



CITY OF TOLEDO

Building Inspection

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Commercial Daycare and School Procedures

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.
- Special Inspection fees will be based on Building Inspection's "special services" fee charges of \$75 per hour with a 2-hour minimum, totaling \$150 per discipline.

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.
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