

Building Permit Plan Review Adequacy Checklist

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Email: buildingplanreview@columbus.govWebsite: www.columbus.gov/bzsDEPARTMENT OF BUILDING
AND ZONING SERVICES

Project Name: _____

Job Address: _____

Plan Revision?

☐ Yes☐ No

If yes, was the revision requested by an inspector?

☐ Yes☐ No

The following are some of the requirements of all drawings submitted for plan examination and approval. Please read each requirement then confirm your submittal meets the requirement by checking the associated box.

☐ Construction documents being submitted adequately show the scope of the project and include information necessary to determine compliance with the applicable provisions of the building, mechanical, plumbing, fire, electrical, energy, and fuel gas codes per OBC section 106.1.1.

☐ A complete index of drawings is located on the first sheet. (Not required for plan revisions)

☐ A Code Summary is included, establishing that the proposed work conforms to the applicable codes per OBC Section 106.1.1, Item 1.

☐ Documents are properly sealed by the Design Professional(s) responsible for their preparation, per BZS CIC-4, OBC Section 106.1.1 and 106.2.1, OAC 4703-3-01.

☐ Two (2) complete sets of plans are being submitted

Site Plans included, per OBC Section 106.1.1, Item 2

☐ Yes☐ N/A

Mechanical (HVAC) Plans* included, per OBC Section 106.1.1, Item 15

☐ Yes☐ N/A

Electrical Plans* included, per OBC Section 106.1.1, Item 15

☐ Yes☐ N/A

Plumbing Plans* included, per OBC Section 106.1.1, Item 15

☐ Yes☐ N/A**Plans must be signed and sealed*

The undersigned confirms that the construction documents provided are complete and accurate and accepts responsibility for delays in plan approval caused by submission of incomplete or inaccurate information.

Applicant Signature: _____

Date: _____

Print or Type Name: _____

PLEASE NOTE: Incomplete information will result in the rejection of this submittal.