



## CITY OF TOLEDO

### Building Inspection

One Government Center, Suite 1600 • Toledo, OH 43604 • Phone 419-245-1220 • Fax (419) 245-1329 • onestopshop@toledo.oh.gov

## Commercial Daycare and School Procedures

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### **If the proposed Daycare or School will constitute a Change in Use and/or Occupancy:**

- Design Professional must submit plans documenting proposed work and work required to comply with OBC 3408.
- Floor plan must identify rooms being used for Daycare or School use with maximum occupant loads for each room and age groups.
- Signed Entry Authorization form to perform Special Paid Inspections must be signed by the owner and submitted at the time of application.
- Permit Technicians should log the plans in and apply appropriate fees like any other commercial set of plans.
- Once plans are approved the Building Official will notify the clerk responsible for scheduling the required special paid inspections which inspections, if any will be required. Clerk will contact applicant to schedule inspections and notify them of fees due and make arrangements for payment.

### **If the proposed Daycare or School exists currently and a new Certificate of Occupancy is required for any reason:**

- Design Professional must submit plans identifying rooms being used for Daycare or School use with maximum occupant loads for each room and age groups.
- A copy of the most recent License from the State of Ohio for the Daycare or School must also be submitted with the plans. The new plan must match the previous State of Ohio License exactly. If it does not, the revisions must be clearly identified and must comply with OBC 3408.
- Signed Entry Authorization form to perform Special Paid Inspections must be signed by the owner and submitted at the time of application.
- Permit Technicians should log the plans in and apply appropriate fees like any other commercial set of plans.
- Once plans are approved the Building Official will notify the clerk responsible for scheduling the required special paid inspections which inspections, if any will be required. Clerk will contact applicant to schedule inspections and notify them of fees due and make arrangements for payment.

<p style="text-align: center;"><b>For Office Use Only</b></p> <p>Appeal Case No. _____</p> <p>Date _____</p> <p style="text-align: center;">Approved    Disapproved</p>	 <p style="font-size: 1.2em;"><b>City of Toledo</b></p> <p style="font-size: 1.2em;"><b>Building Inspection</b></p> <p>One Government Center, Suite 1600 Toledo, OH 43604 • 419-245-1220</p> <p><a href="http://www.toledo.oh.gov">www.toledo.oh.gov</a></p> <p style="font-size: 1.2em;"><b>BUILDING PERMIT</b></p>	<p>Building Permit No. _____</p> <p>Log-In No. _____</p> <p>Plan Review No. _____</p> <p>Zoning Certificate No. _____</p> <p>Historic District review _____</p>
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**GENERAL INFORMATION (All entries must be printed in ink by the applicant.)**

Location, ownership and detail must be correct, complete and legible. A separate application is required for each building. Two (2) sets of plans and specifications must be filed with each application. One set of approved plans is filed with Division of Building Inspection and one set of approved plans must be kept on the jobsite. All approved plans and specifications must bear the name of an architect or engineer. Plans shall consist of scaled drawings (i.e., 1/8" = 1'-0"; or for-site drawings 1" = 20' or 1" = 50') of a site plan, basement and foundation plan, first floor plan, second floor plan, etc., elevations and scaled sections, either in print or original drawing. Complete floor plans drawn to scale must be submitted for all changes of occupancy whether a permit is required or not. Valuation is the total cost of general contract, or the appraised market value of the project, including material and labor. Exclude cost of mechanical and electrical work for which separate permits are required. This permit does not authorize installation of any electrical or mechanical systems.

<b>PROJECT NAME</b>	<b>JOB SITE STREET ADDRESS</b>
<b>Class of Work</b> <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Replacement	<input type="checkbox"/> 4 Family/Commercial <input type="checkbox"/> 1-2-3 Family Specific Occupancy Use _____ Building Type _____    Construction Type _____

Owner Information	Contractor Information	Architect/Engineer Information
Name	Name	Name
Company Name	Company Name	Contact Name
Street Address	Street Address	Street Address
City, State, Zip	City, State, Zip	City, State, Zip
Phone No.	Phone No.	Phone No.
E-Mail Address	E-Mail Address	E-Mail Address
	City of Toledo License No.	

<b>Description of Work:</b>	<b>Structural Costs</b> \$ _____
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<p><b>BUILDING SIZE</b></p> <p>Width _____ ft. _____ in.</p> <p>Depth _____ ft. _____ in.</p> <p>Area _____ sq. ft.</p> <p><b>Other installations:</b></p> <p><input type="checkbox"/> Electrical    <input type="checkbox"/> Plumbing</p> <p><input type="checkbox"/> Heating    <input type="checkbox"/> Refrig'n</p> <p>Type: <input type="checkbox"/> Electric</p> <p><input type="checkbox"/> Gas</p> <p><input type="checkbox"/> Cooking Equipment:</p> <p>Hood: <input type="checkbox"/> Type 1    <input type="checkbox"/> Type 2</p> <p><input type="checkbox"/> Fireplace</p>	<p style="text-align: center;"><b>Replacing Windows, Doors, Roofing and/or Siding</b></p> <p><b>Historic Districts.</b> Replacement of windows, roofing and siding in historic districts, as well as exterior alterations, must be approved by the appropriate Historic District Commission. Certificates of Appropriateness must be secured from that Commission for such exterior work.</p> <p><b>Windows &amp; doors</b> are considered replacement when they do not change the size of the opening, egress of structure. New windows must meet emergency egress standards to comply with the RCO &amp; OBC. New exterior doors must comply with RCO, OBC &amp; fire codes.</p> <p><b>Roof.</b> 2 layers of roofing may be on a structure. Thereafter all layers of roofing materials must be removed, down to the roof deck, before a "re-roof" may occur. Any structural replacement of roof rafters and collar ties or of roof trusses requires a building permit.</p> <p><b>Siding.</b> New or replacement wood, vinyl or aluminum siding must be fastened in accordance with the RCO and OBC.</p> <p><b>Complete this form</b> if you are changing the opening size,; or replacing structural roof rafters, collar ties, or roof trusses; or if replacing commercial windows, doors, roofing, or siding.</p> <p><b>Do not complete this form</b> if 1-2-3 family replacement windows, doors, roofing, or siding. You should complete a Building Registration application.</p>	<p style="text-align: center;"><b>Fee Info</b></p> <p><b>Permit Fees</b>    \$ _____</p> <p><b>Plan Review Fee</b>    \$ _____</p> <p><b>State Surcharge</b>    \$ _____ ( Resi 1% - Comm'l 3%)</p> <p><b>Occupancy Certificate Fee</b> \$ _____</p> <p><b>Other Fees</b>    \$ _____</p> <p><b>Other Desc</b> _____</p> <p><b>TOTAL FEES DUE</b>    \$ <span style="border: 2px solid black; padding: 5px;">_____</span></p> <p><b>APPROVED BY:</b> _____</p> <p><b>Date</b> _____</p>
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**SPECIAL NOTES/COMMENTS:**

**WARNING.** The approval of plans procured by misrepresentation of facts or conditions, misstatements in application or through mistakes or improper action by any officer or employee of this department, does not legalize any illegal construction or agreement.

**IN CONSIDERATION OF GRANTING THIS PERMIT,** I/ we, agree to save the City of Toledo, harmless from any and all damages. I/we, do hereby covenant and agree to construct said work in all respects in compliance with the provisions of the Statutes of the State of Ohio and the Ordinances of the City of Toledo and all statements as made are correct and true, and I will comply with all orders of the City of Toledo and its Department of Inspection.

Signature of Owner	Signature of Contractor or Authorized Agent	Contractor's City of Toledo Tax I. D. Number
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### Plan Review Application and Fees

per Toledo City Council Ord. 71-10, and amended by Ord. 272-15

#### Office Information

Application Date	Certificate of Zoning No.	Plan Log No.	Plan Review Application No.
Processed by	Application Payment Status	Building Permit No.	Building Permit Sub-Type

#### To be completed by Applicant

Applicant's Name or Company Name	Project Address
Applicant's Name, if different than above	Applicant's Telephone No.
Applicant's Street Mailing Address	Applicant's Fax No.
Applicant's City, State, Zip	Applicant's E-mail Address

Commercial Plan Review Fees				
	Type	Quantity	Fees	Sub-Total
Plan Review	Structural, Mechanical, Electrical ea.		\$75.00 + sq. ft. fee, below	
Plan Review	Non-Structural		\$50.00 + sq. ft. fee, below	
Phased Plan Approval	After initial approval		\$75.00 + sq. ft. fee, below	
Square Footage Fee, per floor	100 sq. ft. minimum		\$.03 per sq. ft., per floor	
Amended Construction Docs	After initial approval		\$75.00	
Re-Submitted Plan Review	After 1 review + one re-submission		\$100.00	
			Sub-Total	
			Ohio Surcharge (3%)	
			<b>TOTAL</b>	

Residential Plan Review Fees				
	Type	Quantity	Fees	Sub-Total
Plan Review	Structural,		\$50.00 + sq. ft. fee, below	
Amended Construction Docs	After initial approval		\$50.00 + sq. ft. fee, below	
Square Footage Fee, per floor	100 sq. ft. minimum		\$.03 per sq. ft.	
Re-Submittal	After 1 review + 2 re-submittals		\$50.00	
			Sub-Total	
			Ohio Surcharge (1%)	
			<b>TOTAL</b>	

**Warning:** This application does not authorize the applicant to perform any work. Before starting any work, a permit must be issued.

Applicant's Signature

Date





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### REQUEST FOR CERTIFICATE OF OCCUPANCY

Please complete this form in full and return it to **Building Inspection, One Government Center, Suite 1600, Toledo, OH 43604**. To avoid delays, submit this request **7** work days before the expected occupancy date. Any questions may be directed to the Occupancy Clerk at (419) 245-1226 or emailed to [onestopshop@toledo.oh.gov](mailto:onestopshop@toledo.oh.gov). All inspections must be completed and approved for each trade before a Certificate of Occupancy can be issued. Each trade's contractor must call for his own final inspection. You cannot occupy your building until a Certificate of Occupancy is issued. **Occupying your building before the Certificate of Occupancy is issued is illegal which exposes you to a penalty of \$1000.**

Building Address	Date of application	Date of expected occupancy
Tenant Name and Space No.	Applicant Name	
Tenant Address, other than building address	Applicant Address	
Tenant City/State/Zip	Applicant City/State/Zip	
Tenant Phone No.	Tenant Fax No.	Applicant Phone No.
Tenant Email Address	Applicant Fax No.	
	Applicant Email Address	

**NOTE:** Upon receipt of this request, we contact Fire Prevention and inform them of your expected occupancy date.

<b>APPLICANT MUST FILL IN SUBCONTRACTORS NAMES AND/OR PERMIT NUMBERS BELOW</b>			
TRADE	CONTRACTOR NAME	PERMIT #	FOR OFFICE USE ONLY. DATE APPROVED
BUILDING			
ELECTRICAL			
PLUMBING			
HEATING			
AIR CONDITIONING			
REFRIGERATION			
PRESSURE PIPING			
BOILER			

<b>FOR OFFICE USE ONLY - ADDITIONAL APPROVALS REQUIRED</b>	
<b>DEPARTMENT NAME &amp; INFO</b>	
<b>FIRE</b> Clerk removes fire paperwork from notebook. If paperwork is not in notebook, locate plans & copy approval sheet. Complete yellow occupancy form. Fax or email both to Fire Inspection. If Sprinkler Permit issued - FS Permit # _____	Date Approved
<b>Landscaping.</b> Landscape plans and bond are removed from the Landscape file. Schedule a building inspector to make an inspection. Forward landscape site plans to Chief Inspector. Inspection Date _____. Staple bond to this occupancy request. Inspector will return plans to clerk after his inspection with his approval on them.	Date Approved
<b>ENGINEERING SERVICES (Commercial Site)</b> with Minor or Major Site review, or an SUP, staff must email Engineering Services upon receipt of occupancy request. SUP PT# _____ <input type="checkbox"/> Major <input type="checkbox"/> Minor Site Plan PT# _____ O-T-C PT# _____	Date Emailed
<b>ENGINEERING SERVICES (Residential Site)</b> Over the Curb Payment PT# _____ Staff will inspect sidewalks and curbs and contact Engineering Services only if there appears to be an irregularity in them	Date Emailed
<b>TRANSPORTATION (Commercial Site)</b> If project had an SUP, Major or Minor Site Review, contact Transportation	Date Emailed

The occupancy clerk should print & attach the building and sprinkler permits to this occupancy application for reference. The information on the permits will be needed to type the occupancy certificate.

Additional Comments \_\_\_\_\_