

CITY OF SPRINGFIELD, OHIO

COMMUNITY DEVELOPMENT DEPARTMENT- BUILDING REGULATIONS DIVISION

76 E. HIGH ST. SPRINGFIELD, OHIO 45502 PHONE: 937-324-7389 FAX: 937-328-3558

SUBMISSION OF PLANS

	COMMERCIAL PLANS	RESIDENTIAL PLANS
NEW CONSTRUCTION & ADDITIONS	ELECTRONIC ONLY: EMAILED TO PLANS@SPRINGFIELDOHIO.GOV (Site plans and storm water calculations included in submittal)	ELECTRONIC PREFERRED/ 3 COMPLETE SETS OF PLANS AND 2 ADDITIONAL PLOT PLANS IF SUBMITTING PAPER
STRUCTURAL ALTERATION, REPAIR, OR RENOVATION OF EXISTING SPACES	ELECTRONIC ONLY: EMAILED TO PLANS@SPRINGFIELDOHIO.GOV (If a change of use is proposed: zoning approval is needed prior to issuing permit)	ELECTRONIC PREFERRED/ 2 COMPLETE SETS OF PLANS
ELECTRICAL, GAS AND HVAC	ELECTRONIC ONLY: EMAILED TO PLANS@SPRINGFIELDOHIO.GOV	ELECTRONIC PREFERRED/ 2 COMPLETE SETS OF PLANS
FIRE DETECTION/ SUPPRESSION SYSTEMS	ELECTRONIC ONLY: EMAILED TO PLANS@SPRINGFIELDOHIO.GOV	ELECTRONIC PREFERRED/ 2 COMPLETE SETS OF PLANS
DESIGN PROFESSIONAL'S SEAL REQ'D ON ALL PLANS	YES	NO
DEPOSIT REQ'D W/ APPLICATION	YES	YES

Checks should be made payable to the "City of Springfield, Ohio". Credit Cards and Cash are also accepted in office. Online payment option with Doxo available as well.

Plan review time varies depending on the complexity of the project and the current workload of the various departments performing the reviews.

Applicants submitting plans will be notified when permits are ready for issuance or if additional information is needed to complete the plan review process.

PLEASE PROVIDE AN EMAIL, IF AVAILABLE, FOR PLAN REVIEW, INSPECTION AND PERMIT ISSUANCE COMMUNICATION.

NOTE: All contractors must be registered with the City of Springfield in order to perform work within the City. Instructions and forms are available by

Calling 937-324-7389 or by visiting the City's website at www.springfieldohio.gov.