



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

Commercial Permit Application Instructions

1. Application must be completely filled out by applicant/representative.
2. Fees must be paid **AT TIME OF APPLICATION**. 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 an 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. (NOTE: Current plans examiner DOES require this at this time)**
4. We require four (4) sets of plans for commercial construction.
 - A. **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 of all utilities or services on property (overhead & underground)
 - B. **Foundation plan** (Show to scale)
 - (1) Size of footing
 - (2) Size and construction of foundation walls
 - (3) Areas of thickened slabs, piers, etc.
 - C. **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 swing
 - D. **Elevation plan** (Show to scale)
 - (1) Typical wall section from footer to roof framing
 - (2) Show Sizes, Thicknesses, Materials,
 - (3) Show details such as insulation, anchor bolts, finish grade, footing depth, etc.
 - E. **Electrical plan** (Show to scale)
 - (1) Locations of all electrical devices and equipment
 - (2) Service showing panel locations, sizes, wire sizes, panel schedules and other pertinent data
 - F. **Mechanical plan** (Show to scale)
 - (1) Show location, size, type, fuels, and capacities of HVAC and mechanical equipment
 - G. **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.
 - H. **Sprinkler plan** (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.
 - I. **Additional data**. Show compliance with OBC Article 31 on energy. Show compliance with ADA for handicap accessibility.