

SUBMISSION OF PLANS

	COMMERCIAL PLANS	RESIDENTIAL PLANS
NEW CONSTRUCTION & ADDITIONS	Submit electronic set of plans with site plan and storm water calculations To plans@springfieldohio.gov	3 complete sets of plans and 2 additional plot plans
STRUCTURAL ALTERATION, REPAIR, OR RENOVATION OF EXISTING SPACES	Submit electronic set of plans (must be signed, stamped) (If a change of use if proposed, include one additional site plan indicating parking.)	3 complete sets of plans
ELECTRICAL, GAS AND HVAC	Submit electronic set of plans	3 Sets of plans
FIRE DETECTION/SUPPRESSION SYSTEMS	Submit electronic set of plans	4 sets of plans
DESIGN PROFESSIONAL'S SEAL REQ'D 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, Discover 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 plan reviews are ready for issuance or if additional information is needed to complete the plan review

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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.