



COMMERCIAL CONSTRUCTION DOCUMENT/PLAN APPROVAL PERMIT



Permit No. _____

All permit applications must be submitted with two sets of complete drawings. Approved plans and permit must be on the job site and accessible to the inspector. Payments not accepted at time of permit submittal. Payment due after permit has been approved. Checks made payable to the City of Delaware. NOTICE: A separate permit is required for plumbing and may be obtained from the County Health Department. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance or construction. The City of Delaware, by issuing this permit, is not guaranteeing the quality of the materials or the workmanship of the contractor. The City reserves the right to revoke any registration or issue a stop work order for non-compliance with City Codes. List of subcontractors must be provided when submitting this permit.

Commercial Condo (4 or more) Apartment (4 or more)

Address of Project _____

Name of Project _____

Owner of Property _____ Phone _____ E-Mail _____

Emergency contact phone number _____

Parcel Number _____

Contact Information when permit is ready _____

Contractor(Primary/General) _____ Phone _____ E-Mail _____

Architect/Engineer _____ Phone _____ E-Mail _____

Cost of Projects _____ Number of Buildings _____ Does this add Dwelling Units?/# _____ / _____

Board of Zoning Appeal Approval # (If Applicable) _____

Class of Work New _____ Addition _____ Alteration _____ Repair _____ Move _____

Description Of Work: _____

Building Use Group(s) Classification Per OBBC (Circle One)

A1 A2 A3 A4 A5 B E F1 F2 H1 H2 H3 H4 I1 I2 I3 M R1 R2 R3 S1 S2 U

Total (Include Mezzanines) _____ Square Foot

Change of Use From _____ Change of Use To _____ Occupant Load _____

Construction Type (Circle One) 1A 1B 2A 2B 2C 3A 3B 4 5A 5B

Electrical Work (if applies)

New Construction _____ Addition _____ Alteration _____

Size of Service in Amps _____ (service in excess of 400 amps require sealed drawings to be submitted)

Mechanical Work (if applies)

Heating system New _____ Replacement _____ Conversion _____
Pre-Fab Fireplaces (Number) _____ Heating BTU _____ Cooling Tons _____
Type of Fuel _____ Furnaces (Number) _____ Air Handlers _____
Hot Water Boilers _____ Roof Top Units _____ AC Units _____
Infra-Red Radiant Heaters _____ Unit Heaters _____
Electric heat
Baseboard (Number) _____ Ceiling Cable _____ Ray Board _____ Glass Radiant _____
Grease Hoods (Number) _____

Fire Suppression/Protection (if applies)

Describe Proposed System _____ Square Foot _____
Is suppression system required Yes _____ No _____ System Demand _____ GPM
Storage Configuration/Aisle Width _____
Hazard Classification-Light ___ Ord 1 ___ Ord 2 ___ Ex 1 ___ Ex 2 ___ Other _____
New Construction _____ Alteration _____ Repair or replacement _____
Fire Alarm System Yes _____ No _____ Number of stations _____ Existing _____ Proposed
Smoke detectors Yes _____ No _____ Number of detectors _____ Existing _____ Proposed
Sprinklers Yes _____ No _____ Number of heads _____ Existing _____ Proposed
Standpipes Yes _____ No _____ Number _____
Commercial Kitchen Hoods Yes _____ No _____ Number of Heads Proposed _____
Spray Booths Yes _____ No _____ Number of Heads Proposed _____
Fire Detection System Yes _____ No _____ Number of Smoke Detectors _____
Number of Heat Detectors _____ Number of Fire Detectors _____
Smoke Control System Yes _____ No _____ Square footage being suppressed _____

The undersigned is either the property owner or a duly authorized agent of the property owner and do hereby verify the truth and correctness of all facts and information presented with this application and authorize on-site inspections by City Staff.

Owner or Authorized Agent _____ Date _____
Approved By _____ Date _____
Planning/Zoning _____ Date _____
CBO _____ Date _____
Plans Examiner _____ Date _____

COMMERCIAL FEE STRUCTURE- Payment due after approved!

Office Use Only

1.	Plan Review	
A.	New Building/Addition	\$120.00 plus _____ \$.06/sf _____
B.	Alteration/Tenant Space	\$ 60.00 plus _____ \$.03/sf _____
C.	Decks/Accessory Structures	\$ 60.00 plus _____ \$.03/sf _____
D.	Resubmitted Plan Review	\$ 80.00/hr _____
2.	Structural Permit	\$ 60.00 plus _____ \$.04/sf _____
3.	Electrical Permit	\$ 60.00 plus _____ \$.03/sf _____
4.	Heating/Ventilation/Air Conditioning (HVAC)	\$ 60.00 plus _____ \$.02/sf _____
5.	Insulation/Energy Conservation - per gross square foot floor area	\$ 60.00 plus _____ \$.01/sf _____
6.	Fire Suppression System/Fire Protection --per Signaling System/Sprinkler head up to 300 heads	\$ 60.00 plus _____ \$ 5.00 _____
7.	Miscellaneous	\$ 60.00 _____
8.	Re-inspection (each inspection) or Re-issuance (permits/inspections cards)	\$ 40.00 _____
10.	Conditional Occupancy Permit	\$100.00 _____
11.	Certificate of Use and Occupancy (C.O.)	\$ 60.00 _____
12.	TOTAL OF THE ABOVE	\$ _____
13.	State of Ohio Surcharge - 3% of above	\$ _____
	Total Building Permit Fees	\$ _____
14.	Zoning Compliance	\$100.00 plus _____ \$2.00 per 100 sq. ft. over 5,000 sq. ft. _____
15.	Sewer Permit	\$ 25.00 _____
16.	Sewer Capacity Fee (Meter Size _____)	\$ _____
17.	Water Permit	\$ 25.00 _____
18.	Water Capacity (Meter Size _____)	\$ _____
19.	Grade Inspection	\$100.00 _____
20.	Park Exaction	\$ _____
21.	Park _____ Police _____ Fire _____ Municipal _____	\$ _____
22.	Transportation	\$ _____
23.	ERU	\$ _____
24.	GRAND TOTAL	\$ _____

Applicant for Building Permit shall complete items 1 thru 11, which shall be consistent with all information on the Building Permit Application filed by the Applicant. This Form shall be submitted with the Building Permit Application. The Building Official shall verify information in items 1 thru 11, and forward the Development Impact Fee Calculation Form to the Planning Department.

(1) Date _____

(2) Name, Address & Phone of applicant _____

(3) Name of property owner _____

(4) Property parcel number and/or subdivision lot number _____

(5) Date of building permit application/building permit application number _____

(6) Building permit application NO's (internal use only) _____

(7) Amount and type of proposed development

Residential/DU's

single-family, detached _____
 townhouse/duplex _____
 all other _____
Total DU's: _____

Non-Residential/1,000 sq. ft. GFA

Com/shop Ctr 50,000 sf or less _____
 Com/shop Ctr 50,001-100,000 sf _____
 Com/shop Ctr 100,001-200,000 sf _____
 Com/shop Ctr over 200,000 sf _____
 Office/Inst. 25,000 sf or less _____
 Office/Inst. 25,001-50,000 sf _____
 Office/Inst. 50,001-100,000 sf _____
 Office/Inst. Over 100,000 sf _____
 Business Park _____
 Light Industrial _____
 Warehousing _____
 Manufacturing _____
Total Non-residential _____

(8) Development Impact Fee Calculation:

Amount & Type of Land Use	Parks	Police	Fire/EMS	Municipal	Total
Residential Development					
_____ DU's Single-family, detached					
_____ DU's Single-family, detached					
_____ DU's All other					
_____ DU's Total					
Non-Residential Development					
Com/Shop Ctr 50,000 sf or less					
Com/Shop Ctr 51,001-100,000 sf					
Com/Shop Ctr 100,001-200,000 sf					
Com/Shop Ctr over 200,000 sf					
Office/Inst. 25,000 sf or less					
Office/Inst 25,001-50,000 sf					
Office/Inst 50,001-100,000 sf					
Office/Inst over 100,000 sf					
Business Park					
Light Industrial					
Warehousing					
Manufacturing					
Total Amount	\$	\$	\$	\$	\$

Instructions:

- (a) In Column 1, insert the total amount of the proposed development, by land use categories as set forth.
- (b) In Columns 2 through 4, multiply the amount of development by land use category by the applicable Development Impact Fee for that land use category as set forth in the individual public facility Development Impact Fee ordinances currently in effect. (Note that not all land use categories will be filled in for a particular development and therefore that Development Impact Fees need not be calculated for all land use categories listed in Column 1. Note also that not all Development Impact Fees apply to every category of land use, e.g., the Park and Recreation Facilities Development Impact Fees apply only to residential development)
- (c) At the bottom of Columns 2 through 4, the total Development Impact Fees by public facility will be shown.
- (d) In Column 5, the total Development Impact Fees for all public facilities by land use category will be shown.
- (e) At the bottom of Column 5, the "grand total" of all Development Impact Fees to be imposed on the proposed development will be shown.

(9) Exemption requested [Exemption must be requested at time of Application for Building Permit]:

Yes No

[If yes, include copy of Form B-Request for Exemption From Development Impact Fees.]

(10) Offset requested: [Offset must be requested at time of Application for Building Permit]:

Yes No

[If yes, include copy of Form C - Request for Offset Form]

(11) All information submitted by applicant is true and accurate:

[Applicant Signature]

[Date]

STOP. THE FOLLOWING CERTIFICATIONS ARE TO BE COMPLETED BY THE PLANNING DIRECTOR AND OTHER CITY DEPARTMENTS, STAFF AND OFFICIALS, AS APPROPRIATE.

[ACTION - TRANSFER OF FORM AND SUPPORTING MATERIALS FROM BUILDING OFFICIAL TO PLANNING DIRECTOR]

(12) Date of receipt of development impact fee calculation form:

(13) Building permit official verification of items 1 through 11 and transfer of form to planning director. Date:

(14) Form A reviewed by:

Name:

Title:

Department:

(15) Initial development impact fee calculation reviewed by Planning Director:

Date: _____;

Approved

Disapproved

If disapproved, explain why:

If disapproved, provide revised Development Impact Fee calculation: \$ _____ and notify Applicant.

(16) If exemption was requested, Form B, request for exemption and supporting documentation reviewed by:

Name:

Title:

Department:

(17) Exemption request review completed:

Date:

(18) ACTION BY CITY ON REQUEST FOR EXEMPTION:

Approved

Approved, subject to the following conditions:

Denied

Inadequate information on which to base a decision [specify additional information needed]: _____

(19) IF OFFSET WAS REQUESTED, FORM C, OFFSET REQUEST AND SUPPORTING DOCUMENTATION REVIEWED BY:

Name:
Title:
Department: _____

(20) OFFSET REQUEST REVIEW COMPLETED: Date:

(21) ACTION BY CITY ON REQUEST FOR OFFSET:

Approved
 Approved, subject to the following conditions:

Denied
 Inadequate information on which to base a decision [specify additional information needed]: _____

(22) IF APPROVED OR APPROVED SUBJECT TO CONDITIONS, AMOUNT OF EXEMPTION/OFFSET (BY PUBLIC FACILITY DEVELOPMENT IMPACT FEE)

Public Facility	Amount of Fee Pursuant to Form A (Without Exemption or Offset)	Exemption/Offset Amount	Revised Final Development Impact Fee
Parks and Recreation	\$	\$	\$
Police	\$	\$	\$
Fire/EMS	\$	\$	\$
Municipal	\$	\$	\$
TOTAL:	\$	\$	\$

(23) FINAL DEVELOPMENT IMPACT FEE CALCULATION VERIFICATION, INCLUDING EXEMPTION, IF APPROVED BY MAYOR AND CITY COUNCIL AND OFFSET, IF APPLICABLE AND APPROVED:

[Planning Director Signature]

[Date]

(24) FINAL DEVELOPMENT IMPACT FEE CALCULATION AGREED TO BY APPLICANT:

[Applicant Signature]

[Date]