

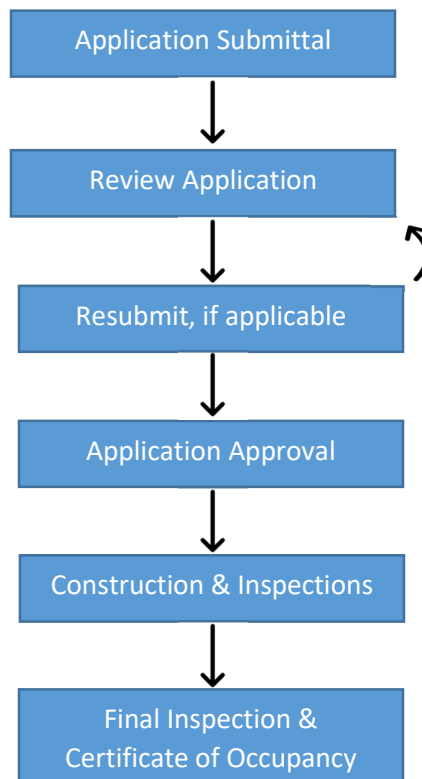
City of Portsmouth

Commercial Building Permit



Application packet for:

- Non-Residential Buildings
- Multi-Family Dwelling Buildings



*City of Portsmouth | Engineering Department
728 2nd Street, Room 25 | Portsmouth, OH 45662
Phone: 740-354-7557 | Fax: 740-354-5383*

The following information and instructions are included in this packet:

1. Commercial Building Permit Process Flowchart.
2. Instructions for Obtaining a Commercial Building Permit.
3. Commercial Building Permit Fee Schedule.
4. Commercial Permit Inspections Reference Guide.
5. Commercial Building Permit Application including Plumbing Fee Schedule and Sub-Contractor Information.
6. Information for Building Uses and Construction Types.

Commercial Building Permit Process

Application Submittal

1. Download from website or pick up a building permit packet from the building department.
2. Fill out application and submit plans, if applicable.
3. Pay permit fees at the building department.

Application/Plan Review

4. Internal review will consist of a review of zoning requirements and right-of-way encroachment.
5. If a plan review is required, the plans will be sent to the building official which is an outside consultant working for the building department.
 - a. The building official is permitted by the state to review the plans within 30 days of submittal.
 - b. Plan review usually takes 2-3 weeks for review.
6. If corrections are needed, the building official will send an adjudication letter stating why the plans are not compliant.
7. The applicant will then be required to make changes to the plans and resubmit for another plan review starting the review process over again.

Plan Approval

8. If the plans are approved, the building department will contact the applicant.
9. Applicant will return to the building department and pay the plan review fee and pick up the approved set of plans.
10. The building department will give the applicant the building permit, the inspection card with the required inspections, and the building permit placard to be posted on the premises.

Construction/Inspections

11. After all fees have been paid and plans picked up, construction may begin on the property.
12. A copy of the approved plans, inspection card, building permit, and placard must be onsite at all times during construction.
13. Call the building department to schedule inspections for each phase of work completed, refer to inspection card.
 - a. When scheduling, you will need the permit number and the property address.
14. In house inspections will be done the next business day, if possible. Inspections requiring the consultant are limited to Tuesdays and Thursdays each week.

Project Closeout

15. After all final inspections are completed, **RETURN THE COMPLETED INSPECTION CARD** to the building department.
16. The building department will close the permit and issue a Certificate of Occupancy or Certificate of Completion if desired.



Instructions for Obtaining a Commercial Building Permit

City of Portsmouth, Engineering Department

728 2nd Street, Room 25, Portsmouth, OH 45662

Phone: 740-354-7557 Fax: 740-354-5383

This permit is used for:

- Non-Residential Buildings
- Multi-Family Dwelling Buildings

All construction must comply with zoning and building requirements. All city ordinances pertaining to zoning and building code may be viewed online at:

Portsmouth Zone Code – Section 11

https://codelibrary.amlegal.com/codes/portsmouth/latest/portsmouth_oh/0-0-0-16250

Portsmouth Building Code – Section 13

https://codelibrary.amlegal.com/codes/portsmouth/latest/portsmouth_oh/0-0-0-18156

1. **Submit a commercial building permit application** to the engineering department for review and/or plan approval. For interior work only, no site plan is required. Depending on the type of work, building plans may be required and prepared by a registered design professional.
2. **Building permit fees** are based on the attached fee schedule and are due upon submission of the application.
3. **Plan Review and Resubmittal Process.** If the building project requires plans that need reviewed, a Plan Review Fee will be assessed after the plans have been reviewed by the building official. The plans may be approved or require corrections and re-submitted. Each submittal will require a plan review fee.
4. **Plan Approval.** When the plans are approved, the applicant will be notified by the engineering department. The applicant may pick up the approved plans, inspection card, building permit, and permit placard at the engineering department after paying the plan review fee.

Additional Notes to Contractors or Owners acting as Contractor

- Contractors **MUST** have current registration with the engineering department.
- The inspection card and an approved set of plans must remain onsite at all times during construction.
- Permits are not transferable nor refundable.
- Permits will expire in 1 year for new construction or 6 months for alterations/repairs under \$10,000.
- A Certificate of Occupancy or Certificate of Completion may be obtained after all permits issued have approved final inspections, all fees have been paid, and site work completed.
- Other permits may be required such as a Right-of-Way permit and Floodplain Development permit.
- If building in the Historic Boneyfiddle District, a Certificate of Appropriateness from the Design Review Board must be obtained prior to the start of any work.
- All grading shall not adversely affect drainage of adjoining property owners or public right-of-way.
- All permits will expire after one (1) year of inactivity.
- Notify the Ohio Utility Protection Services (OUPS) 48 hours before any excavation work begins.
 - OUPS 1-800-362-2764 or 8-1-1

Commercial Building Permit Fees

Round up all square footages to the next 100 SF (108 SF rounds up to 200 SF)

Description	Base Fee	Unit Rate Fee	Total Fee
Structural Fees			
Processing Fee per Structure	\$275.00	\$10.50 per 100 SF x	
Industrialized Unit Processing Fee	\$200.00	*\$1.75 per 100 SF x	
Other Items (no plans required)	\$90.00		
Mechanical Fees			
Processing Fee per Structure	\$275.00	\$6.50 per 100 SF x	
Other Items (no plans required)	\$90.00		
Electrical Fees			
Processing Fee per Structure	\$275.00	\$6.50 per 100 SF x	
Processing Fee per Structure	\$275.00	\$6.50/Linear FT x	
Other Items (no plans required)	\$90.00		
Plumbing Fees			
Processing Fee per Structure	\$275.00	\$20/fixture (See Worksheet A)	
Other Items (no plans required)	\$90.00		
Miscellaneous Fees			
Sprinkler System	\$275.00	\$6.50 per 100 SF x	
Fire Alarm System	\$275.00	\$6.50/Alarm Device x	
New Cell Tower	\$275.00		
Upgrade Cell Tower	\$75.00		
Commercial Hood	\$200.00		
Food Service or Tattoo Service License	\$200.00		
Certificate of Occupancy or Change of Use	\$200.00		
		SUB-TOTAL	
3% Board of Building Standards Fee		3% of SUB-TOTAL	
Consultation or Special Inspection Fees	\$150.00		
Make check or money order to: City of Portsmouth		GRAND TOTAL	

*The Industrialized Unit fees are only required if you are placing an approved Board of Building Standards unit for the first time. Otherwise, ignore this fee)



Inspection Guide for Commercial Building Permits

City of Portsmouth, Engineering Department

728 2nd Street, Room 25, Portsmouth, OH 45662

Phone: 740-354-7557 Fax: 740-354-5383

This form is provided for informational purposes and as a general guide to the required inspections by the building department. Not every project will require the entire list of the following inspections. The plan reviewer, which is also the building official, will denote on the inspection card which inspections are required throughout construction.

All inspections must be scheduled through the building department at the phone number listed above. The inspections are performed by the building department's consultant and will be scheduled on Tuesdays or Thursdays. If the inspection falls on a state or federal holiday, the inspection will be the next Tuesday or Thursday.

General Requirements (all projects)

- All permits, approved plans, and inspection card must be on site throughout entire construction.
- All inspections should be made by the building contractor or homeowner if they are performing the work.
- The work performed must comply with the approved plans or the inspection will be disapproved and work will need re-done.
- Construction hours are from 7:00 a.m. to 6:00 p.m.
- Certificates of Occupancy or Certificates of Completion will be issued upon request after all final inspections are approved.
- **Return the completed inspection card to the building department for permit closeout.**

Listed below are typical required inspections on a building permit: To schedule an inspection, call the building department on the previous business day you want the inspection. (i.e. If you want the inspection on Monday, call building department on Friday).

Type of Inspection

- Footing
- Foundation Wall
- Concrete Slab/Steps
- Framing (walls or decks)
- Framing (ceiling)
- Electric (underground)
- Rough Electric (walls)
- Rough Electric (ceiling)
- **Final Electric**
- Plumbing (underground)
- Rough Plumbing
- **Final Plumbing**
- Rough HVAC
- Rough HVAC (ceiling)
- **Final HVAC**
- Insulation (walls)

When to Call for Inspection

- Before concrete placement
- Before concrete or grout placement
- Before concrete placement
- Before insulation (walls)
- Before insulation
- Before concrete placement
- Before insulation
- Before insulation
- Before insulation
- Before concrete placement
- Before insulation
- Before drywall
- Before floor sheathing
- Before insulation
- Before drywall
- Before drywall

- Insulation (ceiling)
- Fire Stopping/Fire Rated Assemblies
- Fire Protection (sprinkler)
- Fire Protection (fire alarm)
- **Final Building**

Before drywall
 Before drywall
 Before drywall
 Before insulation

Other Miscellaneous Inspections

Type of Inspection

- Driveway/Sidewalk/Curb
- Final Driveway/Sidewalk/Curb
- Retaining Wall (footing)
- Retaining wall (drainage)
- Final Retaining wall
- ADA Ramps
- Sewer Tap

When to Call for Inspection

Before concrete placement
 After seeding/cleanup
 Before concrete placement
 Before backfilling
 After seeding/cleanup
 Before concrete placement
 Before backfilling



Commercial Application for Plan Review/Permit

City of Portsmouth, Engineering Department
728 2nd Street, Room 25, Portsmouth, OH 45662
Phone: 740-354-7557 Fax: 740-354-5383

PROPERTY OWNER: _____

CONTRACTOR: _____

Phone: _____

Phone: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Email: _____

Email: _____

APPLICANT: (check one) OWNER CONTRACTOR IF OTHER (Fill out below)

Name: _____ Phone: _____ Email: _____

Property Address: _____

Parcel Number: _____

Is property located in a flood plain? Yes No

Project Type: (check all that apply)

New Building Addition/Alteration Change of Use/Occupancy Fire Alarm/Sprinklers
Electrical Plumbing Mechanical Other: _____

Scope of Work: _____

Current Use Group: _____ Proposed Use Group: (for New Construction or C of O): _____

Construction Type: (check one) 1A 1B 2A 2B 3A 3B 4 5A 5B

FOR NEW BUILDING/ NEW ADDITION /SUBSTANTIAL RENOVATION

Plans Prepared By: (check one)

Architect Engineer Certified Sprinkler/Alarm Designer Contractor

Building Information: (Please attach 3 sets of plans and/or proposed site plan with this application)

Size of Building/Addition/Renovation area: _____ SQ FT Height of Building: _____ FT # of Stories: _____

Estimated Project Cost \$ _____

I hereby certify that all information in this application is true and complete to the best of my knowledge. I further certify that all work will comply with current city or state codes. I agree that I shall be responsible from the date of this permit or the beginning of work, whichever is earlier, for all injury or damage resulting from this work, to person or property. I agree to indemnify and save harmless the city from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation and actions, based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with any work performed under this permit. I also agree to allow all inspections and right of entry throughout the duration of this permit.

Note: Only the property owner, architect, contractor, or other authorized agent should sign this application.

Signature of Applicant

Date

For Office Use Only

Total Fees Due \$ _____

Application #: _____

Sent/Received: _____ / _____

Approved Partial Approval Adjudication Letter

Plans Examiner _____ Date _____

Building Official _____ Date _____

Total Inspections: _____

Revision 01/31/2023

Worksheet A
Plumbing Fee Schedule

Fixture	Count	Fixture	Count	Fixture	Count
Air Admittance Valves		Interceptors, Garage/Oil		Sinks, Plaster	
Aspirators		Interceptors, Grease		Sinks, Scullery	
Autopsy Tables, Morgue		Interceptors, Sand		Sinks, Food Prep	
Backflow Devices		Lavatories		Sinks, Mop	
Bidets		Piping Systems, Sanitary		Sinks, Surgical	
Dental Cuspidors		Piping System, Storm		Sinks, X-Ray	
Dental Lavatories, Chair		Piping Systems, Water		Sinks, Bar	
Dilution Sumps		Sterilizers		Tubs, Bath	
Drains, Floor		Sump-Pumps		Tubs, Laundry	
Drains, Roof Storm		Softener		Urinals	
Expansion Tanks		Sewage/Ejectors		Valves, Pressure Reducer	
Fountains, Baptismal		Shampoo Bowls		Valves, Tempering	
Fountains, Drinking		Showers		Washers, Automatic	
Fountains, Soda		Sinks, Chemical		Washers, Bed Pan	
Fountains, Wash		Sinks, Clinical		Washers, Dish	
Garbage Disposals		Sinks, Domestic		Washers, Eye (Emergency)	
Hose Bibs, Outside		Sinks, Floor		Water Closets	
Hot Water Dispensers		Sinks, Instrument		Water Heaters	
Hydrotherapy Baths		Sinks, Laboratory			
Ice Makers		Sinks, Pharmacy			
TOTAL FIXTURE COUNT					

CONTRACTOR & SUB-CONTRACTOR INFORMATION

All contractors and sub-contractors must have current registration with the City of Portsmouth before a permit can be issued.

General Contractor Information

Contractor Name: _____ License #: _____
Contractor Address: _____
City, State, Zip: _____
Phone: _____ Fax: _____

Primary Contact Information

Contact Name: _____ Title: _____
Office Phone: _____ Fax: _____
Mobile Phone: _____
Email: _____

Sub-Contractor Information (provide list of all sub-contractors)

Contractor Name	License #	Type of Work

INFORMATIONAL USE ONLY

Ohio Building Code Section 302: Building Use and Occupancy Classification

302.1 General

Structures or portions of structures shall be classified with respect to occupancy in one or more of the groups listed in this section. A room or space that is intended to be occupied at different times for different purposes shall comply with all of the requirements that are applicable to each of the purposes for which the room or space will be occupied. Structures with multiple occupancies or uses shall comply with [Section 508](#). Where a structure is proposed for a purpose that is not specifically provided for in this code, such structure shall be classified in the group that the occupancy most nearly resembles, according to the fire safety and relative hazard involved.

1. Assembly (see [Section 303](#)): Groups A-1, A-2, A-3, A-4 and A-5.
2. Business (see [Section 304](#)): Group B.
3. Educational (see [Section 305](#)): Group E.
4. Factory and Industrial (see [Section 306](#)): Groups F-1 and F-2.
5. High Hazard (see [Section 307](#)): Groups H-1, H-2, H-3, H-4 and H-5.
6. Institutional (see [Section 308](#)): Groups I-1, I-2, I-3 and I-4.
7. Mercantile (see [Section 309](#)): Group M.
8. Residential (see [Section 310](#)): Groups R-1, R-2, R-3 and R-4.
9. Storage (see [Section 311](#)): Groups S-1 and S-2.
10. Utility and Miscellaneous (see [Section 312](#)): Group U.

Ohio Building Code Section 601: Types of Construction

**Table 601
Fire-Resistant Rating Requirements for Building Elements (Hours)**

Building Element	Type 1		Type 2		Type 3		Type 4	Type 5	
	A	B	A	B	A	B	HT	A	B
Primary structural frame ^f (see Section 202)	3 ^a	2 ^a	1	0	1	0	HT	1	0
Bearing walls, Exterior ^{e,f}	3	2	1	0	2	2	2	1	0
Bearing walls, Interior	3 ^a	2 ^a	1	0	1	0	1/HT	1	0
Nonbearing walls and partitions, Exterior	See Section 602								
Nonbearing walls and partitions, Interior ^d	0	0	0	0	0	0	See Section 602.4.8	0	0
Floor construction and associated secondary members (see Section 202)	2	2	1	0	1	0	HT	1	0
Roof construction and associated secondary members (see Section 202)	1.5 ^b	1 ^{b,c}	1 ^{b,c}	0 ^c	1 ^{b,c}	0	HT	1 ^{b,c}	0

For SI: 1 foot = 304.8 mm.

- a. Roof supports: [Fire-resistance ratings](#) of [primary structural frame](#) and bearing [walls](#) are permitted to be reduced by 1 hour where supporting a roof only.
- b. Except in Group F-1, H, M and S-1 occupancies, fire protection of structural members shall not be required, including protection of roof framing and decking where every part of the roof construction is [20](#) feet or more above any floor immediately below. [Fire-retardant-treated wood](#) members shall be allowed to be used for such unprotected members.
- c. In all occupancies, heavy timber shall be allowed where a 1-hour or less [fire-resistance rating](#) is required.
- d. Not less than the [fire-resistance rating](#) required by other sections of this code.
- e. Not less than the [fire-resistance rating](#) based on [fire separation distance](#) (see [Table 602](#)).
- f. Not less than the [fire-resistance rating](#) as referenced in [Section 704.10](#).