

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

540 Laird Ave., S.E. Warren, Ohio 44484 Phone (330) 841-2617
Christopher A. Taneyhill, Building Official

Plan Examination Submittal Process

Construction documents and all other data shall be submitted to the Building Official. The construction documents and all other data are submitted, accompanied with an application for plan examination, along with a processing fee of fifty one dollars and fifty cents \$51.50. 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. Occupant loads are required to be on the construction documents for all submittals. Do not state that the occupant load is existing when submitting for alterations.

WHAT AM I REQUIRED TO SUBMIT?

1. Non Residential Plan Examination Application. Completed in its entirety.
2. Processing fee of \$51.50. Check or money order payable to: City of Warren
3. Two sets of construction documents and all other pertinent data, energy calcs. Etc.
4. Two project manuals when applicable.
5. Required shop drawings when applicable.
6. Project specific: A STATEMENT OF SPECIAL INSPECTIONS and TESTING shall be prepared by the design professional in accordance with the Ohio Building Code and contain all of the required information.
7. A PROJECT PERMIT SIGN OFF SHEET form shall be submitted to the building official by the owner or the owners authorized representative, with the applicable department head approval signatures. The building official cannot issue the building permit until the form has been returned with the applicable department head signatures.

Non-Residential Plan Examination Application

City of Warren, Ohio

Engineering, Planning & Building Department

540 Laird Avenue S.E. Warren, Ohio 44484

Phone: (330) 841-2916 – Fax: (330) 841-2614

1. Job Information

Job Address: _____ Unit No. or Letter: _____

City: _____ State: _____ Zip: _____

Mall, Strip Mall, Plaza, Hospital or Building Name (if applicable): _____

Current or Last Known OBC Use Group _____ (existing building or space)

Proposed OBC Use Group(s) _____

Project Size in Square Feet _____

OBC Type of Construction _____

Design Occupant Load _____

Estimated Building Valuation/Improvement cost _____

What method was used to determine estimated cost? _____

2. Building Owner/Firm

Name as appears on mortgage, title, or property deed: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

3. Occupant Information

Occupant Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Business name as it will appear on building signage or in directories: _____

4. Design Professional

Company Name: _____

Designers Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

5. Is this project located in the flood plain? YES _____ NO _____

If yes, you are required to submit all necessary documentation and elevations of the lowest floor elevations, including a completed FEMA Elevation Certificate.

6. Design Review Letter of Approval (Where applicable in Downtown District)

Warren Redevelopment and Planning, Executive Director (330) 841-2566

Plans must reflect changes as modified by the Conditions of Approval.

7. Food Service/Establishment, Flea Market, Organizational Vendor's, Special Use Licenses.

Food service/establishment licenses must be obtained from the City of Warren Health Department where any products, sold or given away, are foodstuffs. For more owner information please contact the health department offices (330) 841-2611.

Plan Submittal Check List: Incomplete applications will be returned to the applicant when the following are not included to begin the examination process.

- Non-Residential Plan Examination Application **(completed in its entirety)**.
- Two 2 sets of properly sealed drawings, signed and dated.
- Two Specification Manuals (if applicable to the project).
- Construction documents shall designate the number of occupants to be accommodated on every floor, and in all rooms and spaces.
- Maximum Design Occupant Load shall be on the Construction Documents.
- Project name and address including unit number (if applicable) shall be identified on the title page of the construction documents.
- \$51.50 Processing Fee. Payable to the City of Warren. The processing fee shall be submitted for each submittal and each re-submittal required to resolve issues resulting from correction letters.

I hereby certify that the proposed work is authorized by the building owner of record, and that I have been authorized by the owner to make this application as his or her authorized agent, and we agree to conform to all applicable laws of this jurisdiction.

I hereby acknowledged that this is an application for the plan examination process and not an approval to commence with construction. Building permits are required.

Applicant (Print Name)	Applicant (Signature)	Date
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Phone No: _____ Fax No: _____

* Applicant E-mail _____

The applicant will receive all plan examination comments from the building official.

PROJECT PERMIT SIGN OFF SHEET
(OBC 107.2)
City of Warren, County of Trumbull, Ohio

Work shall not proceed until each stage of construction has been verified after inspection and is constructed according to the approved plans.

Note: The Certification of Plan Approval issued by the building department shall be posted by the owner at the job site per OBC 107.

Date Issued:	Permit / Project No.
Address of Project:	Owner Name / Address: (ORC 3791.04)
Plan Approval Certification:	Planning and Zoning Approval:
Christopher A. Taneyhill, Building Official Telephone:(330)841-2617 Email:inspect1@warren.org	John May, Planning Coordinator Telephone:(330)841-2582 Email:jmay@warren.org
Engineering Department Approval:	Water Department Approval:
Paul Makosky, Director of Engineering Telephone:(330)841-2973 Email:pmakosky@warren.org	Franco Lucarelli, Director of Water Department Telephone:(330)841-2710 Email:flucarelli@warren.org
Health Department Approval:	Architectural Review Board Approval:
Bob Pinti, Deputy Health Commissioner Telephone:(330)841-2592 Email:bpinti@warren.org	Anthony Iannucci, Architectural Review Board Telephone:(330)841-2566 Email:aaiwrap@earthlink.net
Flood Plain Approval:	Fire Department Review: (Approval if Required)
Christopher A. Taneyhill, Flood Plain Administrator Telephone:(330)841-2617 Email:inspect1@warren.org	Kenneth Nussle, Fire Chief Telephone:(330)841-2547 Email:knussle@warren.org
Water Pollution Control Approval:	
Ed Haller, Director of Water Pollution Control Telephone:(330)841-2765 Email:ehaller@warren.org	