

# **Engineering, Planning & Building Department City of Warren, Ohio**

540 Laird Ave., S.E. Warren, Ohio 44484

Phone: (330) 841-2617 – Fax: (330) 841-2614

## **Procedures for Commercial Plan Review**

Commercial and Industrial Plans shall be submitted to the Building Department. The plans are submitted accompanied by an application for permit, along with a processing fee of fifty dollars. Please make your check payable to City of Warren. The building department will not approve any documents that have not been prepared and properly sealed by an Ohio architect or professional engineer. Typically, three sets are submitted. Four sets are submitted when food service is involved with a project. One set remains with the Building Department, one set each is forwarded to the Fire and Health Departments. One set will be sent to the project site accompanied with the permit card UPON APPROVAL.

The project site drawings are forwarded to a State Certified Plans Examiner for review. An application for permit and any specification books for the project accompany the drawings. The drawings are reviewed per the 2002 Ohio Building Code.(or most current mandated edition of the OBC) Items found not to be in compliance with applicable codes are forwarded back to the applicant, and are re-submitted to the building department for final approval.

The Building Department circulates a copy of the plans through the Engineering, Planning, Water and W.R.A.P. departments where applicable. Most plans can be reviewed within a two-week period. When approved, as noted, minor items may be addressed with an addendum letter. When plans are denied, deficiencies shall be corrected on the drawings and resubmitted to the building official for approval before any construction can be commenced.

Incomplete applications submitted to the Building Department for Plan Review will be returned and will have to be resubmitted. This obviously will DELAY the entire process. PERMITS can only be issued to Registered Contractors pursuant to CODIFIED ORDINANCES OF WARREN, OHIO 1305.015. **DO NOT DELAY REGISTERING. ALL CONSTRUCTION COMMENCED BEFORE OBTAINING PERMITS IS SUBJECT TO ALL APPLICABLE FINES IN ACCORDANCE WITH CODIFIED ORDINANCES OF WARREN, OHIO 1307.08 FAILURE TO OBTAIN PERMITS.**

**IMPORTANT REMINDER: Construction Documents that are submitted to the building department for approval shall be accompanied by the following:**

- **The required number of sets of construction documents properly sealed and signed.**
- **Completed and signed five (5) page application for plan examination and building permit.**
- **Processing Fee of fifty dollars (\$51.50) check or money order (no cash) made payable to City of Warren.**