



**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

Residential Digital Plan Review Application Checklist

The following requirements must be met for the application to be considered complete to be assigned for plan review:

1. Complete plan application in Opengov.
2. Upload one (1) compiled pdf of all required plan drawings in the correct orientation to the attachments section in Opengov & labeled appropriately. Please submit the following documents in the order below as applicable:
 - a. Property Plot Plan / Site Plan (minimum size 11x17 inches)
 - b. Building Plans (minimum size 11x17 inches)
 - c. Gas Line Drawings (minimum size 11x17 inches)
 - d. Light Vent Schedule (if not included in the plans, minimum size 8.5x11 inches)
 - e. Manual J's (minimum size 8.5x11 inches)
 - f. HVAC Drawings (minimum size 11x17 inches)
 - g. Electrical Drawings (must include meter base detail and service panel with load calculations, minimum size 11x17 inches)
 - h. Floor System Layout (if other than nominal thickness lumber rafters noted on plans, minimum size 11x17 inches)
 - i. Stamped Truss Shop Drawings (if other than nominal thickness lumber rafters noted on plans, minimum size 8.5x11 inches)
 - j. Truss Layout Detail Drawings (minimum size 11x17 inches)
 - k. IECC Envelope Design (8.5x11 inches)
 - l. For 24" x 36" drawing sets, maintain a 2.5" wide by 3" high blank space in the same spot of every sheet on the right-hand side of the plans for the Union County Building Dept. review stamp to be applied.
 - m. For 11" x 17" drawing sets, maintain a 1" wide by 2" high blank space in the same spot of every sheet on the right-hand side of the plans for the Union County Building Dept. review stamp to be applied.
 - n. No ZIP files
3. Please upload the following documents separately to the attachments section & label appropriately (as applicable)
 - a. Geotech Report
 - b. Any required cut sheets (ex. equipment specifications, as applicable)
4. When the above requirements are met, and all application & plan review fees have been paid, the plans will be assigned to the plans examiner's queue.

*Please note that if any of the above requirements are not met, the plan review application will not be considered complete and will not be reviewed.

Commercial Digital Plan Review Application Checklist

The following requirements must be met for the application to be considered complete to be assigned for plan review:

1. Complete plan application in Opengov.
2. Upload one (1) compiled pdf of all required plan drawings in the correct orientation, in logical order, to the attachments section in Opengov & labeled appropriately
 - a. All Architectural, Mechanical, Electrical, Fire Suppression, and Fire Alarm drawings (as applicable) must have design professional stamp present on every page of the drawings.
 - b. Maintain a 2.5" wide by 3" high blank space in the same spot of every sheet on the right-hand side of the plans for the Union County Building Dept. review stamp to be applied.
 - c. No ZIP files
3. Please upload the following documents separately to the attachments section & label appropriately (as applicable)
 - a. Statement of Special Inspections
 - b. Energy Compliance Report (ComCheck)
 - c. Geotech Report
 - d. Any required cut sheets (i.e. fire suppression cut sheets, fire suppression hydraulic calculations or fire alarm cut sheets)
4. When the above requirements are met, and all application & plan review fees have been paid, the plans will be assigned to the plans examiner's queue.

*Please note that if any of the above requirements are not met, the plan review application will not be considered complete and will not be reviewed

Digital Plan Review Application Checklist for Revisions & Resubmittals

1. Email the permit team at building@unioncountyohio.gov. Please include the Record ID # or Permit # in the subject line (ex. CPR-24-001). In the email, provide a brief description of the submittal (revision or resubmittal) and a brief scope of work/changes to the plans.
2. In the opengov plan review application, please upload one (1) compiled, complete set of the plans to the attachments section labeled with the associated Revision or Resubmittal.
 - a. All drawings must be in the correct orientation, in logical order, and no zip files
 - b. Please note that the full revised drawing set must be uploaded (unless otherwise noted by the plans examiner)
 - c. Maintain required blank space in the same spot of every sheet on the right hand side of the plans for the Union County Building Dept. review stamp to be applied (2.5" wide x 3" high blank space for 24x36 plans, or 1" wide x 2" high blank space for 11x17 plans)
 - d. All revisions should be clouded and clearly identified
3. Please upload separately to the attachments the Resubmittal/Revision Form and the Correction Response Letter (as applicable)
4. When the above requirements are met, the plans will be assigned to the plans examiner's queue.

*Please note that if any of the above requirements are not met, the plan review application will not be considered complete and will not be reviewed.

Documentation required onsite after obtaining Building Permit

1. After you have received digital plan approval, you will be responsible for printing the full approved plan file in the attachments section and it must be available onsite during time of inspection
 - a. Please make sure that the 8 ½” by 11” documents included in the compiled Plan Approval File are printed out to true size in correct orientation.
 - b. All drawings must be legibly printed out to their true size, in the correct orientation, and original document order as submitted (i.e. 24” x 36” drawings).
 - c. The full approved document must be stapled together on the left side and the pages are required to be in the order as indicated in the issued digital plan approval file.
2. Upon receipt of the building permit, you are also required to print the building card and have it available onsite during time of inspection.
 - a. Please ensure that the building card is printed on a durable material suitable for the environment (i.e. cardstock).
 - b. Must be printed out at 8 ½” by 11” size and correct orientation.
 - c. Please make sure it is legibly printed for clear reading and documentation.
 - d. Please ensure that both sides of the building card are printed appropriately, including the lined back page of the card for additional inspection notes/information.
 - e. At current, there are no specific requirements for color or other attributes not already mentioned above.

*Please note that if the building card is lost or destroyed, additional administrative fees may be assessed, and the card will need to be printed & reverified by the permit team in office.