



City of Dayton  
 Department of Economic Development  
 Division of Building Inspection  
 One Stop Center

371 W. Second St.  
 Dayton, Ohio 45402  
 Phone: 937-333-3883  
 Fax: 937-333-4284

## Building / Zoning Application

Project address \_\_\_\_\_

Applicant \_\_\_\_\_

Applicant address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ ZIP \_\_\_\_\_

Federal I.D. # \_\_\_\_\_

Person to contact \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_

**PERMIT #** \_\_\_\_\_

Occupant or Project Name \_\_\_\_\_

Property Owner \_\_\_\_\_

Owner Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ ZIP \_\_\_\_\_

Agent's Name \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

**SEPARATE PERMITS ARE REQUIRED FOR ANY FIRE PROTECTION SYSTEMS, WRECKING, ELECTRICAL, HEATING, OR PLUMBING WORK**

Commercial plan review fee must be paid at the time of application. Fees are based on the value of the project. Enter the estimated value of the work represented on the drawings that accompany this application.

I certify the information contained in this form is complete and accurate, and the work will be done as described hereon, and in accordance with the laws and ordinances of the City of Dayton.

Applicant's signature and date \_\_\_\_\_

Project Value  
 \$ \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY**

<b>AREA (SF):</b>	<b>CONST. TYPE:</b>	<b>USE GROUP:</b>	<b>NO. OF PLANS SUBMITTED:</b>
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**PROJECT/ZONING DESCRIPTION:**

  
  
  

	ASSIGN	REJ	APPROVED	DATE
ZONING	/			
ENGINEERING	/			
ADDRESS	/			
FIRE PREV.	/			
STRUCTURAL	/			
WATER ENG.	/			
PLUMBING	/			
HEATING	/			
ELECTRICAL	/			
HEALTH	/			
FIRE DEPT.	/			

BPIO \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
 LOT # \_\_\_\_\_ ATLAS \_\_\_\_\_

DATE STAMP

  
  
  

ZONING DISTRICT: \_\_\_\_\_ OVERLAY: \_\_\_\_\_  
 BZA CASE #: \_\_\_\_\_ PLAN BRD CASE #: \_\_\_\_\_

PLAN FILE # \_\_\_\_\_

## REQUIREMENTS FOR SUBMITTING BUILDING PLANS

A minimum of three (3) sets of plans are required for all Commercial and Residential Projects. Two (2) sets are required for separate submittals of mechanical work (HVAC, Electric, Plumbing) and for all fire suppression and alarms.

For commercial projects, the **Design Professional's signature and SEAL** must be on all plans.

If the project will require permits for Electrical, HVAC, or Plumbing, the schematics must be submitted with your plans. PLANS **WILL NOT BE ACCEPTED** WITHOUT ALL NECESSARY INFORMATION. SEE CHECKLIST BELOW:

- |  |   |
|--|---|
| <input type="checkbox"/> Site Plan           | <input type="checkbox"/> HVAC Schematic       |
| <input type="checkbox"/> Building Code Notes | <input type="checkbox"/> Plumbing Schematic   |
| <input type="checkbox"/> Accessibility*      | <input type="checkbox"/> Structural Plans     |
| <input type="checkbox"/> Architectural Plans | <input type="checkbox"/> Electrical Schematic |

\* New construction, additions and changes in occupancy of buildings must meet ICC A117.1 Accessibility Guidelines, including: handicap accessible restrooms, entrance ramps and parking spaces. These items must be shown on the plans for approval.

Separate plan submittal (two sets of drawings) is required for the following types of projects.

- Fire Suppression w/Calculations
- Fire Alarm System w/Strobes & Horns and calculations
- Kitchen Hoods

### PERMIT FEES

**COMMERCIAL PLAN REVIEW FEES will be collected when plans are submitted.**

Plan Review fees are 0.1% of the permit fee basis, with a minimum fee of \$30.00, plus a 3% State surcharge.

**Building permit fees are calculated in accordance with the "BOCA" type of construction method using the use group, the type of construction and the square footage of the project or based on the project cost.**

#### Calculations for all other permits:

**Note:** A State of Ohio surcharge will be added to all the following fees. The state surcharge is 3% for commercial projects and 1% for residential projects.

For costs less than \$2000, the permit fee shall be \$35.00 (\$60.00 minimum for mechanical permits) plus the State of Ohio surcharge.

For costs \$2000 but less than \$100,000, the fee shall be \$35.00 plus 1.0% of the costs in excess of \$2000.

**Example:** (cost minus \$2000) x .010 + \$35.00 = fee + the state surcharge.

For costs \$100,000 or more, the fee shall be \$1015.00 plus 0.50% of the cost in excess of \$100,000.

**Example:** (cost minus \$100,000) x .0050 + \$1015.00 = fee + the state surcharge.

#### Zoning Certificate Fee:

Zoning certificate fees are charged on all building permits. Zoning fees are 0.2% of the cost, with a minimum fee of \$75.00. (*The state surcharge is not added to this fee.*)

**Example:** cost x .002 = fee, \$75.00 minimum fee.

#### Additional Fees:

- Revisions to Plans - A minimum fee will be charged for the second and subsequent filing of changes and/or additions of \$150.00 for commercial and \$75.00 for residential plans.  
  
Certificate of Use and Occupancy (CUO) – The fee is \$203.30 for commercial or \$100.60 for residential property. For a replacement CUO, the fee is \$36.05 for commercial or \$35.35 for residential. The Ohio State surcharge is included in the fee amounts shown. Fees for time limited occupancy CUOs will also include a \$50.00 inspection fee and a \$30.90 plan review fee.
- Construction Water is charged for all **NEW** construction. Call the Department of Water for more information at 937-333-6804 or 937-333-3749.  
  
Special Inspections - Inspections to assess vehicle, fire, or wind damage to buildings and to assess property listed as a nuisance by Housing Inspection are limited to 1-, 2-, and 3-family dwellings with a fee of \$50.00 for the inspection. All other structures must have an assessment made by a licensed professional registered with the State of Ohio.