
CONSTRUCTION DOCUMENT REQUIREMENTS

- I. Plans, when submitted to the Director of Building and Inspections for review, shall be drawn to scale with a straight edge on unlined paper which sizes shall be standard multiples of 8-1/2" x 11" or 9" x 12".
- II. All plans shall be comprehensive, detailed, legible and shall include but shall not be limited to the following information:
 - (1) An index of drawings located on the first sheet;
 - (2) A site plan based on an actual survey, showing street location; the location of the proposed building or addition and all existing buildings on the site, including setbacks from all property lines to the proposed and existing structures, distances between all buildings, number of stories, building height, shape and dimensions of the lot, location and sizes of all utility lines, and drainage provisions to adequately handle the surface runoff;
 - (3) Floor plans, including plans of full or partial basements or cellars and full or partial attics or penthouses. Floor plans must show all relevant information such as door swings, stairs and ramps, windows, shafts, etc., and must be sufficiently dimensioned to describe all relevant space sizes. Wall materials must be described by cross-hatching (with explanatory key), by notation, or by other clearly-understandable methods. Spaces must be identified as to their actual use. For alterations, provide a key plan indicating the location of the space within the building;
 - (4) All elevations necessary to completely describe the exterior of the building including floor to floor dimensions;
 - (5) Cross sections, wall sections and detail section, to scale, as may be required to describe the general building construction including wall, ceiling, floor and roof materials and construction, and details which may be necessary to describe typical connections, etc.;
 - (6) Complete structural description of the proposed structure on the above drawings or on separate drawings including size and location of all principal structural elements and a table of live loads used in the design of the building and computations, stress diagrams and other data sufficient to show correctness of plans;
 - (7) Complete description of the mechanical and electrical systems of the building or affected space on the above drawings or on separate drawings, including plumbing schematics and principal plumbing, heating, ventilation and air conditioning duct and piping layouts and lighting and power equipment layouts;
 - (8) Additional graphic or test information as may be reasonably required by the Director of Buildings and Inspections to allow him to review special or extraordinary construction methods or equipment;
 - (9) Plans shall bear the project address and the identification of the person primarily responsible for their preparation on each sheet;
 - (10) All pages and data properly sealed by the appropriate professional;
 - (11) Evidence of previous use group and construction type; and
 - (12) Door hardware schedule with function descriptions.



Department of Buildings and Inspections
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OBC PLAN EXAMINATION CHECKLIST

Information required to be on drawings for all commercial and multi-family uses based on the Harrison Building Code and Ohio Building Code:

- _____ Existing and proposed uses of space/building;
- _____ Type of building materials used in the construction of exterior and interior walls, floor/ceiling and roof framing;
- _____ Site plan or key plan indicating location of building on the site or space within the building;
- _____ Dimensions to property lines and other buildings on the same lot;
- _____ Existing and proposed height of structure in number of stories and linear foot;
- _____ Existing and proposed area in square feet per floor of affected space or building;
- _____ Light and ventilation requirements of affected spaces/building;
- _____ Room dimensions, including ceiling heights;
- _____ Means of egress, including sizes and locations of doors, corridors, stairways, etc.;
- _____ Door hardware information;
- _____ Means of egress lighting and location of exit signs;
- _____ UL ratings of all required fire-resistive construction including structural members, shafts, stairwells, etc.;
- _____ Fire rating classifications of all finish materials;
- _____ Information on all required fire protection systems, including sprinklers, alarm systems, smoke detection systems, and standpipes (location of alarms, manual pull stations, smoke detectors, standpipes, etc.);
- _____ Exterior envelope requirements related to the Energy Code;
- _____ Size, type and operation of glazing (windows);
- _____ Type, fire classification rating and construction of roof coverings;
- _____ Fireplace sections;
- _____ Information on elevators and dumbwaiters;
- _____ Location, number, type and installation details of plumbing fixtures;
- _____ Air distribution information, including type, size or location of mechanical equipment, combustion air, ductwork, chimneys, vents and ventilation air supply;
- _____ Applicable ADA information regarding alterations, additions and new buildings; and
- _____ Architect's or engineer's stamp/seal/signature if drawings have been prepared by same.