



COMMERICAL APPLICATION FOR INSPECTIONS, REPAIRS, AND ALTERATIONS

Perkins Township Community Development 2610 Columbus Avenue, Sandusky, OH 44870

(This application form is only for inspections of minor construction without requiring technical design analysis. **Submit 2 sets of floor plans and one electrical** showing the scope of work. Plans **DO NOT** require seals of Ohio registered design professionals per section 106.2.1 OBC

1	Scope of Project <input type="checkbox"/> Structural <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical		
2	Type: <input type="checkbox"/> Electrical Upgrade <input type="checkbox"/> Temporary Electrical <input type="checkbox"/> Minor Construction <input type="checkbox"/> Roof Replacement <input type="checkbox"/> Type A Day Care <input type="checkbox"/> Special Inspection <input type="checkbox"/> Mechanical Replacement of Appliance		
Describe the scope of work: (Submit 2 sets of floor plans and one electronic indicating the work items)			
3	Name of Project: _____		Attention: _____
Exact address of project: _____			
Building Name and unit number: _____			
4	Property Owner: _____		Attention: _____
Address: _____		City: _____	State: _____ Zip: _____
Phone: _____		Fax: _____	E-Mail: _____
5	Name of submitter: _____		Attention: _____
Address: _____		City: _____	State: _____ Zip: _____
Phone: _____		Fax: _____	E-Mail: _____
6	Type of construction		
7	Current use group		
8	Cost of work		
9	If plans are submitted as the result of an Adjudication Order, enter order number here: _____		
10	Fees to be paid from Scope of Project		
	Structural Special Inspection - \$225 per hour	\$	
	Mechanical Special Inspection - \$225 per hour	\$	
	Electrical Special Inspection - \$225 per hour	\$	
	Certificate of Occupancy Existing Structure \$250	\$	
	Roof Replacement < 10,000 s.f. - \$225	\$	
	\$50.00 for each additional 5000 s.f. of roof	\$	
	Mechanical Replacement of Appliance - \$150	\$	
	Electrical Upgrade 400 Amps or less - \$150	\$	
	Electrical Upgrade Over 400 Amps - \$250	\$	
	*Electrical Temp Service or Meter Reset - \$100	\$	
	*Electrical Minor Alteration - \$100	\$	
	Sub-total of fees to be paid	\$	
	Board of Building Standards fee (3%)	\$	
	Total fees to be paid	\$	
11	Fees paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check <i>Make checks payable to: Perkins Township</i> <input type="checkbox"/> Credit Card <i>Transactions paid using a credit or debit card shall be subject to a non-refundable convenience fee equal to five percent (5%) of the amount of the transaction to be added to the total amount otherwise to be paid.</i>		
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 or type the name of signer _____		
13	THE AREA BELOW IS FOR OFFICIAL USE ONLY <input type="checkbox"/> Walk In <input type="checkbox"/> Mail In <input type="checkbox"/> E-Mail Date Received: _____ Processed by: _____ Approved by: _____ Notes: _____		

*These items allow for one (1) inspection only. Additional inspections are \$100.00 each.

POLICY FOR APPLICATION FOR INSPECTIONS WITHOUT SEALED PLANS

The procedures for inspections without sealed plans are established to assist customers in expediting the approval process for construction projects of minor work in nature.

Typically the following types of projects are qualified for application for inspections without sealed plans process:

- Minor Construction: Work of minor alterations to existing building for the purpose of replacement or maintenance repairs that has limited impact on access, safety, or health at the discretion of the building official **AND** does not require technical analysis or design by a registered design professional in accordance with sections 102.10 and 106.2.1 OBC (2017)
- 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 are to include 1 structural and 1 electrical. (For plumbing contact the Erie County General Health District at 419-626-5623).
- Electrical Upgrades: (1 electrical inspection)
- Electric temporary service: (1 electrical inspection) **not to exceed 400 amps**, wiring and installation for a temporary use purpose.
- Mechanical **exact replacement** of Mechanical equipment only.

Please Note: If upon inspection, your project is found to be more than what is shown on the approved plans for minor construction, you may be required to submit the sealed drawings for review and you will forfeit the fees paid to date.

Under special circumstances, other projects may be qualified for the inspections without sealed plans process at the discretion of the building official on a case by case basis.

INSTRUCTIONS FOR COMPLETING APPLICATION FOR INSPECTION NOT REQUIRING SEALED PLANS

This application form is for inspection of minor construction only. Submit 2 sets of floor plans and/or electrical one-line diagram showing the proposed scope of work. Plans do not require seals of Ohio registered design professionals per 106.2.1 OBC (2017).

Application Directions: All boxes, 1 through 12, must be completed in full or the application will be returned. Please type or print legibly. Applications are also available on our website: www.perkinstownship.com

Bring in or mail completed application form along with payment and plans to Perkins Township, Community Development Office at 2610 Columbus Avenue, Sandusky, OH 44870.

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

1. Check all boxes that apply to the proposed project.
2. Check a proper type of inspection that will be requested under this application. See description above.
3. List exact title of project or name of business. For inspection purposes provide specific address and location including tenant space, suite numbers, or any other directional guideline.
4. List the property owner, their address, contact information, and a contact person.
5. List the name of submitter, their address, and contact information, and a contact person. 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 mover 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: **Perkins Township**. 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. Please call to schedule inspections a minimum of 24 hours in advance by calling: 419-609-1435.