



**NON-RESIDENTIAL APPLICATION FOR INSPECTION NOT REQUIRING PLANS**

City of Sandusky, Building Department

240 Columbus Avenue, Sandusky, Ohio – 419.627.5940 – [building@ci.sandusky.oh.us](mailto:building@ci.sandusky.oh.us)

All sections of the application must be completed. Do not enter "same" for any field. Electric or Plumbing worksheets must be attached for any electrical or plumbing work.

1	Scope of Project	<input type="checkbox"/> Structural	<input type="checkbox"/> Electrical	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Plumbing
2	Type	<input type="checkbox"/> Electrical Upgrade <input type="checkbox"/> Temporary Electrical <input type="checkbox"/> Minor construction <input type="checkbox"/> Health & Safety /Special inspection *	<input type="checkbox"/> Commercial Demolition ( <i>Sewer Cap permit application must be submitted with application</i> ) <input type="checkbox"/> Temporary Structure * <input type="checkbox"/> Plumbing – Mechanical replacement of appliance *	<input type="checkbox"/> Minor Electrical Alterations * <input type="checkbox"/> Type-A day care <input type="checkbox"/> Certificate of Occupancy for existing structure**	
Describe nature of work / explain what you are doing:					
3	Name of Project: Exact address of project: City: _____ Zip: _____				
4	Owner of project: _____ Attention: _____ Address: _____ City, State, Zip: _____ Phone: _____ <input type="checkbox"/> Send by fax/E-mail:				
5	Name of submitter: Address: _____ City, State, Zip: _____ Phone: _____ <input type="checkbox"/> Send by fax/E-mail:				
6	Type of Construction:	Fees paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card Check number: _____ <b>Make check payable to: City of Sandusky, Ohio</b>			
7	Current use group:				
8	<b>Cost of work covered by this application:</b>				
9	If plans submitted as the result of an Adjudication Order, enter order number here:				
10	<b>Fees to be paid from Scope &amp; Type of Project</b>				
	Electrical Upgrade 400 Amps or less	\$50	\$		
	Electrical Upgrade Over 400 Amp	\$100	\$		
	Electric – Temporary Service	\$50	\$		
	Electric – Minor Electrical Alteration*	\$75	\$		
	Plumbing replacement of Appliance *	\$50	\$		
	Mechanical replacement of Appliance*	\$50	\$		
	Special inspection –Structural *	\$100 / \$225	\$		
	Special Inspection – Electrical *	\$100 / \$225	\$		
	Special Inspection – Mechanical *	\$100 / \$225	\$		
	Special Inspection – Plumbing *	\$100 / \$225	\$		
	**Certificate of Occupancy for existing structure	\$275.00	\$		
	<b>Sub-total of fees to be paid:</b>		\$		
	Board of Building Standards fee (3% x sub-total)		\$		
	<b>Total fees to be paid:</b>		\$		
11					
12	I hereby certify that I am the (select one): <input type="checkbox"/> Owner <input type="checkbox"/> Agent for the owner and all information contained in this application is true, accurate, and complete to the best of my knowledge. All official correspondence in connection with this application should be sent to my attention at the address shown above. _____ Signature _____ Date _____ Print / Type Name				
13	<b>THE AREA BELOW IS FOR OFFICIAL USE ONLY:</b> <input type="checkbox"/> Walk In <input type="checkbox"/> Mail In/E-mail CPA#: _____ Date Rec'd: _____				

\* Inspector must approve prior to submission of permit. Fee based on complexity and must be approved by CBO.

\*\* If you mark "Certificate of Occupancy for existing structures", please ask for instruction sheet.

**Application Instructions:** All boxes, 1 through 12, must be completed in full or the application **will be returned**. Please type or print legibly (in blue or black ink) applications are available from the permitting office.

Following is an explanation of the terms used and the number of inspections required for each service:

- *Certificate of Occupancy* – For procedure in obtaining a Certificate of Occupancy for an existing building, see Section 111 of the Ohio Building Code (OBC). Fees include 1 structural, 1 electrical and 1 plumbing inspection.
- *Temporary Structures* – Permits for temporary construction shall be limited as to time of service, but such temporary construction shall not be permitted for more than one year. For rules concerning temporary structures, see Section 111.1.6 of the OBC. Fees to include two inspections – 1 structural, 1 electrical.
- *Type A Day-Care Home* – Day care for children is provided in the permanent residence of the Administrator for seven to twelve children or four to twelve children if four or more are under two years of age. Fees to include 1 structural, 1 electrical and 1 plumbing inspection.

Electrical Upgrades/Minor Electrical Alterations/ Minor Construction/ Plumbing-Mechanical replacement of Appliance:

- Permanent 100-amp services for pedestal mounted telephone cabinets
- Permanent 30-amp services for pole mounted or pedestal mounted cable television boosters
- Permanent 60-amp services for lighting on **existing** billboard signs only
- Minor alterations at the discretion of the Inspector
- Water Heater replacement
- Exact replacement of Mechanical equipment only
- Upgrading existing electrical services not to exceed 400 amps
- Other minor work not specifically listed at the discretion of the Building Official

**The items listed below correspond to the numbered boxes on the application. Complete all the numbered information boxes except box 13:**

1. Check all boxes that apply to the proposed project.
2. Refer to the Ohio Building Code (OBC) Chapter 2 for definitions.
3. List exact title of project or name of business. For inspection purposes provide specific address and location including tenant space, suite numbers, floor number or any other directional guideline.
4. List the owner of project, their address, telephone, and a contact person.
5. List the name of submitter, their address, and telephone. Correspondence will be sent to submitter.
6. Refer to OBC Chapter 6 for Types of Construction. If electrical work only, enter N/A.
7. List current Use Group of existing building. Otherwise, enter N/A and move on to box 8.
8. List total cost of work covered according to the Scope of Work checked in box 1.
9. In order to rescind a standing adjudication order and to stop further legal proceedings, list the number found on the order. Otherwise, enter N/A and move to box 10.
10. Show total fees according to the Scope of Work checked in box 1.
11. Please list method of payment and make check payable to: **City of Sandusky, Ohio**. List Check number.
12. Application cannot be processed without the signature of the owner or agent for the owner.
13. This space is reserved for official use only.

Once documentation has been reviewed and approved, you will receive notification. **Inspections can be scheduled by calling the appropriate inspector, please give 1-day notice prior to inspection at minimum:**

- 419-656-9477 for Building, Mechanical, Plumbing
- 419-656-9685 for Electrical