

# Required items for Residential plan review

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1. Three complete sets of required construction drawings.
2. Three plot plans showing location of the structure and driveway.
3. Three signed Model Energy Code. (not required for basement finishes only)
4. Three signed Systems Description Form.
5. Three sets of Stamped truss drawings and truss layout sheets. (if applicable)
6. Three sets of pre-engineered floor joist layout drawings from the manufacture. (if applicable)
7. Three sets of pre-engineered LVL specs and location labeled on plans. (if applicable)
8. Three sets of zoning approvals if your project is located in the Village limits of Holland or Whitehouse.
9. Three sets of Fireplace specs are required. (if applicable)

**ALL ITEMS LISTED ABOVE ARE REQUIRED TO BE SUBMITTED FOR PLAN APPROVAL, ADDED FEES FOR ADDITIONAL REVIEWS WILL BE ASSESSED IF ITEMS ARE NOT PROVIDED AT THE TIME OF THE INITIAL REVIEW.**

I hereby agree to the above conditions and verify all are attached.

Owner/Agent \_\_\_\_\_ Date

## **2019 Residential Code of Ohio Chapter 11**

**1101.2 Compliance.** Sections 1101.1 through 1101.12 shall apply to all compliance paths.

Compliance shall be demonstrated by meeting the requirements of *one of the following options*:

**Applicant shall indicate the Energy Compliance option below:**

- Sections 1101.14 through 1104 of the 2019 RCO
- Section 1105 (the Simulated Performance Approach)
- Section 1106 (the Energy Rating Index (ERI) approach)
- Section 1112 (“The Ohio Home Builder’s Association (OHBA) Alternative Energy Code Option”)
  - Compliance Path #1
  - Compliance Path #2
- The “International Energy Conservation Code”

**Air Leakage Testing (Blower Door) is mandatory per RCO 1102.4**

**Mechanical Ventilation is mandatory per RCO 1103.6**

**List System Design per RCO 1505:**

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# Systems Description Form (Example 1)

**Job site** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**WORK TYPE:**

NEW

REPLACEMENT

**HEATING, VENTILATION & AIR CONDITIONING SYSTEM DESCRIPTIONS (select items as listed)**

1. Furnace location:	Basement	Garage	Attic	Other _____
2. Water heater location:	Basement	Garage	Attic	Other _____
3. Condensing unit location:	Rear yard	Side yard	(left)	(right)
4. Furnace / water-heater capacity:	BTU's _____			
5. Fuel type:	Natural gas	L.P.	Electric	
6. Furnace AFUE rating:	80%	90% +		
7. Ductwork type:	Sheet metal	Duct board		
8. Air conditioner capacity:	_____ Ton			
9. Air conditioning SEER rating:	11	12	13	14
			15	16
10. Location of gas meter	Front yard	Rear yard	Side yard	(left) (right)
11. Location of vent terminations for:				
	(Dryer: front/rear/side yard/other _____)			
	(Furnace: front/rear/side yard/other _____)			
	(Water heater: front/rear/side yard/other _____)			

**PLUMBING SYSTEM DESCRIPTION**

(write in number of fixtures below)

Description	Count	Description	Count	Description	Count
Water closets		Dishwashers		Sewage grinders	
Lavatory sinks		Garbage disposals		Bidets	
Whirlpool tubs		Drinking fountains		Laboratory sinks	
Hot tubs		Urinals		Hot water dispensers	
Showers		Shampoo bowls		Water heaters	
Floor drains		Grease/oil intercept		Backflow devices	
Laundry tubs		Floor sinks		Washers automatic	
<b>Select size below for building main drain:</b>				Sump pumps	
3 inch		4 inch		6 inch	
<b>Building water service size:</b>	$\frac{3}{4}$ inch	1 inch	1 $\frac{1}{4}$ inch	1 $\frac{1}{2}$ inch	2 inch
<b>Building water service type:</b>	copper		pvc/plastic		

**ELECTRICAL SYSTEM DESCRIPTION**

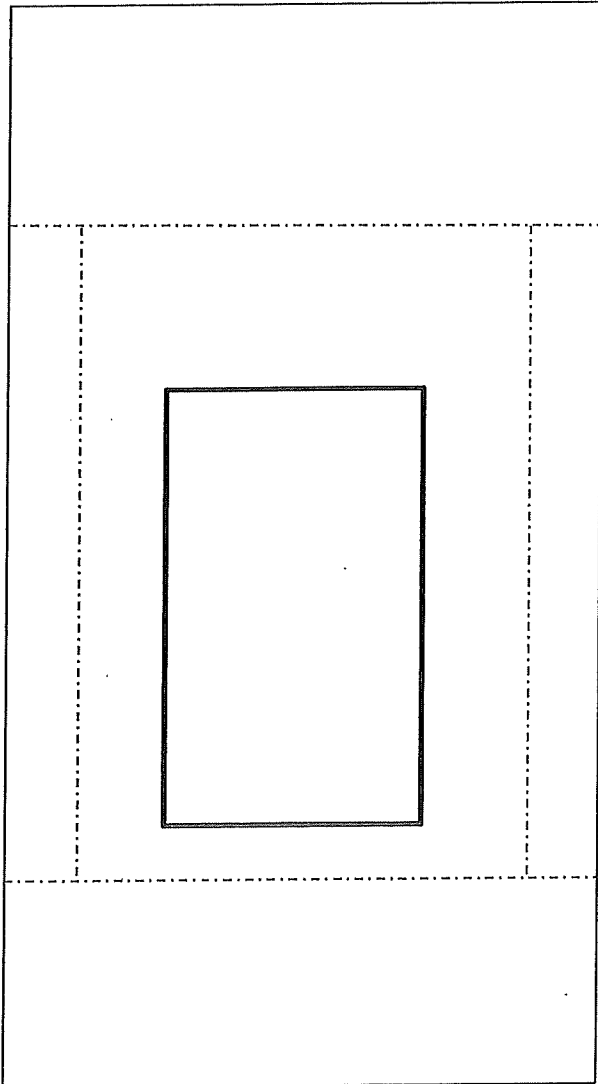
(write in sizes required and select items listed below)

Underground service	[ ]	Single phase	[ ]	Three phase	[ ]
Overhead service	[ ]	Number of 120 volt circuits:			
Service conductor size:		Number of 240 volt circuits:			
Service conductor type: (aluminum) (copper)		Service size:			
Grounding electrode conductor size:		Service location:			
Grounding electrode conductor type: (aluminum) (copper)		<b>Attach load calculations per NEC 220</b>			

Approved by \_\_\_\_\_

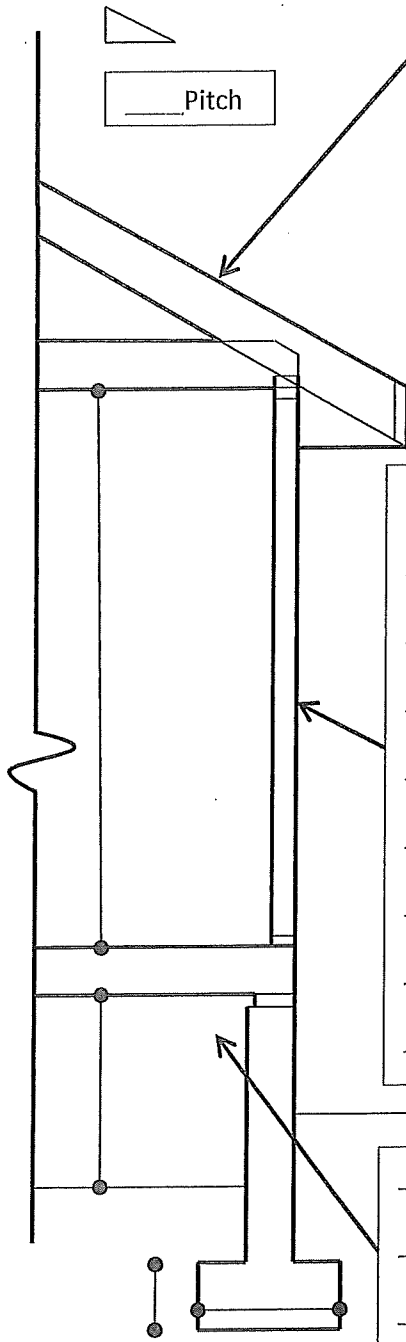
Date \_\_\_\_\_

Improvement projects such as porches, accessory buildings, and single story additions may use the drawing below for the submittal process. Fill in all dimensions, construction materials and add any design elements not shown. Note that incomplete drawings or submitted structures that violate the Maumee Zoning Code or the Residential Code of Ohio will be denied. False information provided will void any approvals granted.



**Site Plan**  
Not to scale

\*Note: Include manufactures specification with any equipment to be installed with this application



**Wall Section**  
Not to scale

- \_\_\_\_\_ roof sheathing
- \_\_\_\_\_ rafter size
- \_\_\_\_\_ rafter spacing
- \_\_\_\_\_ roofing type
- \_\_\_\_\_ underlayment
- \_\_\_\_\_ ice guard
- \_\_\_\_\_ roof vents
- (Square/ ridge /soffit)
- \_\_\_\_\_ ceiling joist size
- \_\_\_\_\_ joist spacing

- \_\_\_\_\_ over hang size
- \_\_\_\_\_ wall stud size
- \_\_\_\_\_ stud spacing
- \_\_\_\_\_ interior finish
- \_\_\_\_\_ sheathing
- \_\_\_\_\_ insulation
- \_\_\_\_\_ siding
- \_\_\_\_\_ weather barrier
- \_\_\_\_\_ sub floor

- \_\_\_\_\_ joists size
- \_\_\_\_\_ joist spacing
- \_\_\_\_\_ crawl insulation
- \_\_\_\_\_ treated sill plate
- \_\_\_\_\_ crawl insulation
- \_\_\_\_\_ condition crawl (y/n)

# Footer and Foundation Requirements

Size and location of anchor bolts?  
\_\_\_\_\_

Concrete foundation wall size? \_\_\_\_\_

Size and spacing of both vertical and horizontal steel reinforcing? \_\_\_\_\_

Number of inches above finished grade? \_\_\_\_\_

Description of waterproofing and R value of insulation?  
\_\_\_\_\_

Footer shall rest a minimum of 12 inches below undisturbed soil.

Footer shall be at least 36 inches below grade for frost depth.

Footer width? \_\_\_\_\_

Footer depth? \_\_\_\_\_

Footer projection? \_\_\_\_\_

Foundation wall width? \_\_\_\_\_

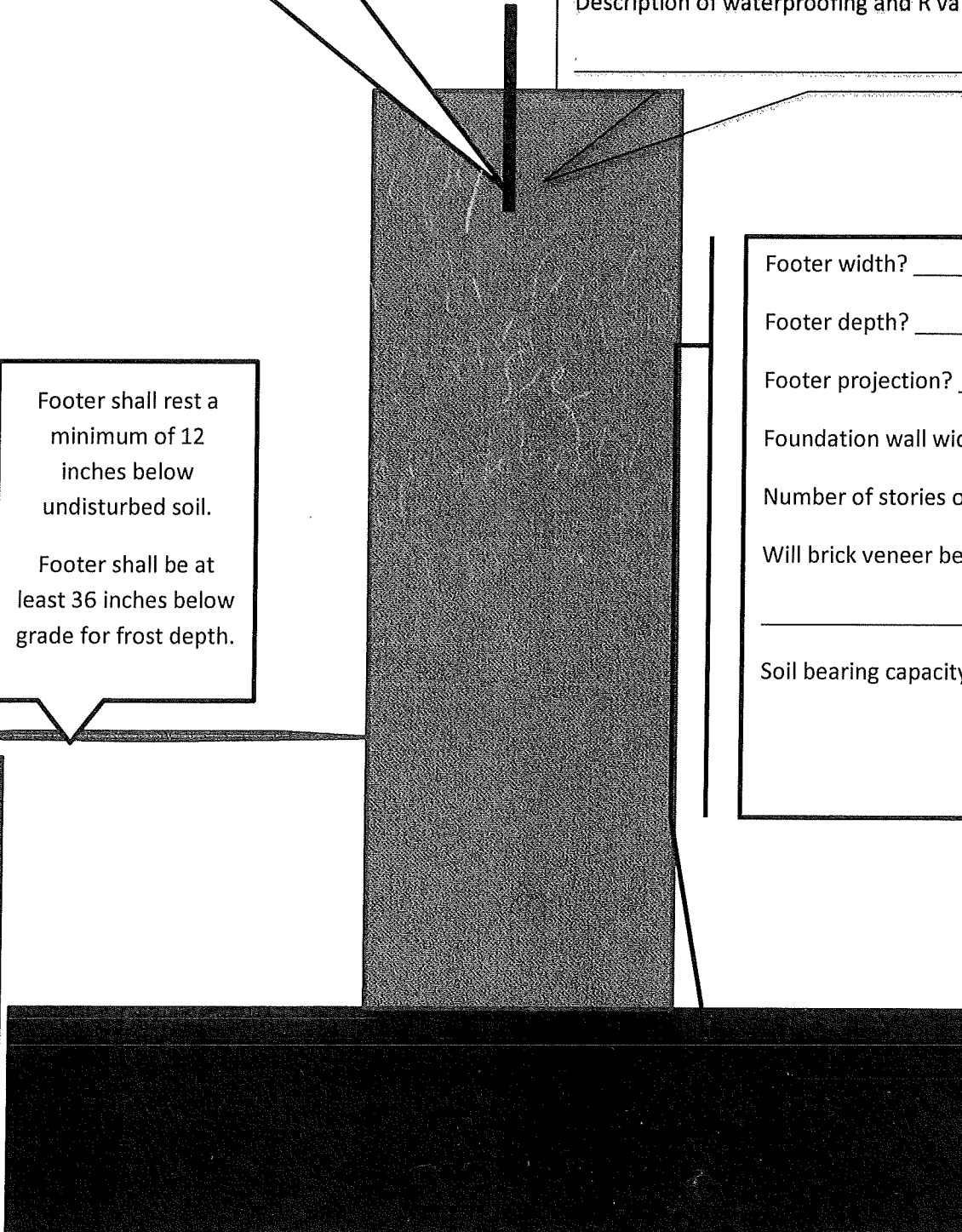
Number of stories of home? \_\_\_\_\_

Will brick veneer be used on home?  
\_\_\_\_\_

Soil bearing capacity? \_\_\_\_\_

Footer drainage is required.

6 inch stone coverage is required



## APPLICATION FOR RESIDENTIAL PLAN APPROVAL

RCO 105.1 & 107.2

<b>1 SCOPE OF PROJECT: (RCO 107.2.1)</b> <input type="checkbox"/> Building General <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Other: _____	<b>2 TYPE OF PROJECT:</b> <input type="checkbox"/> New Building Construction <input type="checkbox"/> Building Addition <input type="checkbox"/> Alteration
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<b>3 DESCRIPTION OF THE EXTENT OF WORK INCLUDED FOR APPROVAL: (RCO 107.2.1)</b> _____ _____ _____
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<b>4 PROJECT LOCATION: (RCO 107.2.2)</b> Legal description _____ Street Address _____ City _____ State _____ Zip _____ • Is this project/building located in a flood plain? <input type="checkbox"/> Yes <input type="checkbox"/> No • Has flood plain administrator been contacted for requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>5 BUILDING OWNER INFORMATION: (RCO 107.2.4)</b> Name of Owner _____ Street Address _____ City _____ State _____ Zip _____ Phone Number _____ E-Mail _____
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<b>6 APPLICANT INFORMATION: (Owner or Owner's authorized agent) (RCO 107.2.4)</b> Applicant _____ Attention: _____ Street Address _____ City _____ State _____ Zip _____ Phone Number _____ Fax _____ E-Mail _____
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<b>7 REGISTERED DESIGN PROFESSIONAL – IF APPLICABLE: (RCO 106.1.1-3, 106.2)</b> <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Registration/Certificate No.: _____ Designer _____ Street Address _____ City _____ State _____ Zip _____ Phone Number _____ Fax _____ E-Mail _____
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<b>8 EVIDENCE OF RESPONSIBILITY: (RCO 106.2)</b> (Required residential construction documents, when submitted for review as required under RCO section 107, shall bear the identification of the person primarily responsible for their preparation. Ohio Revised Code Section 3791.04 (A)(2)(b) permits construction documents for any residential building to be prepared by persons other than a registered architect or engineer; unless per Ohio Revised Code Section 3791.04(A)(2)(c), the proposed work involves technical design analysis. The building official may rely on the placement of a "seal" on the documents as evidence that the registered architect or engineer performed the technical analysis.)  Document Preparer Name: _____ Title/Company: _____ Address: _____ City _____ State _____ Zip _____
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<b>9 CONSTRUCTION DOCUMENTS REQUIREMENTS:</b> (Refer to RCO 106.1-3 (1-9) for specific construction document requirements)
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**Time limitation of Application: (RCO 107.2.1)** The approval of construction documents under this section is a "license" and the failure to approve such construction documents as submitted within thirty days after filing or the disapproval of such construction documents is an "adjudication order denying the issuance of a license" requiring the opportunity for an "adjudication hearing" as provided by sections 119.07 to 119.13 of the Revised Code and as modified by sections 3781.031 and 3781.19 of the Revised Code. In accordance with section 109, an adjudication order denying the issuance of a license shall specify the reasons for such denial.

**10 CERTIFICATION: (RCO 107.2.5)**  
 I certify that I am the:  Owner  Owner's Authorized Agent  
 All information contained in this application is true, accurate, and complete to the best of my knowledge. All official correspondence in connection with this application should be sent to my attention at the address shown above and copied to the Owner.

Signature \_\_\_\_\_  
 Print Name \_\_\_\_\_ Date \_\_\_\_\_

**11 ESTIMATED COST OF PROJECT: \$** \_\_\_\_\_

**SQ. FOOTAGE:** 1ST FL \_\_\_\_\_ 2ND FL \_\_\_\_\_ BASEMENT \_\_\_\_\_  
 GARAGE \_\_\_\_\_ PORCH \_\_\_\_\_ OTHER: \_\_\_\_\_ **TOTAL SQ. FOOTAGE:** \_\_\_\_\_

**THIS AREA IS FOR OFFICIAL USE ONLY:**

Date received: \_\_\_\_\_ Application Number: \_\_\_\_\_

Payment/Deposit:  Check  Credit Card  Other \_\_\_\_\_

Processed by: \_\_\_\_\_  Walk In  Mail In  Fax  E-Mail

**Notes:** This area is designated for the incorporation of fee schedules as established by the locally adopted fee schedule as indicated by ordinance.

	<b>FEES</b>	<b>COST</b>
BUILDING	Base Rate: \$75.00	= _____
	Sq. Ft. _____ x \$0.15	= _____
FIREPLACE	\$75.00	= _____
CERTIFICATE OF OCCUPANCY/COMPLETION	\$50.00	= _____
<b>State of Ohio 1% Surcharge (REQUIRED)</b>		= _____
SUB-TOTAL		= _____
ZONING (MAUMEE HISTORICAL AREA ONLY)	\$60.00	= _____
BALANCE DUE \$		_____

CONTRACTOR'S LIST

Please list the contractors associated with this project. All contractors are required to be registered with our office prior to obtaining permits. If contractors have not been selected this information will be required before permits are issued.

<p><b>General:</b> _____ Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____ Fax: _____ E-mail: _____</p>
<p><b>Electrical:</b> _____ Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____ Fax: _____ E-mail: _____</p>
<p><b>Mechanical:</b> _____ Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____ Fax: _____ E-mail: _____</p>
<p><b>Concrete:</b> _____ Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____ Fax: _____ E-mail: _____</p>
<p><b>Excavation:</b> _____ Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____ Fax: _____ E-mail: _____</p>
<p><b>Drywall:</b> _____ Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____ Fax: _____ E-mail : _____</p>
<p><b>Sprinkler:</b> _____ Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____ Fax: _____ E-mail: _____</p>
<p><b>Fire Alarms:</b> _____ Address; _____ City; _____ State: _____ Zip Code: _____ Phone: _____ Fax: _____ E-mail _____</p>
<p><b>Sign:</b> _____ Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____ Fax; _____ E-mail: _____</p>
<p><b>Other:</b> _____ Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____ Fax: _____ E-mail: _____</p>



CITY OF MAUMEE  
DIVISION OF BUILDING & INSPECTION  
City of Maumee, Village of Whitehouse, Village of Holland  
400 CONANT ST.  
MAUMEE, OH 43537  
(PHONE) 419-897-7075 (FAX) 419-897-7182  
(EMAIL) [INSPECTION@MAUMEE.ORG](mailto:INSPECTION@MAUMEE.ORG)  
**WE ACCEPT MASTERCARD, VISA AND DISCOVER**

## CREDIT CARD REMITTANCE FORM

CARD NUMBER \_\_\_\_\_

CARD EXPIRATION DATE \_\_\_\_ / \_\_\_\_ 3 DIGIT SECURITY CODE \_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_

TYPE OF PERMIT \_\_\_\_\_ AMOUNT \_\_\_\_\_

PRINT CONTRACTOR NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ ZIP CODE \_\_\_\_\_

YOUR RECEIPT AND PERMIT WILL BE EMAILED OR FAXED TO YOU

EMAIL \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

\*This form will not be kept in our files but shredded when permit has been processed

**PERMIT FEES ARE NOT TRANSFERABLE OR REFUNDABLE**