



## Plan Approval Application

Mid-East Ohio Building Department  
22 North 5th Street  
Zanesville, OH 43701  
Phone: 740.455.7905  
Fax: 740.455.7907

**Please fill out three pages completely. Plan Approval Fees are due at time of application. Plans will NOT be processed until fees are paid.**

**Please submit three copies of the construction documents.**

1. Name of Project:

2. Description of Project:

3. Exact Address of Project:

City:

Zip:

County:

4. Estimated cost of project:

5. Is Project incorporated in a city or village?

YES

NO

6. Has Zoning been approved?

YES

NO

N/A

7. Has storm water been approved:

YES

NO

N/A

8. Has Plumbing been approved?

YES

NO

N/A

9. Designate Flood plain:

10. Nature of project:

NEW

ADDITION

ALTERATION

CHANGE OF  
OCCUPANCY

11. Type of Construction:

IA

IB

IIA

IIB

IIIA

IIIB

IV

VA

VB

12. Proposed OBC Use Group:

A1

A2

A3

A4

A5

B

E

F1

I1

I2

I3

F2

H1

H2

H3

H4

H5

I1

I2

I3

I4

M

R1

R2

R3

R4

S1

S2

U

13. Current OBC Use Group:

14. Applicant's Name:

Address:

City:

State:

Zip:

E-mail:

Phone:

Cell:

Fax:

15. If you desire to have plans returned to you as opposed to picking them up, please provide the following: prepaid shipping label and packaging or prepaid packaging.

16. Project Contact Person:

Cell:

17. Job Site Contact Person:

Cell:

Signature of Applicant:

18. Owner of Building/Project:

Address:

City:  State:  Zip:

E-mail:

Phone:  Cell:  Fax:

19. Person Preparing Plans:

Address:

City:  State:  Zip:

Email:

Phone:  Cell:  Fax:

20. Square footage of new building or of addition or alteration:

|                           |                      |
|---------------------------|----------------------|
| Basement                  | <input type="text"/> |
| 1st Floor                 | <input type="text"/> |
| Mezzanine                 | <input type="text"/> |
| Other floors (=2+3+4+etc) | <input type="text"/> |
| Total square footage:     | <input type="text"/> |

21. Multiplier: round to next highest 100 square footage:

If a Project is an Existing Building, or an Addition or Alteration to an existing building, complete items 22 thru 25.

|   |  |                                      |
|---|--|--------------------------------------|
| 22. Floor Construction:                           | Roof Construction:                           | Wall Construction:                   |
| Wood on wood joist <input type="checkbox"/>       | Wood Framed <input type="checkbox"/>         | Masonry <input type="checkbox"/>     |
| Concrete on Steel Joists <input type="checkbox"/> | Steel joist <input type="checkbox"/>         | Wood Framed <input type="checkbox"/> |
| Reinforced Concrete <input type="checkbox"/>      | Reinforced Concrete <input type="checkbox"/> | Metal Stud <input type="checkbox"/>  |
| Slab <input type="checkbox"/>                     | Heavy Timber <input type="checkbox"/>        | Other <input type="checkbox"/>       |
| Other <input type="checkbox"/>                    | Other <input type="checkbox"/>               |                                      |

|  |                                  |
|--|----------------------------------|
| Ceiling Construction:                        |                                  |
| Exposed wood joist <input type="checkbox"/>  | Drywall <input type="checkbox"/> |
| Exposed Steel Joist <input type="checkbox"/> | Wood <input type="checkbox"/>    |
| Lay-in <input type="checkbox"/>              | Other <input type="checkbox"/>   |

23. Are there existing fire rated walls? Yes ☐ No ☐ If yes, please provide sketch indicating location.

24. Does addition block exits from building? Yes ☐ No ☐ If yes, please provide sketch indicating location.

25. Comments:

**MID-EAST OHIO BUILDING DEPARTMENT**  
**FEE SCHEDULE (to be completed by Applicant)**

**STRUCTURAL FEES**

\$220 Processing Fee

\$8.25 per 100 sq. ft.\*

**MECHANICAL FEES**

\$220 Processing Fee

\$4.95 per 100 sq. ft.\*

**ELECTRICAL FEES**

\$220 Processing Fee

\$4.95 per 100 sq. ft.\*

**FIRE SUPPRESSION FEES**

\$220 Processing Fee

\$4.95 per 100 sq. ft.\*

**FIRE ALARM FEES**

\$220 Processing Fee

\$4.95 per DEVICE

**KITCHEN HOOD FEES**

\$220 Processing Fee

\$110 Field Inspection Fee

**KITCHEN HOOD FIRE SUPPRESSION FEES**

\$220 Processing Fee

\$110 per TANK

**OUTSIDE POLE LIGHTING FEES**

\$220 Processing Fee

\$110 Field Inspection Fee

**CONSTRUCTION TRAILER FEES**

\$110 Structural Field Inspection

\$110 Electrical Field Inspection

**SERVICE ENTRANCE FEES**

\$220 Processing Fee

**RE-ROOF / ROOF REPLACEMENT FEES**

0 - 25,000 sq ft \$220

25,001 - 50,000 sq.ft. \$330

50,000 - 100,000 sq.ft. \$440

**UNDERGROUND FIRE SUPPRESSION FEES**

\$220 Processing Fee

\$0.50 per lineal ft., \$110 min.

**LOW VOLTAGE WIRING**

\$110 per installation company

\*REFER TO MULTIPLIER PAGE 2, #21.

**PAYMENT:** Cash, Check, or Money Order made payable to  
Mid-East Ohio Building Department, due at time of submittal.

**INDUSTRIALIZED UNIT FEE**

\$220 Processing Fee

\$1.75 PER 100 sq. ft. (foundation)

**FENCE (Over 6'-0")**

\$220 Processing Fee

\$25 per 100 ft of length

**RETAINING WALL (Over 48" from bottom of footer)**

\$220 Processing Fee

Special Pricing per Chief Building Official

**CELL TOWERS (NEW)**

\$220 Processing Fee - Structural

\$220 Processing Fee - Electrical

(2) Field Inspections, \$220

**CELL TOWERS (ADDITIONS TO EXISTING)**

\$220 Processing Fee

(2) Field Inspections, \$220

**GENERATORS**

\$220 Processing Fee - Structural

\$220 Processing Fee - Electrical

**HVAC DIRECT REPLACEMENT**

Mechanical Field Inspection, \$110

Electrical Field Inspection, \$110

**RACK SPRINKLERS**

\$220 Processing Fee

\$4.95 per 100 sq. ft. of rack

**EXISTING BUILDING CERTIFICATE OF OCCUPANCY (C/O)**

(2) Field Inspections, \$220

Certificate of Occupancy, \$50

**WORKING WITHOUT A PLAN APPROVAL**

\$500

FIELD INSPECTIONS, \$110 EACH

RE-INSPECTIONS (failed or not ready) \$110

SPECIAL PLANS EXAM, \$83 PER HOUR

TEMPORARY OCCUPANCY, \$350

FEES FOR SPECIAL SITUATIONS SHALL BE  
DETERMINED BY THE BUILDING OFFICIAL

SUB-TOTAL:

Board of Building Standards fee - 3%

TOTAL:



## Sign Plan Approval Application

Mid-East Ohio Building Department

22 North 5th Street

Zanesville, OH 43701

Phone: 740.455.7905

Fax: 740.455.7907

Please fill out both pages completely.

Plan Approval Fees are due at time of application. Plans will NOT be processed until fees are paid.

1. Exact Address of Sign: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
County: \_\_\_\_\_
2. Estimated cost of project: \_\_\_\_\_
3. Is the sign in the flood plain? YES ☐ NO ☐
4. Is Project incorporated in a city or village? YES ☐ NO ☐
5. Has Zoning been approved? YES ☐ NO ☐ N/A ☐
6. Is this sign on a leased site? YES ☐ NO ☐
- 6a. If yes, to #6, landowner's name/number: \_\_\_\_\_
8. Type of Construction: IIB ☐ VB ☐
9. Proposed OBC Use Group: U ☐
10. Owner of Sign: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_
11. Plans Prepared By: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_
12. Sign Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_
13. If you desire to have plans returned to you as opposed to picking them up, please provide the following: prepaid shipping label and packaging or prepaid packaging.

Signature of Applicant: \_\_\_\_\_

**MID-EAST OHIO BUILDING DEPARTMENT**  
**SIGNAGE FEE SCHEDULE (TO BE COMPLETED BY APPLICANT)**

**SIGN PLAN APPROVAL CONDITIONS**

1. Submit one fully completed Sign Plan Approval Application and **THREE** copies of drawings (plot plan and sign detail).
2. Plot plans shall include the actual size, shape, and dimensions of lot, and the distance from property lines to all buildings and signs.
3. Sign detail shall include the size/height of sign in elevation, and details sufficient to describe the construction of the sign and show conformance to the current version of the Ohio Building Code.
4. The signage package must be signed and sealed by a design professional registered in the state of Ohio, unless other arrangements (COSA) have been made with the Building Official.
5. All electrical work must comply with the current adopted version of the National Electric Code (NEC).
6. If the sign is to be on a state highway, provide Approval by the Ohio Department of Transportation.

|  |                 |                 |
|--|-----------------|-----------------|
| <b>Working without Plan Approval:</b>        | <b>\$500.00</b> |                 |
| <b>Processing Fee (one per application):</b> | <b>\$220.00</b> | <b>\$220.00</b> |

**Ground Sign (Monument ) Fees:**

|                   |   |  |
|-------------------|---|--|
| Non-lighted Sign: | \$55 for first 3 signs, \$55 for each after 3 |  |
| Lighted Sign:     | \$55 for first 2 signs, \$55 for each after 2 |  |

**Freestanding Sign Fees:**

|   |                                  |   |  |
|---|----------------------------------|---|--|
| Signs up to 20' tall or 100 sq. ft:     | Non-lighted Sign:                | \$55 for first 3 signs, \$55 for each after 3 |  |
|   | Lighted Sign:                    | \$55 for first 2 signs, \$55 for each after 2 |  |
| Signs more than 20' tall or 100 sq. ft. | Non-Lighted Sign:                | \$55 each sign                                |  |
|   | Lighted Sign (existing service): | \$110 each sign                               |  |
|   | Lighted Sign (new service):      | \$220 each sign                               |  |

**Wall Sign Fees**

|                                 |                   |   |  |
|---------------------------------|-------------------|---|--|
| Signage less than 40 sq. ft:    | Non-Lighted Sign: | \$55 for first 3 signs, \$55 for each after 3 |  |
|                                 | Lighted Sign:     | \$55 for first 2 signs, \$55 for each after 2 |  |
| Signage greater than 40 sq. ft: | Non-Lighted Sign: | \$55 each sign                                |  |
|                                 | Lighted Sign:     | \$110 each (first 2 signs), \$55 each after 2 |  |

**PAYMENT: Cash, Check, or Money Order made payable to Mid-East Ohio Building Department, due at time of submittal.**

|   |  |
|---|--|
| <b>SUB-TOTAL:</b>                           |  |
| <b>Board of Building Standards fee - 3%</b> |  |
| <b>TOTAL:</b>                               |  |

**Multiple signs (four or more), call for pricing.**

1. Signs and canopies require a separate plan approval application.
2. Cantilevered awnings and canopies square footage is determined by area of frame attached to walls.
3. Column supported canopy fees require standard Plan Approval Application and fees.

**ALL SIGN SUBMITTALS REQUIRE THE FOLLOWING:**

The application shall be accompanied by the written consent of the owner or lessee of the premises upon which the sign is to be erected.