

**CITY OF PORTSMOUTH, OH APPLICATION  
FOR CERTIFICATE OF PLAN APPROVAL**

- |  |               |
|--|---------------|
| <input type="checkbox"/> STRUCTURAL/MECHANICAL | ENTER NUMBER  |
| <input type="checkbox"/> ELECTRICAL            | SHEETS IN ONE |
| <input type="checkbox"/> FIRE ALARM/SPRINKLERS | SET OF YOUR   |
| <input type="checkbox"/> PLUMBING              | DRAWINGS      |
| <input type="checkbox"/> TEMPORARY OCCUPANCY   | _____         |
| <input type="checkbox"/> SPECIAL INSPECTION    |               |
| <input type="checkbox"/> BACKFLOW              |               |

SUBMIT ONE APPLICATION FOR EACH BUILDING OR STRUCTURE. PLEASE PRINT OR TYPE BOTH SIDES. ALL SECTIONS MUST BE COMPLETED.

OWNER OF BUILDING \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

TELEPHONE No. \_\_\_\_\_

NAME OF BUSINESS AND DESCRIPTION OF PROJECT \_\_\_\_\_

CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

LOCATION, LANDMARKS AND DIRECTIONS \_\_\_\_\_

IS LOCATION IN INCORPORATED CITY/VILLAGE  
 YES  
 NO

NATURE OF JOB: \_\_\_\_\_ NEW \_\_\_\_\_ ALTERATION  
 \_\_\_\_\_ ADDITION \_\_\_\_\_ CHANGE OF USE

1. PREVIOUS STATE BUILDING PERMIT # \_\_\_\_\_
2. IDENTICAL STATE BUILDING PERMIT# \_\_\_\_\_
3. PRELIMINARY PLAN REVIEW # \_\_\_\_\_

IS PROJECT LOCATED IN A FEMA FLOOD PRONE AREA  
 YES  
 NO

IF YES, BASE FLOOD ELEVATION \_\_\_\_\_ ZONE A \_\_\_\_\_ ZONE B \_\_\_\_\_  
 FEMA VARIANCE GRANTED \_\_\_\_\_ (ATTACH COPY)

TYPE OF CONSTRUCTION:  
 \_\_\_\_\_ 1A \_\_\_\_\_ 1B \_\_\_\_\_ 2A \_\_\_\_\_ 2B \_\_\_\_\_ 2C  
 \_\_\_\_\_ 3A \_\_\_\_\_ 3B \_\_\_\_\_ 4 \_\_\_\_\_ 5A \_\_\_\_\_ 5B

CURRENT OBBC Use Group \_\_\_\_\_

PROPOSED Use Group: \_\_\_\_\_ A1 \_\_\_\_\_ A2 \_\_\_\_\_ A3 \_\_\_\_\_ A4 \_\_\_\_\_ A5  
 \_\_\_\_\_ B \_\_\_\_\_ E \_\_\_\_\_ F1 \_\_\_\_\_ F2 \_\_\_\_\_ H1 \_\_\_\_\_ H2 \_\_\_\_\_ H3 \_\_\_\_\_ H4  
 \_\_\_\_\_ 11 \_\_\_\_\_ 12 \_\_\_\_\_ 13 \_\_\_\_\_ M \_\_\_\_\_ R1 \_\_\_\_\_ R2 \_\_\_\_\_ R3  
 \_\_\_\_\_ S1 \_\_\_\_\_ S2 \_\_\_\_\_ U

COST OF WORK COVERED BY THIS APPLICATION  
 \$ \_\_\_\_\_

Signature of Applicant/Title/Date \_\_\_\_\_

CPA No: \_\_\_\_\_ COUNTY \_\_\_\_\_

NAME OF SUBMITTER \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

TELEPHONE \_\_\_\_\_

TO CALCULATE FLOOR AREAS :

- A. MEASURE TO OUTSIDE WALLS FOR DIMENSIONS
- B. INCLUDE SUPPORTED CANOPIES AS MEASURED FROM THE CENTERLINES OF THE FURTHEST COLUMNS OR SUPPORTS
- C. DO NOT INCLUDE ROOFS OR CANOPIES WHICH CANTILEVER FROM BUILDING

CHECK APPROPRIATE FLOOR TOTAL SQ. FT. PER FLOOR

A. BASEMENT \_\_\_\_\_

B. FIRST FLOOR \_\_\_\_\_

C. MEZZANINE \_\_\_\_\_

D. OTHER (S)=2+3+4+5 \_\_\_\_\_

E. TOTAL SQUARE FT \_\_\_\_\_

**FEES TO BE PAID**

STRUCTURAL FEES :

A. \$200 PROCESSING FEE \_\_\_\_\_

B. \$7.50 PER 100 SQ. FT. \_\_\_\_\_

C. \$150 SPECIAL INSPECTION \_\_\_\_\_

MECHANICAL FEES :

A. \$200 Processing Fee \_\_\_\_\_

B. \$ 4.50 per 100 sq. ft. \_\_\_\_\_

ELECTRICAL FEES :

A. \$200 PROCESSING FEE \_\_\_\_\_

B. \$4.50 PER 100 SQ. FT. \_\_\_\_\_

C. \$150 SPECIAL INSPECTION \_\_\_\_\_

SPRINKLER FEES :

A. \$200 PROCESSING FEE \_\_\_\_\_

B. \$4.50 PER 100 SQ. FT \_\_\_\_\_

INDUSTRIAL UNIT FEES :

A. \$150 PROCESSING FEE \_\_\_\_\_

B. \$1.30 PER SQ. FT \_\_\_\_\_

BOARD OF BUILDING STANDARDS

A. TEMPORARY OCCUPANCY \_\_\_\_\_

PLUMBING FEES: SEE REVERSE SIDE

PLUMBING FEES TOTAL \_\_\_\_\_

TOTAL FEES \_\_\_\_\_

3% REQUIRED STATE FEE \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

FOR OFFICE USE ONLY

DATE PAYMENT RECEIVED \_\_\_\_\_ CHECK No. \_\_\_\_\_

BUILDING OFFICIAL \_\_\_\_\_

**Plumbing Fees:**

Fees for New Construction Additions:

Processing Fee: \$ 200.00

Plumbing Permit Fees:

Application for permit: \$ 50.00

Each Trap or Fixture,  
Appliance, device or apparatus \$ 15.00

Plan Evaluation Fee:

1 through 20 fixtures \$ 40.00

21 through 40 fixtures \$ 60.00

41 through 59 fixtures \$ 80.00

60 or more fixtures \$ 100.00

Total Plumbing Fees: \$ \_\_\_\_\_

*Carry Total to Front side*

**Re-inspection Fee**

**Whenever a re-inspection is made necessary by the failure of the applicant or plumbing contractor to have the work ready for inspection when so reported, or by reason of faulty or improper installation, such person shall pay a fee of thirty-seven dollars and fifty cents (\$37.50) for each inspection.**