



Jack Bradley
Mayor

CITY OF LORAIN

Department of Building, Housing & Planning

Matthew Kusznir
Director

David Faciana
Chief Building Official

Plan Submittal & Review Procedure

Residential (New construction)

Submit a completed application and plans two (2) COPIES to the Building Department. Building Technician will date stamp when the plans are received.

- 1) Building technician to send to Zoning and/or Engineering Department for review and approval (if applicable). Zoning and/or Engineering will have to approve plans before plans can be reviewed by residential plans examiner.
- 2) If approved by Zoning and / or Engineering Department, Plans will be stamped and issued to the Residential plans examiner (Building, Electrical, Mechanical, Plumbing) for review and conformance to Residential Code of Ohio (RCO) of current code cycle.
- 3) Residential plans examiner will have thirty (30) days to review and submit adjudication order of approval back to applicant from the date received by Building technician. Residential plans examiner will issue **Full approval, Conditional approval, Phased approval, Nonconformance approval or Insufficient plans for review**. *Adjudication order must have code sections with comments of items that need to be answered or corrected to meet current code.*
- 4) If plans are given **FULL APPROVAL** to start construction, all plans will be stamped, signed and date approved. Stamped approved plans must be on site for all inspections, until a Certificate of Occupancy or Certificate of Completion is issued.
- 5) If plans are given **Conditional approval, Phased approval, Nonconformance approval or Insufficient plans for review**, Residential Plans examiner must stamp, sign and date with appropriate approval stamp. *Review comments with code section must be accompanied with plans along with the residential appeals process on adjudication order.*
 - a) Applicant **MUST** submit a new application, respond in writing, and answer all review comments along with **two (2) copies** of any construction documents or additional information needed per plan review comments. If applicant doesn't respond to adjudication order, inspections will stop until **FULL APPROVAL** is granted. This will be determined by the Chief Building Official.
 - b) Once the application and the revised plan(s) are received, the process will restart with another thirty (30) day timeframe (see step 2 above). This process will continue until plans are given **FULL APPROVAL**. A Certificate of Occupancy or Certificate of Completion will not be issued if plans have not been given **FULL APPROVAL**.
- 6) Once plans are reviewed and adjudication order issued, plans are to be given to Building technician for issuance of permit. Plans **MUST** remain on job site until Certificate of Occupancy is issued.
- 7) A Certificate of Occupancy or Certificate of Approval will be issued within 48-72 hours once all final inspections are completed and after we receive all completed items required from the applicant.



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 - c) Applicant **MUST** submit a new application, respond in writing, and answer all review comments along with **two (2) copies** of any construction documents or additional information needed per plan review comments. If applicant doesn't respond to adjudication order, inspections will stop until **FULL APPROVAL** is granted. This will be determined by the Chief Building Official.
 - d) Once the application and the revised plan(s) are received, the process will restart with another thirty (30) day timeframe (see step 2 above). This process will continue until plans are given **FULL APPROVAL**. A Certificate of Occupancy or Certificate of Completion will not be issued if plans have not been given **FULL APPROVAL**.
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Commercial (New Construction)

- 1) Applicant will need to get Engineering and/or Zoning Department approval **FIRST**, before submitting to Building Department for review.
- 2) Once approved by Zoning and/or Engineering Department, the applicant can submit to Building Department with a complete Commercial application, approval from Zoning and/or Engineering Department and five (5) copies of plans from an Ohio licensed design professional for review. Building Technician is to review that all Zoning and/or Engineer Department approvals are completed, all applications are filled out completely and legible. Building Technician to date stamp as when the plans were received. This date stamp will start the thirty (30) day timeframe Per Chapter 1 of OBC.
- 3) Plans are to be sent to the Commercial plans examiner (Building, Electrical, Mechanical, Plumbing, Fire systems) for review and conformance to Ohio Building Code (OBC) of current code year. Building Department will have thirty (30) days to review and get adjudication order back to applicant.
- 4) Commercial plans examiner will review and submit review comments back to Chief Building Official. Commercial plans examiner will recommend **Full approval, Conditional approval, Phased approval, Nonconformance approval or Insufficient plans for review**.
- 5) Chief Building Official will review and prepare adjudication order with comments from Commercial plans examiner.
- 6) If plans are given **FULL APPROVAL** to start construction, all plans will be stamped, signed, and date approved. Stamped approved plans must be on site for all inspections, until a Certificate of Occupancy or Certificate of Completion is issued.
- 7) If plans are given **Conditional approval, Phased approval, Nonconformance approval or Insufficient plans for review**, Chief Building Official must stamp, sign, and date with appropriate approval stamp. An adjudication order must accompany plans, along with the Commercial appeals process on the adjudication order. Building Technician to contact applicant and issue permit with what type of approval was granted.
 - a) Applicant **MUST** resubmit new application, respond in writing, and answer all plan review comments along with five (5) copies of any construction documents or additional information needed per plan review comments. If applicant doesn't respond to adjudication order, inspections will stop until full approval is granted. This will be determined by the Chief Building Official.
 - b) Once application and revised plan are received, process will restart with the thirty (30) day timeframe (see step 2 above). This process will continue until plans are given **FULL APPROVAL**. Certificate of Occupancy or Certificate of Completion will not be issued if plans have not been given **FULL APPROVAL**.
- 8) Once plans are reviewed, plans are to be given to Building Technician for issuance of permit. Plans must remain on job site until a Certificate of Occupancy or Certificate of Completion is issued.
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