re-charged, inspected, or tested.
20. Fire safety systems (alarm, sprinkler, fire suppression) not annually tested or inspected. Copies of most recent annual test reports shall be provided to the inspectors to verify the systems have been maintained and tested.