



CITY OF LANCASTER

BUILDING DEPARTMENT

121 East Chestnut Street, Suite 102

Lancaster, Ohio 43130-3825

(740) 687-6649

Forms & Information web site www.ci.lancaster.oh.us

COMMERCIAL ONLY

MINIMUM REQUIREMENTS FOR PLAN APPROVAL

OBC COMMERCIAL REGULATED CONSTRUCTION

{All applications MUST include the following five (5) items}

1. Complete the Permit Application with:
 - a. Type of permit requested.
 - b. Property information.
 - c. Owner information.
 - d. Estimated start/finish dates and value for each type of permit application.
2. Return the completed Permit Application to the Lancaster Building Department with a **\$100.00 non-refundable** deposit. The deposit shall be applied toward the review and final permit fee. **All forms associated with Fire Impact Fee Exemption and Fire Impact Fee Credit, if applicable, must accompany the building permit application when submitted to the Building Department. These forms are found at the end of this packet.**
3. Provide a **complete set of drawings of the plans and specifications** of the building and **set of site drawings**. The approved drawings, permit card and related correspondence shall be maintained at the project site.

Starting July 1st, 2024, all non-residential plans will only be accepted electronically.
4. **Minimum drawing requirements include, but are not limited to:**
 - a. Bear the Seal of a register design professional, in compliance with Sections 3791.04, 4703.12, and 4733.14 of the Ohio Revised Code.
5. Provide a list of **all** subcontractors including their registration number(s). A subcontractor list shall either be included with the application or shall be submitted before the permit(s) can be issued. All contractors **MUST** be registered with the Building Department. Registration forms are available in our office or on-line at **www.ci.lancaster.oh.us/dept/building**.

Note: For a more detailed list of requirements, see the "*Commercial Plan Review Checklist*" form also available in our office or on-line in the "**forms**" section of the web site.