



Pickaway County Building Department

124 West Franklin Street
Circleville, Ohio 43113
740-477-8282 Fax 740-477-8265
www.pickaway.org

Kelson Kight
Chief Building Official
Building Inspector
Ryan Wilkins
Plumbing Inspector
Plumbing Plans Examiner
Residential Inspector / Official
Jeffrey Rush
Residential Building Inspector
Electrical Safety Inspector
Residential Building Official

Commercial Permit Application Instructions

1. Application must be completely filled out by applicant/representative.
2. Fees must be paid **AFTER FIRST PLAN REVIEW**. Additional fees will be due if plans require additional plan review. These fees will be calculated at the time of plan review and must be paid prior to permitting occupancy.
3. All commercial plans must have a registered Ohio architect or engineer seal. Plans may be accepted without a seal but may be required to get a seal by plans examiner. **This is a State Law.**
4. We require four (4) sets of plans for commercial construction or pdf files to Nikki Young
nyoung@pickawaycountyohio.gov
 - **Site Plan / Plot Plan** for all new construction and additions showing the following to approximate scale.
 - (1) Street Location
 - (2) Location of proposed building(s) and all existing buildings on site
 - (3) Handicap accessible parking and accessible route to the building
 - (4) Setback and side yard dimensions
 - (5) Distance between all buildings
 - (6) Location or proposed of all utilities or services on property (overhead & underground)
 - **Foundation plan** (Show to scale)
 - (1) Size of footing
 - (2) Size and construction of foundation walls
 - (3) Areas of thickened slabs, piers, etc.
 - **Floor Plan** (all levels) (Show to scale)
 - (1) Overall dimensions including gross square footage of all floors
 - (2) Dimensions on all rooms
 - (3) Identify use of all spaces
 - (4) Window and door locations, sizes, and direction of door hand type (ANSI Number)
 - **Elevation plan** (Show to scale)
 - (1) Typical wall section from footer to roof framing
 - (2) Show dimensions, Thicknesses, Materials
 - (3) Show details such as insulation, anchor bolts, finish grade, footing depth, etc.
 - **Electrical plan** (Show to scale)
 - (1) Locations of all electrical devices and equipment
 - (2) Service showing panel locations, panel sizes, wire sizes, panel schedules and other pertinent data
 - **Mechanical plan** (Show to scale)
 - (1) Show location, size, type, fuels, and capacities of HVAC and mechanical equipment



- **Plumbing plan** (Show to Scale)
 - (1) Show location of all fixtures and appliances such as water heaters, pressure tanks, etc.
 - (2) Show complete plumbing/venting isometric.
- **Sprinkler plan If Required** (Show to scale)
 - (1) Show details of sprinklers, if provided, indicating water supply, and lay-out, type of heads, sizes, and calculations. These may be submitted as shop drawings from an approved sprinkler contractor.
- **Additional data.** Show compliance with OBC Article 31 on energy. Show compliance with ADA

ALL CONTRACTORS MUST BE REGISTERED with **Pickaway County**, forms can be found online.

INSPECTIONS

- Inspections should be called in by 2:00pm prior for any inspection for the following day(s).
- **PCBD** strives to accommodate next-day inspections depending on when requests are made as well as the availability of staff. The following are inspections that are typically requested depending on the scope of work of the project:
- Structural inspection: Footing and foundation, floor slab, framing and insulation, fire-resistant penetrations, and final inspections.
- Mechanical inspection: Under-slab, piping, rough-in, above ceiling, fire-resistant penetrations, kitchen exhaust hood, and final inspections.
- Electrical inspection: Temporary and new services, under-slab, rough-in, above ceiling, fire-resistant penetrations and final inspections.
- Plumbing inspection: Plumbing underground, plumbing rough-in, above ceiling, and final inspection.
- Fire alarm and suppression systems: Fire alarm and fire suppression final inspections by BCC structural and electrical field staff after receiving successful acceptance testing.
- Such construction or work shall remain accessible and exposed for inspection purposes until the work has been inspected to verify compliance with the approved construction documents, but failure of the inspectors to inspect the work within four days, exclusively of Saturdays, Sundays, and legal holidays.