



Department of Commerce

Division of Industrial Compliance
& Labor

Ted Strickland, Governor
Kimberly A. Zurz, Director

August 6, 2010

Re: West Central Ohio Industrial Center
Wapakoneta Job Ready Site

To Whom it may concern:

It is my pleasure to provide you with information regarding the Bureau of Building Code Compliance's (BCC) plan review and inspection processes. Plans can be submitted to BCC for approval in two formats; paper or electronically. The conventional paper process requires three sets of building plans and two sets of plumbing plans to be submitted under two separate applications.

The electronic plan submittal process allows the owner's designer to submit the applications and upload plans electronically. This paperless process was implemented in 2006 and now comprises approximately 60% of BCC's workload. Both the paper plan submittals and the E-plans process can be used to make appointments for smaller projects to receive same-day plan reviews and approvals.

BCC also conducts preliminary plan reviews that are very beneficial when working with existing building conditions or other unique designs. The preliminary plan review process allows a designer to meet with a BCC plans examiner before completing final documents for a project to get questions answered early, or obtain an adjudication order if a variance is known to be required. BCC implemented an on-site preliminary plan review process that would facilitate a plans examiner to meet the owner and designer at the building location versus traveling to Columbus to discuss the project. We have found the on-site preliminary meeting to be beneficial for both parties since the plan examiner can get first hand information on the building and its conditions.

By statute, a building department has 30 days to review plans that have been submitted for approval. It is BCC's policy to review 90% of our projects within 14 working days. BCC has exceeded this by reviewing 95% - 100% of all projects submitted within this timeframe for the last several years.

Once plans have been approved, BCC's policy is to provide inspections the next day after they are requested. Contractors who call our dispatch office between the hours of 8:15 and 3:15 will get inspections the following day. At worst case, in the event that inspectors are off and other inspectors have to travel to cover their territories, we may have to reschedule the inspections to the following day. BCC has met the next day inspection expectation for over 90% of their projects the last several years.

Final inspections are scheduled through dispatch requested the same as other inspections. However, for final inspections we ask that the electrical final be performed before the structural final inspection. Once both final inspections are completed, the Certificate of Occupancy will be printed and mailed to the owner.

Please let me know if you have any questions regarding this information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Geoffrey D. Eaton".

Geoffrey D. Eaton, CBO
Asst. Chief Building Official
State of Ohio
Division of Industrial Compliance & Labor