

**Blendon Township
Building Department**

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Expedited Plan Review Request Form

Form Issued January 1, 2025: All code references from the 2024 OBC

Application Number: _____

Project Address: _____

Section 1: Statement of Intent

The expedited plan review program allows certain buildings to receive a fast-track plan review. This program meets two critical customer requirements:

- ✓ Expedite the first and subsequent document submission plan review for a wide range of projects until plan approval.
- ✓ Expedite the review of amended construction documents and plan revisions during construction to keep construction progressing.

This program is available through the administration of OBC 107.3. Expedited plan review constitutes a separate and parallel plan review process that mirrors the regular 30-day plan review process except that it is faster. To avoid administrative conflicts concerning the order of plan review, it is imperative that the expedited plan review process be maintained until plan approval for each expedited plan review application. If the project conforms to the expedited plan review General Conditions, Guide to Expedited Plan Review & Guide to Class Size, this process can result in significant time-savings for applicants. If the expedited plan review program is not available for your project, the application will be retained for regular plan review.

Section 2: General Conditions

Note the general conditions below. The Guide to Expedited Plan Review is found in Section 3 of this document. The Guide to Class Size is found in Section 4 of this document. The project must conform to General Conditions, Guide to Expedited Plan Review and the Guide to Class Size, otherwise the regular plan review process must be utilized.

- 1.) **Applicable Construction Work Scope:** The expedited plan review program applies to construction, alterations, movement, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure or any

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appurtenances connected or attached to such buildings or structures as limited by the General Conditions and Guide to Expedited Plan Review.

2.) **Applicable Plan Review Conditions:**

- A. The expedited plan review program applies to first document submission (i.e. initial plan reviews).
- B. The expedited plan review program applies to subsequent document submission reviews in response to Plan Review Records (i.e. disapprovals), Conditional Plan Approvals or Phased Plan Approvals only for permits previously reviewed by BHSW LLC.
- C. The expedited plan review program applies to amended construction documents (i.e. plan revisions) submitted during construction regardless of whether the permit was previously reviewed by BHSW LLC.
- D. The expedited plan review program applies to deferred or delegated design construction documents regardless of whether the permit was previously reviewed by BHSW LLC. Applies to construction documents such as, but not limited to, fire protection, truss, kitchen hood fire suppression and similar construction documents.
- E. The expedited plan review program by BHSW LLC is for OBBS-related plans examination only. Other jurisdictional approvals such as Building, Zoning or Engineering are the responsibility of the jurisdiction. Issuance of a building permit is the responsibility of the jurisdiction.
- F. BHSW LLC reserves the right to refuse to provide expedited plan review services. Where this right is exercised, BHSW LLC will provide a justification memo to the Building Official.
- G. Minimum charge & other charges apply. See Guide to Class Size in Section 4 for additional information.
- H. Additional jurisdictional or building department fees may apply. Consult with the jurisdictional building department for additional fees.
- I. The applicant may be required to provide additional information as required by the jurisdictional building department (e.g. Certified Address). Ask if additional information is required to be submitted at the time of the application. All required information shall be provided at the time of application.
- J. The applicant agrees to provide, in legible writing, valid contact information such as a functional telephone number and e-mail address (e.g. no full voicemail, voicemail is set up, no terminated e-mail accounts).

I acknowledge that I have read the all the information in Sections 1 through 4 of the Expedited Plan Review Request Form and fully understand the terms and conditions and agree to engage in expedited plan review.

Applicant Printed Name

Applicant Signature & Date

Valid & Functional Applicant Phone #

Valid & Functional E-mail Address

Section 3: Guide to Expedited Plan Review

1.) General Submittal Protocols:

- A. Each expedited plan review application will be categorized by Class sizes: Small, Medium, Large & Oversized. The Class sizes are determined on the basis of the permitted area as determined by the jurisdictional building department and confirmed by BHSW LLC. See the Guide to Class Size in Section 4 for additional information concerning Class size definitions, charges and limitations.
- B. BHSW LLC performs an adequacy review for all construction document plan reviews, minimum charges apply regardless of determination. Construction document plans shall be sealed in accordance with the OBC; unsealed plans will be determined to be inadequate. See the Guide to Class Size in Section 4 for additional information concerning Class size charges.
- C. An Ohio Existing Building Code Compliance Path is required for building additions, alterations, change of occupancy, change of use, repair, relocated of structures. Plans for these types of projects without the OEBC Compliance Path will be determined to be inadequate for plan review.
- D. The expedited plan review program is limited to one expedited plan review per single permit at a time. Multiple, simultaneous expedited plan reviews under the same permit cannot be conducted.
- E. During the expedited plan review process, applicants may not opt out of the expedited plan review program until the review cycle ends with the issuance of the certificate of plan approval. A review cycle starts at application for expedited plan review and ends with the issuance of a certificate of plan approval.
- F. Submissions for amended construction documents (i.e. plan revisions) during construction requires the following:
 - i. Applicant to provide a narrative of the changes to the construction documents & sufficient plan identification illustrating the changes on the construction documents.
 - ii. Applicant to provide the most recent previously approved plans as needed.
 - iii. Inability to determine the plan revisions, inadequate narrative and/or plan identification of the construction document changes will be determined to be inadequate.
 - iv. For each expedited plan review application, plan revisions for Medium Class buildings are limited to a maximum area of 20% of the permitted area. See Guide to Class Size in Section 4 for additional information concerning Class size, review time, charges, exclusions & limitations.
 - v. For each expedited plan review application, plan revisions for Large Class buildings are limited to a maximum area of 10% up to a maximum of 5,000 SF of the permitted area. See Guide to Class Size in Section 4 for additional information concerning Class size, review time, charges, exclusions & limitations.
 - vi. See Point 1H below for additional building and/or space history information required to be submitted.

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- vii. Failure to provide the information above may result in the construction documents being found to be inadequate.
- G. Submissions for deferred or delegated design construction documents requires the following:
 - i. Construction documents sealed by an Ohio Registered Design Professional or OBBS Certified Fire Protection Designer.
 - ii. All fire protection systems (e.g. fire suppression drawings) design calculations as required and using established scientific & engineering principles. For underground fire service mains, provide thrust blocking calculations and sizes.
 - iii. All technical data sheets, assembly and/or product listings and Manufacturer's Installation Sheets as required by the OBC and its referenced standards.
 - iv. Applicant to provide the most recent previously approved building permit plans as needed.
 - v. All approved amended construction documents (i.e. plan revisions) as needed.
 - vi. Failure to provide the information above may result in the construction documents being found to be inadequate.
- H. For building additions, alterations, change of occupancy, change of use, repair, relocation of structures and amended construction documents (i.e. plan revisions) the applicant provides building and/or space history information below. The applicant may cooperate with the jurisdictional building department to obtain this information.
 - i. Previous code edition the building and/or space was occupied under.
 - ii. Previous, current and/or proposed address as applicable.
 - iii. Previous or existing building use, uses, Occupancy Classifications and Use Group, construction type, occupant load, fire protection systems, fire protection system(s) hazard class or classes.
 - iv. Special conditions regarding the building or space such as, but not limited to, former OBC 3412 Alternative Compliance analyses or existing fire-rated compartmentation and compartmentation assembly type.
 - v. Ohio Board of Building Appeals Adjudication Orders, appeals or variances.
 - vi. Failure to provide the information above may result in the construction documents being found to be inadequate.

2.) **Jurisdictional Building Department, Applicant & BHSW LLC Protocols:**

- A. Applicants and jurisdictional building department provides BHSW LLC .pdf files for review. These files are e-mailed only; no courier or pickup service available.
- B. BHSW LLC provides to the jurisdictional building department a Plan Review Record & recommendation to approve or disapprove.
- C. BHSW LLC provides to the jurisdictional building department an Inspection Required Checklist where a recommendation to approve is given.
- D. Jurisdictional building department stamps the plans & provides all supporting documentation not supplied by BHSW LLC.

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Section 4: Guide to Class Size

1.) Small Class Expedited Plan Review: 1 SF to 3,000 SF

- A. Size Limitations: 1 SF to 3,000 SF of permitted area.
- B. Review time for all work except amended construction documents (i.e. plan revisions): Three business days; exclusive of jurisdictional building department processing time and after construction documents are determined to be adequate for review.
- C. Review time for amended construction documents (i.e. plan revisions): Three business days or less; exclusive of jurisdictional building department processing time and after construction documents are determined to be adequate for review.
- D. Application Scope:
 - i. Unless excluded or limited, all Occupancy Classifications and Use Groups Buildings for structures as identified in OBC 101.
 - ii. Unless excluded or limited, one-, two- & three-family dwellings and accessory structures only to the extent as identified in OBC 310 are included.
 - iii. Mixed Used & Multi-story Buildings.
 - iv. Unlimited area buildings within the defined Class size limitations.
- E. Excluded Scope & Limitations:
 - i. One-, two- & three-family dwellings and accessory structures exclusively utilizing the Residential Code of Ohio.
 - ii. Limited to a single building on a single site, no multi-building campuses or complexes.
 - iii. Medical gas.
 - iv. Jurisdictional building department plan review limitations (e.g. plumbing).
- F. All charges are based on the current hourly rate of \$115/hour. Special additional charges apply in addition to all other charges.
- G. Charges for all work except amended construction documents (i.e. plan revisions):
 - i. Minimum Charge= Five hours.
 - ii. Charges after minimum charge= Each utilized hour billed in one hour increments for each hour above the minimum charge.
- H. Charges for amended construction documents (i.e. plan revisions) submitted during construction:
 - i. Minimum Charge= Two hours.
 - ii. Charges after minimum charge= Each utilized hour billed in one hour increments for each hour above the minimum charge.
- I. Regardless of Occupancy Classifications and Use Group, special additional charges for all work including amended construction documents (i.e. plan revisions). Special additional charges are applied in addition to all other applicable charges:
 - i. Add one hour for commercial foodservice equipment and/or commercial kitchen.
 - ii. Add two hours for Maximum Allowable Quantity or related Ohio Fire Code review.
 - iii. Add two hours for NEC Article 700 Emergency Systems, NEC Article 500 Hazardous Locations, NEC Article 695 Fire Pumps, NEC Article 708 Critical

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Operations Power System, NEC 450.21(B) Dry-Type Transformers over 112.5 KVA & NEC 517 Essential Electrical System.

- iv. Add one hour for NEC Article 680 Swimming Pools.
- v. Add two hours for OBC 304.3 Ambulatory Care Facilities.

2.) Medium Class Expedited Plan Review: 3,001 SF to 10,000 SF

- A. Size Limitations: 3,001 SF to 10,000 SF of permitted area.
- B. Review time for all work except amended construction documents (i.e. plan revisions): Five business days; exclusive of jurisdictional building department processing time and after construction documents are determined to be adequate for review.
- C. Review time for amended construction documents (i.e. plan revisions): Two business days or less; exclusive of jurisdictional building department processing time and after construction documents are determined to be adequate for review.
- D. Application Scope:
 - i. Unless excluded or limited, all Occupancy Classifications and Use Groups Buildings for structures as identified in OBC 101.
 - ii. Unless excluded or limited, One-, two- & three-family dwellings and accessory structures only to the extent as identified in OBC 310 are included.
 - iii. Within Class size limitations, excluded scope & limitation provisions regarding High-rise & Special Provision buildings do not apply to alterations, change of occupancy, change of use or repair of existing buildings.
 - iv. Mixed Used & Multi-story Buildings.
 - v. Unlimited area buildings within the defined Class size limitations.
 - vi. Within Class size limitations, amended construction documents (i.e. plan revisions), all Occupancy Classifications and Use Groups Buildings for structures as identified in OBC 101. Excluded scope & limitation provisions regarding High-rise & Special Provision buildings do not apply to amended construction documents (i.e. plan revisions).
 - vii. Amended construction documents (i.e. plan revisions) subject to size limitations in Section 3, Point 1E.
- J. Excluded Scope & Limitations:
 - i. One-, two- & three-family dwellings and accessory structures exclusively utilizing the Residential Code of Ohio.
 - ii. Limited to a single building on a single site, no multi-building campuses or complexes.
 - iii. New construction of High-rise buildings excluded.
 - iv. New construction of Special Provision buildings (i.e. podium buildings) excluded.
 - v. Medical gas.
 - vi. Jurisdictional building department plan review limitations (e.g. plumbing).
- K. All charges are based on the current hourly rate of \$115/hour. Special additional charges apply in addition to all other charges.
- L. Charges for all work except amended construction documents (i.e. plan revisions):
 - i. Minimum Charge= Seven hours.

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- ii. Charges after minimum charge= Each utilized hour billed in one hour increments for each hour above the minimum charge.
- M. Within the size limits of Section 3, Point 1E, charges for amended construction documents (i.e. plan revisions) submitted during construction:
 - i. Minimum Charge= Two hours.
 - ii. Charges after minimum charge= Each utilized hour billed in one hour increments for each hour above the minimum charge.
- N. Regardless of Occupancy Classifications and Use Group, special additional charges for all work including amended construction documents (i.e. plan revisions). Special additional charges are applied in addition to all other applicable charges:
 - i. Add two hours for commercial foodservice equipment and/or commercial kitchen.
 - ii. Add three hours for Maximum Allowable Quantity or related Ohio Fire Code review.
 - iii. Add three hours for NEC Article 700 Emergency Systems, NEC Article 500 Hazardous Locations, NEC Article 695 Fire Pumps, NEC Article 708 Critical Operations Power System, NEC 450.21(B) Dry-Type Transformers over 112.5 KVA & NEC 517 Essential Electrical System.
 - iv. Add one hour for NEC Article 680 Swimming Pools.
 - v. Add one hour for OBC 508 Mixed Use Buildings.
 - vi. Add four hours for OBC 304.3 Ambulatory Care Facilities.

3.) Large Class Expedited Plan Review: 10,001 SF to 100,000 SF

- A. Size Limitations: 10,001 SF to 100,000 SF of permitted area.
- B. Review time for all work except amended construction documents (i.e. plan revisions) and Exclusive of Building Department processing time and after construction documents are determined to be adequate for review:
 - i. Ten business days 10,001 SF to 50,000 SF of permitted area.
 - ii. Fifteen business days 50,001 SF to 100,000 SF of permitted area.
- C. Review time for amended construction documents (i.e. plan revisions): Two business days or less; exclusive of jurisdictional building department processing time and after construction documents are determined to be adequate for review.
- D. Application Scope:
 - i. Unless excluded or limited, All Occupancy Classifications and Use Groups Buildings for structures as identified in OBC 101.
 - ii. Unless excluded or limited, one-, two- & three-family dwellings and accessory structures only to the extent as identified in OBC 310 are included.
 - iii. Within size class limitations, excluded scope & limitation provisions regarding High-rise & Special Provision buildings do not apply to alterations of existing buildings.
 - iv. Mixed Used & Multi-story Buildings.
 - v. Unlimited area buildings within the defined Class size limitations.
 - vi. Within Class size limitations, Amended Construction Documents (plan revisions), all Occupancy Classifications and Use Groups Buildings for structures

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- as identified in OBC 101. Excluded scope & limitation provisions regarding High-rise & Special Provision, Use Group A, Use Group R buildings do not apply to Amended Construction Documents (plan revisions).
- vii. Amended construction documents (i.e. plan revisions) subject to size limitations in Section 3, Point 1E.
- E. Excluded Scope & Limitations:
- i. One-, two- & three-family dwellings and accessory structures exclusively utilizing the Residential Code of Ohio.
 - ii. Occupancy Classifications and Use Groups I & H are excluded.
 - iii. Use Group A limited in size to 15,000 SF.
 - iv. Use Group R limited in size to 12,000 SF.
 - v. Limited to a single building on a single site, no multi-building campuses or complexes.
 - vi. High-rise buildings excluded.
 - vii. Special Provision buildings (i.e. podium buildings) excluded.
 - viii. Medical gas.
 - ix. Jurisdictional building department plan review limitations (e.g. plumbing).
- F. All charges are based on the current hourly rate of \$115/hour. Special additional charges apply in addition to all other charges.
- G. Charges for all work except amended construction documents (i.e. plan revisions):
- i. Minimum Charge 10,001 SF to 50,000 SF of permitted area= twenty hours.
 - ii. Minimum Charge 50,001 SF to 100,000 SF of permitted area= forty hours.
 - iii. Charges after minimum charge= Each utilized hour billed in one hour increments for each hour above the minimum charge.
- H. Within the size limits of Section 3, Point 1E, charges for amended construction documents (i.e. plan revisions) submitted during construction:
- i. Minimum Charge= Two hours.
 - ii. Charges after minimum charge= Each utilized hour billed in one hour increments for each hour above the minimum charge.
- I. Regardless of Occupancy Classifications and Use Group, special additional charges for all work including amended construction documents (i.e. plan revisions). Special additional charges are applied in addition to all other applicable charges:
- i. Add five hours for commercial foodservice equipment and/or commercial kitchen.
 - ii. Add eight hours for Maximum Allowable Quantity or related Ohio Fire Code review.
 - iii. Add five hours for NEC Article 700 Emergency Systems, NEC Article 500 Hazardous Locations, NEC Article 695 Fire Pumps, NEC Article 708 Critical Operations Power System, NEC 450.21(B) Dry-Type Transformers over 112.5 KVA & NEC 517 Essential Electrical System.
 - iv. Add two hours for NEC Article 680 Swimming Pools; two hour charge applies to each pool or hot tub.
 - v. Add three hours for OBC 508 Mixed Use Buildings.
 - vi. Add six hours for OBC 304.3 Ambulatory Care Facilities.

