

SUBMISSION OF PLANS

	COMMERCIAL PLANS	RESIDENTIAL PLANS
NEW CONSTRUCTION & ADDITIONS	<p style="text-align: center;">6 Complete sets of plans 3 additional site plans and 1 set of storm water calculations</p> <p style="text-align: center;">(If food preparation or service will be performed within the building, 1 additional complete set of plans is needed for the Health Department/Food Service Division)</p>	3 complete sets of plans and 2 additional plot plans
STRUCTURAL ALTERATION, REPAIR, OR RENOVATION OF EXISTING SPACES	<p style="text-align: center;">5 complete sets of plans (three sets must be signed, stamped & embossed)</p> <p style="text-align: center;">(If a change of use is proposed, include one additional site plan indicating parking.)</p> <p style="text-align: center;">(If food preparation or service will be performed within the building, 1 additional complete set of plans is needed for the Health Department/Food Service Division)</p>	3 complete sets of plans
ELECTRICAL, GAS AND HVAC	3 sets of plans	3 Sets of plans
FIRE DETECTION/SUPPRESSION SYSTEMS	4 sets of plans	
DESIGN PROFESSIONAL'S SEAL REQUIRED ON ALL PLANS	YES	NO
DEPOSIT REQUIRED W/APPLICATION	\$250.00 - with building permit application	\$140.00 - with building permit application \$90.00 for non-habitable spaces

Checks should be made payable to the "City of Springfield, Ohio". Visa and MasterCard are also accepted.

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.

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 937-324-7388 or 7389 or by visiting the City's web site at www.springfieldohio.gov.