

About Mid-East Ohio Building Department

1. What does the Mid-East Ohio Building Department do?

Mid-East Ohio Building Department was established in 1996 to make it easier for local businesses to begin and grow. We provide local support for Plan Review, Plan Approval, Inspections, and Certificates of Occupancy. We are also a resource for individuals who need support or have code questions.

2. Does the Mid-East Ohio Building Department have jurisdiction over my project?

Mid-East Ohio Building Department issues plan approvals (permits) and inspects commercial building activity. Please refer to our Jurisdiction List for the areas within our jurisdiction.

3. Does the Building Department handle residential construction or zoning?

Mid-East Ohio Building Department does not have authority over one, two, or three family dwelling structures and has no authority over zoning.

Permits

1. Do I need a permit for my project?

The law requires a permit for new construction, additions, alterations, or changes of use on commercial property. If you are unsure whether your specific project requires a permit, please contact our office and we can confirm.

2. What types of commercial projects require a permit?

New construction, additions, alterations, or changes of use on commercial property require a permit. It is always best to contact us to verify permit requirements.

3. Do permits expire?

If work is ongoing, the permits are valid until the work is complete or work has stopped for six months.

If no work has begun, Plan Approvals (permits) are valid for one year from the date of issuance, with two six-month extensions available upon written request.

Plans & Plan Review

1. What do I need to submit for plan approval?

Complete a Plan Approval Application either online or in our office. Attach digital plans or submit three sets of printed plans. Complete the applicable fee schedule based on your project scope and pay the required fee. Payment can be made by cash, card, or check.

2. Do my plans need to be prepared, signed, and sealed by an Ohio-licensed design professional?

Yes, as per 2024 ORC 106.2.1. With limited exceptions.

3. How long does plan review & plan revision review take?

All submittals, including new applications and plan updates/revisions, are reviewed the week after they are submitted, as long as the item is submitted by 4:00 PM on Friday.

4. Can I get a "walk-through" or expedited plan review?

This is not a service that is offered in this jurisdiction.

5. Is it possible to receive a phased approval?

It is possible to receive a **FOUNDATION ONLY** approval.

6. Can multiple structures be submitted under one submittal?

No. Each structure is required to have its own application, fees, and approvals so that each structure has an independent Certificate of Occupancy upon completion.

(It is acceptable to submit one set of digital drawings that encompasses multiple structures as long as each structure has its own application.)

7. Should I include a copy of the civil plans with my submittal?

A site plan is required to be submitted with each project, but civil drawings are not required for approval.

8. Can I submit for plan review without a General Contractor (GC) at this time?

A GC is not required for plan submission and approval.

9. Are deferred submittals allowed?

The following scopes are typically deferred submittals:

- Fire alarm
- Fire suppression
- Truss drawings

10. What is the frost depth?

36 inches below grade.

11. What is the design snow load?

As per 2024 OBC Figure 1608.2(2), this jurisdiction spans two different snow loads. Please refer to this figure to determine where your project falls.

Inspections

1. What inspections are required for my project?

We issue a list of required inspections for each project.

2. How do I schedule an inspection?

We require at least 24 hours advance notice when requesting an inspection. Inspections can be scheduled by calling our office at 740-455-7905. Please have your Plan Approval # ready to share with us.

Projects located inside the City of Zanesville should call Zanesville Building and Code Enforcement at 740-617-4890 to schedule their inspections.

3. What should I do if an inspection fails or needs to be rescheduled?

Follow the instructions provided by our inspectors and double-check that all work is in compliance with the approved drawings.

For inspections involving a fire alarm, fire suppression system, kitchen hood, hood suppression system, gas pressure test, or HVAC system, the system **MUST BE PRETESTED** prior to our inspector's arrival.

Certificates of Occupancy

1. When do I need a Certificate of Occupancy?

All commercial property should have a Certificate of Occupancy. A Certificate of Occupancy is issued once all construction is completed and all required inspections have been conducted and passed.

2. What if I do not have a Certificate of Occupancy?

You can apply for a Certificate of Occupancy by submitting a Building Plan Application, a floor plan of the building that includes square footage and labeled rooms, and paying the applicable existing-building Certificate of Occupancy fee.

Records & Existing Buildings

1. How far back do the Building Department's records go?

Our department records date back to the establishment of the Mid-East Ohio Building Department in 1996. We do not retain plans longer than the period required by law due to storage limitations.

2. How can I obtain records?

Customers should submit a records request and provide the business name and property address associated with the requested records.

3. What records are available for an existing building?

Applications, Plan Approvals, Certificates of Occupancy dating back to 1996 dependent on jurisdiction.

Other Agencies & Requirements

1. Does the Building Department handle zoning?

No. The Mid-East Ohio Building Department has no authority over zoning. Zoning questions should be directed to the local zoning authority. Depending on the property's location, this may be the city, village, or township.

2. Do I need approvals or permits from other agencies?

This department is responsible for reviewing the plans with regard to the Ohio Building Code. Approval from this department signifies that, if the building is built according to the approved drawings, the building will be in compliance with the Ohio Building Code.

The approval does not convey any other approvals. It is the owner/contractor's responsibility to pursue and obtain all other approvals including: Zoning Approval, Storm Water Runoff Approval, Floodplain Administration Approval, Fire Department Approval, and local Building/Code Enforcement Approval.

3. Is fire suppression/fire alarm review included with the Building Department submittal?

The Cumberland Trail Fire Department (St. Clairsville area) has a fire review process that is **in addition to** this department's review. Please submit to them in addition to this department.

Cumberland Trail Fire Department: **740-695-5147**