



**County Engineer
Environmental Engineer**
233 W. Sixth Street
Marysville, Ohio 43040
P 937. 645. 3021
F 937. 645. 3161

www.unioncountyohio.gov/engineer

Building Department
233 W. Sixth Street
Marysville, Ohio 43040
P 937. 645. 3018

Marysville Operations Facility
16400 County Home Road
Marysville, Ohio 43040
P 937. 645. 3017
F 937. 645. 3111

Richwood Outpost
190 Beatty Avenue
Richwood, Ohio 43344

Public Service with integrity

Commercial Submittal Checklist

(All fees are subject to a 3% charged collected on behalf of the Ohio Board of Building Standards)

- Original application fully completed with correct building site address: <https://unioncountyoh.portal.opengov.com/>
- Nonrefundable application & plan review fee due at time of submittal (payable to the Union County Building Dept.)
(Fee schedule can be found on the County website at: <https://www.unioncountyohio.gov/building-regulation-1>)
- Plumbing permits are obtained through the Union County Health Department (<https://uchd.net/plumbing>)

ALL SUBMITTALS REQUIRE COMPLETE DRAWING SET STAMPED BY DESIGN PROFESSIONAL(S), WITH THE FOLLOWING INFORMATION AS APPLICABLE:

- Copy of zoning permit from the municipality or township (one copy only)
- Participating fire department jurisdictions require their own copy of fire protection system plans
- A site plan drawn to scale showing the size and location of new construction and all existing structures on the site, including all property and interior lot lines, distances from lot lines, the locations of the nearest streets, the established street grades, types and sizes of all utility lines, the elevations of all finished grades and ADA accessibility routes.
- Drawing Index
- Code analysis sheet including (but not limited to) building construction type, use occupancy classification, allowable building area and height requirements, building occupant load, and plumbing fixture analysis
- Information to identify all flood hazard areas associated with the project.
- Complete floor plans for all floors, basements, attics and showing all relevant information for egress and occupancy.
- Detailed building envelope design
- Com-check (if applicable)
- Building elevations (interior & exterior as applicable)
- Building finishes information
- Door schedule & door hardware information
- Glazing schedule & details
- ADA accessibility information per applicable codes
- Building & wall section details
- Structural plans, details & load analysis
- Fire suppression & alarm information (including occupancy hazard classification, etc.)
- Fire resistance ratings of all building elements as required by code with substantiating data and details
- Complete descriptions of all mechanical and electrical systems (including fuel-gas information)
- Additional drawings or information as applicable for plan review

9/27/2024