

**4101:1-1-01 Administration.**

[Comment: When a reference is made within this rule to a federal statutory provision, an industry consensus standard, or any other technical publication, the specific date and title of the publication as well as the name and address of the promulgating agency are listed in rule 4101:1-35-01 of the Administrative Code. The application of the referenced standards shall be limited and as prescribed in section 102.5 of rule 4101:1-1-01 of the Administrative Code.]

**Section 101**  
**General**

**101.1 Title.** Chapters 4101:1-1 to 4101:1-35 of the Administrative Code shall be designated as the “Ohio Building Code” for which the designation “OBC” may be substituted. The “International Building Code 2015, first printing, Chapters 2 to 35,” as published by the “International Code Council, Inc.” is used as the basis of this document. References in these chapters to “this code” or to the “building code” in other sections of the Administrative Code shall mean the “Ohio Building Code.”

**101.2 Scope.** The provisions of the “Ohio Building Code”, the “Ohio Mechanical Code”, and the “Ohio Plumbing Code” shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures. As provided in division (B) of section 3791.04 of the Revised Code, no plans or specifications shall be approved or inspection approval given unless the building represented by those plans or specifications would, if constructed, repaired, erected, or equipped according to those plans or specifications, comply with Chapters 3781. and 3791. of the Revised Code and any rules adopted by the board. An owner may exceed the requirements of the “Ohio Building Code” in compliance with section 102.9. This code applies to detached one-, two-, and three-family dwellings and structures accessory to those dwellings only to the extent indicated in section 310 of this code.

**Exceptions:**

1. Detached one-, two-, or three- family dwellings, structures accessory to those dwellings, or those single family dwellings with five or fewer persons receiving care in a supervised environment but capable of self-preservation with or without limited verbal or physical assistance are within the scope of the “Residential Code of Ohio for One-, Two-, or Three-Family Dwellings”.

2. Buildings owned by and used for a function of the United States government.
3. Buildings or structures which are incident to the use for agricultural purposes of the land on which said buildings or structures are located, provided such buildings or structures are not used in the business of retail trade; for the purposes of this section, a building or structure is not considered used in the business of retail trade if fifty per cent or more of the gross income received from sales of products in the building or structure by the owner or operator is from sales of products produced or raised in a normal crop year on farms owned or operated by the seller (see sections 3781.06 and 3781.061 of the Revised Code).
4. Agricultural labor camps.
5. Type A or Type B family day-care homes, except for the inspection required for licensure by the "Ohio Department of Jobs and Family Services (ODJFS)". This required inspection shall be conducted by the certified building department having jurisdiction or the division of industrial compliance and labor in accordance with the inspection checklist found on the board of building standard's website.
6. Buildings or structures which are designed, constructed, and maintained in accordance with federal standards and regulations and are used primarily for federal and state military purposes where the U.S. secretary of defense, pursuant to 10 U.S.C. Sections 18233(A)(1) and 18237, has acquired by purchase, lease, or transfer, and constructs, expands, rehabilitates, or corrects and equips, such buildings or structures as he determines to be necessary to carry out the purposes of Chapter 1803 of the U.S.C.
7. Manufactured homes constructed under "24 CFR Part 3280," "Manufactured Home Construction and Safety Standards" and within the scope of the rules adopted by the Ohio Manufactured Home Commission, including additions, alterations and all utility connections from the utility service point to the manufactured home. This exception does not apply to changes of occupancy of manufactured homes, except that a manufactured home located within a manufactured home park and used by the park operator to promote the sale/rental of manufactured homes in that park remains exempt.
8. Sewerage systems, treatment works, and disposal systems (tanks, piping, and process equipment associated with these systems) regulated by the legislative authority of a municipal corporation or the governing board of a county or special district owning or operating a publicly owned treatment works or sewerage system as stated in division (A) of section 6111.032 of the Revised Code, however, a building that houses such process equipment is within the scope of this code.
9. Building sewer piping.

10. Amusement rides and portable electric generators and wiring supplying carnival and amusement rides regulated by the Ohio Department of Agriculture pursuant to sections 1711.50 to 1711.57 of the Revised Code.
11. Structures on the premises of and directly related to the operation of a generating plant defined as a major utility facility regulated by the power siting board, including the structures associated with generation, transmission, and distribution. As a condition of the power siting board's approval, the building department may be requested to review and inspect these structures for compliance with the rules of the board of building standards. However, the building department has no enforcement authority.
12. Structures associated with pipelines used for the transmission of natural gas and other hydrocarbons.
13. Public water systems (the tanks, foundations, piping, and process equipment associated with these systems) regulated by the Ohio Environmental Protection Agency in accordance with division (A) of section 6109.07 of the Revised Code, however, a building that houses such process equipment is within the scope of this code.
14. Private water systems (the tanks, foundations, piping, and process equipment associated with these systems) regulated by the Ohio Department of Health in accordance with section 3701.344 of the Revised Code, however, a building that houses such process equipment is within the scope of this code.
15. Fixed or floating docks (including the electrical wiring, lighting, and fire protection systems serving the docks) at marinas or boatyards, unless the docks directly serve as a means of egress from, or an accessible route to, a regulated building located at the marina or boatyard.
16. Portable mobile vehicles which have been issued a Vehicle Identification Number (VIN) by the United States department of transportation. The vehicles have wheels and license plates and are intended for transportation on the public streets and highways. Examples of the exempt vehicles include, but are not limited to, recreational vehicles, book mobiles, blood mobiles, mobile medical imaging units, mobile concession trailers, network television transmission and production trailers used at sporting events, mobile restroom facilities, mobile pet grooming units, etc.
17. Wind turbines, pumps, site lighting, and flagpoles not connected to building services equipment.
18. Mine elevator shafts and structures.
19. Ground signs.
20. Oil or gas beam pumping units and derricks.
21. Bungee jumping and zip line structures, and miniature golf courses.

22. Retaining walls, bridges, walkways or stairs not associated with a building or building egress.

**101.2.1 Appendices.** The content of the appendices to the Administrative Code is not adopted material but is approved by the board of building standards and provided as a reference for code users.

**101.3 Intent.** The purpose of this code is to establish uniform minimum requirements for the erection, construction, repair, alteration, and maintenance of buildings, including construction of industrialized units. Such requirements shall relate to the conservation of energy, safety, and sanitation of buildings for their intended use and occupancy with consideration for the following:

1. **Performance.** Establish such requirements, in terms of performance objectives for the use intended.
2. **Extent of use.** Permit to the fullest extent feasible, the use of materials and technical methods, devices, and improvements which tend to reduce the cost of construction without affecting minimum requirements for the health, safety, and security of the occupants of buildings without preferential treatment of types or classes of materials or products or methods of construction.
3. **Standardization.** To encourage, so far as may be practicable, the standardization of construction practices, methods, equipment, material and techniques, including methods employed to produce industrialized units.

The rules of the board and proceedings shall be liberally construed in order to promote its purpose. When the building official finds that the proposed design is a reasonable interpretation of the provisions of this code, it shall be approved. Materials, equipment and devices approved by the building official pursuant to section 114 shall be constructed and installed in accordance with such approval.

**101.4 Referenced codes.** The other codes listed in sections 101.4.1 to 101.4.7 and referenced elsewhere in this code shall be considered part of the requirements of this code to the prescribed extent of each such reference.

**101.4.1 Mechanical.** Chapters 4101:2-1 to 4101:2-15 of the Administrative Code, designated as the "Ohio Mechanical Code," shall apply to the installation, alterations, repairs, and replacement of mechanical systems, including equipment, appliances, fixtures, fittings and/or appurtenances, including ventilating, heating, cooling, air-conditioning and refrigeration systems, incinerators, and other energy-related systems.

**101.4.2 Plumbing.** Chapters 4101:3-1 to 4101:3-15 of the Administrative Code, designated as the “Ohio Plumbing Code,” shall apply to the installation, alterations, repairs and replacement of plumbing systems, including equipment, appliances, fixtures, fittings and appurtenances, and where connected to a water or sewerage system and all aspects of a medical gas system.

**101.4.3 Elevator.** The provisions of the “Ohio Elevator Code” (Chapters 4101:5-1 to 4101:5-3 of the Administrative Code) shall apply to the design, construction, repair, alteration and maintenance of elevators and other lifting devices as listed and defined therein.

**101.4.4 Fire prevention.** The provisions of the “Ohio Fire Code” (Chapters 1301:7-1 to 1301:7-7 of the Administrative Code) shall apply to the preventive measures which provide for fire-safe conduct and operations in buildings and includes the maintenance of fire-detection, fire alarm, and fire extinguishing equipment and systems, exit facilities, opening protectives, safety devices, good housekeeping practices and fire drills.

**101.4.5 Boiler.** The provisions of the “Ohio Boiler and Pressure Vessel Rules” (Chapters 4101:4-1 to 4101:4-10 of the Administrative Code) shall apply to the design, construction, repair, alteration and maintenance of boilers and unfired pressure vessels as listed and defined therein.

## **Section 102**

### **Applicability and Jurisdictional Authority**

**102.1 General.** Where, in any specific case, different sections of this code specify different materials, methods of construction or other requirements, the most restrictive shall govern. Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall be applicable.

**102.2 Other laws.** The provisions of this code shall not be deemed to nullify any provisions of state or federal law. Municipal corporations may make further and additional regulations, not in conflict with Chapters 3781. and 3791. of the Revised Code or with the rules of the board of building standards. However approval by the board of building standards of any fixture, device, material, system, assembly or product of a manufacturing process, or method or manner of construction or installation shall constitute approval for their use anywhere in Ohio.

**102.3 Other rules.** As provided in division (B) of section 3781.11 of the Revised Code, the rules of the board of building standards shall supersede and govern any

order, standard, or rule of the divisions of the fire marshal or industrial compliance in the department of commerce, and the department of health and of counties and townships, in all cases where such orders, standards or rules are in conflict with the rules of the board of building standards, except that rules adopted and orders issued by the fire marshal pursuant to Chapter 3743. of the Revised Code prevail in the event of a conflict.

There may be other requirements owners may be required to meet as set forth by other licensing agencies such as the Ohio State Fire Marshal, Ohio Department of Health, the Ohio Department of Jobs and Family Services, Ohio Department of Mental Health and Addiction Services, Ohio Department of Developmental Disabilities, federal agencies, or other licensing authorities. Owners and designers should investigate these additional licensing agency requirements to ensure they are incorporated into the building design before submitting to the certified building department for plan approval.

The rules of the board of building standards adopted pursuant to section 3781.10 of the Revised Code shall govern any rule or standard adopted by the board pursuant to sections 4104.02 and 4105.011 of the Revised Code.

**102.4 Application of references.** References to chapter or section numbers, or to provisions not specifically identified by number, shall be construed to refer to such chapter, section or provision of this code.

**102.5 Referenced codes and standards.** When a reference is made within the building, mechanical, or plumbing codes to a federal statutory provision, an industry consensus standard, or any other technical publication, the specific date and title of the publication as well as the name and address of the promulgating agency are listed in Chapter 35 of the building code, Chapter 15 of the mechanical code, or Chapter 15 of the plumbing code.

The codes and standards referenced in the building, mechanical, and plumbing codes shall be considered part of the requirements of these codes as though the text were printed in this code, to the prescribed extent of each such reference. Where differences occur between provisions of these codes and the referenced standards, the provisions of these codes shall apply.

**102.6 Partial invalidity.** In the event any part or provision of this code is held to be illegal or void, this shall not have the effect of making void or illegal any of the other parts or provisions thereof, and it shall be presumed that this code would have been adopted without such illegal or invalid parts or provisions.

**102.7 Existing structures.** *The provisions of Chapter 34 shall control the alteration, repair, addition, maintenance, and change of occupancy of any existing structure.*

*The occupancy of any structure currently existing on the date of adoption of this code shall be permitted to continue without change provided there are no orders of the building official pending, no evidence of fraud, or no serious safety or sanitation hazard. When requested, such approvals shall be in the form of a “Certificate of Occupancy for an Existing Building” in accordance with section 111.2.*

*Buildings constructed in accordance with plans which have been approved prior to the effective date of this code are existing buildings.*

**102.8 Temporary Structures.** *The building official is authorized to issue approvals for temporary structures. Such approvals shall be in the form of a “Certificate of Occupancy for a Temporary Building” in accordance with section 111.1.6. This section does not apply to time-limited occupancies in existing structures. See section 111.1.5 for time-limited occupancies.*

**102.8.1 Conformance.** *Temporary structures shall conform to the structural strength, fire safety, means of egress, accessibility, light, ventilation and sanitary requirements of this code as necessary to ensure the public health, safety and general welfare. Temporary tents and membrane structures shall also comply with the applicable provisions in section 3103.*

**102.8.2 Termination of approval.** *The building official is authorized to terminate approval for a temporary structure and to order the temporary structure to be discontinued if conditions of the approval have been violated or the structure or occupancy poses an immediate hazard to the public or occupants of the structure.*

**102.9 Non-required work.** *Any component, building element, equipment, system or portion thereof not required by this code shall be permitted to be installed as a partial or complete system provided that it is constructed or installed in accordance with this code to the extent of the installation.*

**102.10 Work exempt from approval.** *Approval shall not be required for the following:*

**Building:**

- 1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed one hundred twenty square feet (11.15 m<sup>2</sup>) and playground structures.*

2. Fences not over six feet (1829 mm) high.
3. Retaining walls which are not over four feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or III-A liquids.
4. Water tanks supported directly upon grade if the capacity does not exceed five thousand gallons (18 927 L) and the ratio of height to diameter or width does not exceed two to one.
5. Sidewalks and driveways not more than thirty inches (762 mm) above grade and not over any basement or story below and which are not part of an accessible route.
6. Finishes not regulated by this code, decorating, or other work defined as maintenance or minor repair.
7. Temporary motion picture, television and theater stage sets and scenery.
8. Window awnings supported by an exterior wall of Group R-3.
9. Tents and membrane structures exempted in section 3103.1.3.
10. Above-ground storage tanks as defined in rule 4101:1-2-01 of the Administrative Code and the associated tank foundations.
11. Battery operated smoke or carbon monoxide alarms installed in existing buildings where no construction is taking place.

**Electrical:**

1. Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.
2. Electrical equipment used for radio and television transmissions except equipment and wiring for power supply, and the installations of towers and antennas.
3. The installation of any temporary system required for the testing or servicing of electrical equipment or apparatus.
4. Electrical wiring, devices, appliances, apparatus or equipment operating at less than twenty-five volts and not capable of supplying more than fifty watts of energy, unless specifically addressed in this code.
5. Process equipment and the associated wiring on the load side of the power disconnect to the equipment.
6. Electrical wiring equipment not connected to building services equipment in and adjacent to natural or artificially made bodies of water as defined in Article 682 of NFPA 70 as referenced in Chapter 35.

**Gas:**

1. Portable heating appliances;



2. Replacement of any part that does not alter approval of equipment or make such equipment unsafe.
3. Gas distribution piping owned and maintained by public or municipal utilities and located upstream of the point of delivery.
4. Process equipment, including the associated tanks, foundations, and process piping. For combination building services/process or power piping systems, the power or process piping located downstream of the control valve which separates the process from the building services piping is exempt from approval.

**Mechanical:**

1. Portable heating appliances;
2. Portable ventilation equipment;
3. Portable cooling units;
4. Replacement of any part which does not alter its approval or make it unsafe;
5. Portable evaporative cooler;
6. Process equipment including the associated tanks, foundations, and process piping. For combination building services/process or power piping systems, the power or process piping located downstream of the control valve which separates the process from the building services piping is exempt from approval.
7. Heating and cooling distribution piping installed and maintained by public or municipal utilities.

**Plumbing:**

1. The repair of leaks in drains, water, soil, waste or vent pipe; provided, however, that if any concealed trap, drain-pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and an approval shall be obtained and inspection made as provided in this code.
2. The clearance of stoppages or the repair of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement of more than one fixture or rearrangement of valves, pipes or fixtures.
3. Process equipment including the associated tanks, foundations, and process piping. For combination building services/process or power piping systems, the power or process piping located downstream of the control valve which separates the process from the building services piping is exempt from approval.

**102.10.1 Emergency repairs.** *Where equipment replacements and repairs must be performed in an emergency situation, an application for approval shall be submitted within the next working business day to the building official.*

**102.10.2 Minor repairs.** *Minor repairs to structures may be made without application or notice to the building official. Such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall minor repairs include addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.*

**102.11 Building department jurisdictional limitations.** *A municipal, township, or county building department that has been certified by the board of building standards, pursuant to section 103.2, shall enforce provisions of the rules of the board and of Chapters 3781. and 3791. of the Revised Code, relating to construction, arrangement, and the erection of buildings or parts thereof as defined in the rules of the board in accordance with the certification except as follows:*

- 1. Fire.** *The state fire marshal or fire chief of municipal corporations or townships, having fire departments, shall enforce all provisions of the rules of the board relating to fire prevention.*
- 2. Health.** *The department of health, or the boards of health of city or general health districts, the division of industrial compliance of the department of commerce, or the departments of building inspection of municipal corporations, townships, or counties shall enforce such provisions relating to sanitary construction.*
- 3. Sewerage and drainage system.** *In accordance with Section 3781.03 of the Revised Code, the department of the city engineer, in cities having such departments, the boards of health of health districts, or the sewer purveyor, as appropriate, shall have complete supervision and regulation of the entire sewerage and drainage system of the jurisdiction, including the building sewer and all laterals draining into the street sewers. Such department or agency shall have control and supervision of the installation and construction of all drains and sewers that become a part of the sewerage system of the jurisdiction and shall issue all the necessary permits and licenses for the construction and installation of all building sewers and of all other lateral drains that empty into the main sewers. Such department or agency shall keep a permanent record of the installation and location of every drain and sewerage system of the city.*

4. **Power Generation.** Structures on the premises of and directly related to the operation of a generating plant defined as a major utility facility regulated by the power siting board, including the structures associated with generation, transmission, and distribution. As a condition of the power siting board's approval, the building department may be requested to review and inspect these structures for compliance with the rules of the board of building standards. However, the building department has no enforcement authority.
5. **State Projects.** Certification does not confer any jurisdiction to a certified building department to regulate:

  - 5.1 The construction of buildings by the state of Ohio or on land owned by the state of Ohio including, but is not limited to, its agencies, authorities, boards, commissions, administrative departments, instrumentalities, community or technical college districts, but does not include other political subdivisions.  
**Exception:** On other than land owned by the State of Ohio, local school district building projects funded by the Ohio school facilities commission in accordance with Chapter 3318. of the Revised Code when the local certified building department is authorized by the board to regulate construction of school facilities.
  - 5.2 Park districts created pursuant to Chapter 1545. of the Revised Code. A certified municipal, township, or county building department may exercise enforcement authority, accept and approve plans and specifications, and make inspections for a park district created pursuant to Chapter 1545. of the Revised Code upon the approval, by resolution, of the board of park commissioners of the park district requesting the department to exercise that authority and conduct those activities.
  - 5.3 The construction of buildings or structures within the scope of the building code on the premises of, and directly related to the operation of, natural gas liquids fractionation, natural gas cracking, or natural gas processing facilities.

**Note:** The lands owned by Miami university in the city of Oxford and Oxford township in Butler County and leased to private individuals or corporations under the land rent provisions of the Act of February 17, 1809, as set forth at 7 Ohio laws 184, are subject to local certified building department jurisdiction and are exempt from these provisions.

### Section 103

#### Certified building departments, personnel, and appeals boards

Refer to division 4101:7 of the Administrative Code for existing relocated building department, building department personnel, and boards of building appeals certification requirements.

#### **Section 104**

#### **Duties and responsibilities of building department personnel**

**104.1 General.** Local boards of building appeals and personnel of building departments that have been certified by the board of building standards, pursuant to division 4101:7 of the Administrative Code, shall be responsible for performing the duties described in this section.

**104.2 Building department personnel duties and responsibilities.** Municipal, township, or county building departments certified by the board shall have personnel qualified to perform the enforcement duties and responsibilities described in this section.

**104.2.1 Building official.** The building official is responsible for the enforcement of the rules of the board and of Chapters 3781. and 3791. of the Revised Code relating to the construction, arrangement, and the erection of buildings or parts thereof. All building officials shall conduct themselves in a professional, courteous, impartial, responsive, and cooperative manner. The building official shall render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies, and procedures shall be in compliance with the intent and purpose of this code. Building officials shall be responsible to assure that a system is in place to track and audit all projects, to assure that all building department personnel perform their duties in accordance with this section, and for the overall administration of a building department as follows:

**104.2.1.1 Applications and plan approvals.** The building official shall receive applications, require or cause the submitted construction documents to be examined, ascertain by such examinations whether the construction indicated and described is in accordance with the requirements of this code, and shall issue plan approvals for the construction, erection, alteration, demolition, and moving of buildings and structures. The building official shall require a master plans examiner or elective plans examiners to examine the construction documents to verify the construction indicated is in accordance with the requirements of this code and shall assure coordination of plan review.

**104.2.1.1.1 Plan examination by the building official.** *When the building department does not have in its full-time employ a certified master plans examiner, the certified building official shall examine construction documents to determine compliance with the rules of the board if the registered design professional elects to submit construction documents that contain a written certification by the registered design professional indicating conformance with the requirements of the rules of the board and Chapters 3781. and 3791. of the Revised Code.*

**104.2.1.2 Orders.** *The building official shall issue all orders in accordance with section 109 to ensure compliance with this code.*

**104.2.1.3 Inspections.** *If the plans for the erection, construction, repair, alteration, relocating, or equipment of a building are subject to inspection by the building official, under section 108, the building official shall cause to be made such inspections, investigations, and determinations as are necessary to determine whether or not the work which has been performed and the installations which have been made are in conformity with the approved construction documents. The building official shall identify any special conditions that would affect the timing of inspections and schedule inspections times mutually agreed upon by the building official and the owner.*

**Exception:** *Special inspections required under section 1704.*

**104.2.1.4 Department records.** *The building official shall keep official records of applications received, certificates of plan approval issued, notices and orders issued, certificates of occupancy, certificates of completion, and other such records required by the rules of the board of building standards. Such information shall be retained in the official permanent record for each project. One set of approved construction documents shall be retained by the building official for a period of not less than one hundred eighty days from date of completion of the permitted work, or as required by document retention regulations.*

**104.2.1.5 Department reports.** *The building official shall be responsible for the submission of reports and any requested special information to the board of building standards as required in paragraph (F) of rule 4101:7-2-01 of the Administrative Code. Failure to submit these reports as required by rule or by special request or inquiry of the board of building standards may be grounds for board action as described in paragraph (F)(7) of rule 4101:7-3-01 of the Administrative Code.*

**104.2.2 Plans Examiners.** *A plans examiner is responsible for the examination of construction documents in accordance with section 107, within the limits of their certification, to determine compliance with the rules of the board. All plan examiners shall effectively communicate the results of their plan review as designated by the building official. All plans examiners shall conduct themselves in a professional, courteous, impartial, responsive, and cooperative manner.*

**104.2.2.1 Master plans examiner.** *A master plans examiner is responsible for the examination of all types of construction documents to determine compliance with the rules of the board, except when the building official examines the construction documents pursuant to section 104.2.1.1.1. If elective plans examiners are utilized by the building department, the master plans examiner shall assure coordination of plan reviews.*

**104.2.2.1.1 Master plans examiner trainee.** *A master plans examiner trainee is responsible for the examination of all types of construction documents to determine compliance with the rules of the board under the direct supervision of the trainee supervisor as required in paragraph (F)(5)(b) of rule 4101:7-3-01 of the Administrative Code.*

**104.2.2.2 Elective plans examiners.** *Building departments may employ or have under contract elective plans examiners. The elective plans examiner(s) may be designated by the building official as responsible for examination of construction documents for which they are certified to determine compliance with the rules of the board. If the department does not have in its employ or under contract persons holding any of the elective plans examiners certifications, then the examination of the construction documents for compliance with the specific provisions of the code shall be done by the master plans examiner.*

**104.2.2.2.1 Building plans examiner.** *A building plans examiner is responsible for the examination of construction documents related to all general building construction and associated structural work to determine compliance with the rules of the board.*

**104.2.2.2.1.1 Building plans examiner trainee.** *A building plans examiner trainee is responsible for the examination of construction documents related to all general building construction and associated structural work to determine compliance with the rules*

of the board under the direct supervision of the trainee supervisor as required in paragraph (F)(5)(b) of rule 4101:7-3-01 of the Administrative Code.

**104.2.2.2.2 Mechanical plans examiner.** A mechanical plans examiner is responsible for the examination of construction documents related to heating, ventilating, and air conditioning ("HVAC") systems and the associated refrigeration, fuel gas, and heating piping to determine compliance with the rules of the board.

**104.2.2.2.2.1 Mechanical plans examiner trainee.** A mechanical plans examiner trainee is responsible for the examination of construction documents related to heating, ventilating, and air conditioning ("HVAC") systems and the associated refrigeration, fuel gas, and heating piping to determine compliance with the rules of the board under the direct supervision of the trainee supervisor as required in paragraph (F)(5)(b) of rule 4101:7-3-01 of the Administrative Code.

**104.2.2.2.3 Electrical plans examiner.** An electrical plans examiner is responsible for the examination of construction documents related to electrical systems to determine compliance with the rules of the board.

**104.2.2.2.3.1 Electrical plans examiner trainee.** An electrical plans examiner trainee is responsible for the examination of construction documents related to electrical systems to determine compliance with the rules of the board under the direct supervision of the trainee supervisor as required in paragraph (F)(5)(b) of rule 4101:7-3-01 of the Administrative Code.

**104.2.2.2.4 Plumbing plans examiner.** A plumbing plans examiner is responsible for the examination of construction documents related to plumbing systems to determine compliance with the rules of the board.

**104.2.2.2.4.1 Plumbing plans examiner trainee.** A plumbing plans examiner trainee is responsible for the examination of construction documents related to plumbing systems to determine compliance with the rules of the board under the direct supervision of the trainee supervisor as required in paragraph (F)(5)(b) of rule 4101:7-3-01 of the Administrative Code.

**104.2.2.2.5 Fire protection plans examiner.** A fire protection plans examiner is responsible for the examination of construction documents related to fire protection systems (automatic sprinkler systems, alternative automatic fire-extinguishing systems, standpipe systems, fire alarm and detection systems, and fire pumps) to determine compliance with the rules of the board.

**104.2.2.2.5.1 Fire protection plans examiner trainee.** A fire protection plans examiner trainee is responsible for the examination of construction documents related to fire protection systems (automatic sprinkler systems, alternative automatic fire-extinguishing systems, standpipe systems, fire alarm and detection systems, and fire pumps) to determine compliance with the rules of the board under the trainee supervisor as required in paragraph (F)(5)(b) of rule 4101:7-3-01 of the Administrative Code.

**104.2.3 Inspectors.** An inspector is responsible for performing inspections and determining that work, for which they are certified to make inspections, is performed in compliance with the approved construction documents. All inspectors shall inspect the work to the extent of the approval given when construction documents were approved by the building official and for which the inspection was requested. All inspectors shall effectively communicate the results of their inspections as required by section 108, and shall conduct themselves in a professional, courteous, impartial, responsive, and cooperative manner.

**104.2.3.1 Building inspector.** A building inspector is responsible to determine compliance with the approved construction documents in accordance with section 108.

A building inspector trainee is designated to determine compliance with approved construction documents, in accordance with section 108, under the direct supervision of an individual holding a building inspector certification.

**104.2.3.2 Plumbing inspector.** A plumbing inspector is responsible to determine plumbing system compliance with approved construction documents in accordance with section 108.

A plumbing inspector trainee is designated to determine plumbing system compliance with approved construction documents, in accordance with section 108, under the direct supervision of an individual holding a plumbing inspector certification.



**104.2.3.3 Electrical safety inspector.** An electrical safety inspector is responsible to determine electrical systems compliance with approved construction documents in accordance with section 108.

An electrical safety inspector trainee is designated to determine electrical systems compliance with approved construction documents, in accordance with section 108, under the direct supervision of an individual holding an electrical safety inspector certification.

**104.2.3.4 Elective inspectors.** Building departments may elect to employ inspectors designated as responsible for determining that work, for which they are certified to make inspections, is performed in compliance with approved construction documents.

**104.2.3.4.1 Mechanical inspector.** A mechanical inspector is responsible to determine compliance with the approved construction documents for heating, ventilating and air conditioning (HVAC) systems, and the associated refrigeration, fuel gas, and heating piping systems in accordance with section 108.

If the department does not have in its employ or under contract persons holding the mechanical inspector certification, then the inspection of the mechanical systems shall be performed by persons holding the building inspector certification.

A mechanical inspector trainee is designated to determine compliance with the approved construction documents for heating, ventilating and air conditioning (HVAC) systems, and the associated refrigeration, fuel gas, and heating piping systems, in accordance with section 108, under the direct supervision of an individual holding a mechanical inspector certification.

**104.2.3.4.2 Fire protection inspector.** A fire protection inspector is responsible to determine compliance with approved construction documents for fire protection systems (automatic sprinkler systems, alternative automatic fire-extinguishing systems, standpipe systems, fire alarm and detection systems, and fire pump) in accordance with section 108.

If the department does not have in its employ or under contract persons holding the fire protection inspector certification, then the inspections of the fire protection systems shall be performed by persons holding the building inspector certification.

**104.2.3.4.3 Medical gas piping inspector.** A medical gas piping inspector is responsible to determine compliance with approved construction documents for non-flammable medical gas, medical oxygen, and medical vacuum systems in accordance with section 108. If the department does not have in its employ or under contract persons holding a medical gas piping inspector certification, then all enforcement of medical gas piping systems shall be deferred to either of the following: the local health district when that district requests to enforce those piping systems and the district has employed or hired under contract a person holding the medical gas piping inspector certification; or the superintendent of the division of industrial compliance in the department of commerce.

**104.2.4 Liability.** Liability of certified building department personnel for any tortious act will be determined by Ohio courts to the applicable provisions of Chapter 2744. of the Revised Code.

**104.3 Certified boards of building appeals duties and responsibilities.** Before performing its duties, a jurisdiction wishing to establish a local board of building appeals shall receive certification by the board of building standards as required in section 3781.10 of the Revised Code and rule 4101:7-4-01 of the Administrative Code..

**104.3.1 Powers, local boards of building appeals.** Certified municipal and county boards of building appeals shall hear and decide the adjudication hearings referred to in section 109.1 within the jurisdiction of and arising from orders of the local building official in the enforcement of Chapters 3781, and 3791. of the Revised Code and rules adopted thereunder. The orders may be reversed or modified by the board if it finds:

1. The order contrary to such laws or rules;
2. The order contrary to a fair interpretation or application thereof; or
3. That a variance from the provisions of such laws or rules, in a specific case, will not be contrary to the public interest where literal enforcement of such provisions will result in unnecessary hardship.

**104.3.2 State board of building appeals.** The Ohio board of building appeals shall conduct the adjudication hearings in political subdivisions without certified boards or without contracts with certified boards.

**104.3.3 Materials.** A certified board of building appeals may not prohibit the use of materials or assemblages authorized for statewide use by the board of

building standards pursuant to section 3781.12 of the Revised Code.

**104.4 Violation of duties.** Any person affected by alleged improper actions of any building department, building official, plans examiner, inspector, fire protection system designer, or local board of building appeals certified by the board of building standards may file a written complaint with the board. Complaints will be processed by the board in accordance with the procedures outlined in the applicable certification rule found in division 4101:7 of the Administrative Code.

### **Section 105** **Approvals**

**105.1 Approvals required.** Any owner or owner's representative who intends to construct, enlarge, alter, repair, move, or change the occupancy of a building or structure, or portion thereof, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, plumbing system, other building service equipment, or piping system the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required approval.

**105.1.1 Nonconformance approval.** When construction documents are submitted which do not conform with the requirements of the rules of the board, such documents may be approved by the building official provided such nonconformance is not considered to result in a serious hazard and the owner or owner's representative subsequently submits revised construction documents showing evidence of compliance with the applicable provisions of the rules of the board. In the event such construction documents are not received within thirty days, the building official shall issue an adjudication order revoking the plan approval.

**105.1.2 Conditional approval.** When construction documents are submitted which cannot be approved under the other provisions of this rule, the building official, may at the request of the owner or owner's representative, issue a conditional plan approval when an objection to any portion of the construction documents results from conflicting interpretations of the code, or compliance requires only minor modifications to the building design or construction. No conditional approval shall be issued where the objection is to the application of specific technical requirements of the code or correction of the objection would cause extensive changes in the building design or construction. A conditional approval is a conditional license to proceed with construction or materials up to the point where construction or materials objected to by the

agency are to be incorporated into the building. The conditions objected to shall be in writing from the building official which shall be an adjudication order denying the issuance of a license and may be appealed in accordance with section 3781.19 of the Revised Code. In the absence of fraud or a serious safety or sanitation hazard, all items previously examined shall be conclusively presumed to comply with Chapters 3781. and 3791. of the Revised Code and the rules of the board. Reexamination of the construction documents shall be limited to those items in the adjudication order. A conditional plan approval is not a phased plan approval.

**105.1.3 Previous approvals.** This code shall not require changes in the construction documents, construction or designated occupancy of a structure for which a lawful approval has previously been issued or otherwise lawfully authorized, and the construction of which has been pursued in good faith within one year of the approval of construction documents. One extension shall be granted for an additional year if requested by the owner at least ten days in advance of the expiration of the approval and upon payment of any fee not to exceed one hundred dollars. If, after the start of construction, work is delayed or suspended for more than six months, the approval is invalid. Two extensions shall be granted for six months if requested by the owner at least ten days in advance of the expiration of the approval and upon payment of any fee for each extension not to exceed one hundred dollars.

**105.1.4 Phased approval.** The building official shall issue an approval for the construction of foundations or any other part of a building, structure, or building service equipment before the construction documents for the whole building, structure or building service equipment have been submitted, provided that adequate information and detailed statements have been filed complying with applicable requirements of this code. The holder of such approval for the foundation or other parts of a building or structure shall proceed at the holder's own risk with the building operation and without assurance that an approval for the entire structure will be granted. Such approvals shall be issued for various stages in the sequence of construction provided that all information and data required by the code for that portion of the building or structure has been submitted. The holder of a phased plan approval may proceed only to the point for which approval has been given.

**105.1.5 Annual approval.** In lieu of an individual approval for each alteration to an existing electrical, gas, mechanical, plumbing, or piping installation, the building official may issue an annual approval upon application to any person, firm or corporation regularly employing individuals holding the related board

certification in the building, structure or on the premises owned or operated by the applicant for the approval.

**105.1.5.1 Annual approval records.** The person to whom an annual approval is issued shall keep a detailed record of alterations made under such annual approval. The building official shall have access to such records at all times or such records shall be filed with the building official as designated. These records shall include the applicable construction documents in accordance with section 106.1.

**105.2 Validity of approval.** The construction, erection, and alteration of a building, and any addition thereto, and the equipment and maintenance thereof, shall conform to required plans which have been approved by the building official, except for minor deviations which do not involve a violation of the rules of the board. In the absence of fraud or a serious safety or sanitation hazard, any structure built in accordance with approved plans shall be conclusively presumed to comply with Chapters 3781. and 3791. of the Revised Code and the rules of the board.

**Exception:** Industrialized units shall be constructed to conform to the plans approved by the board.

**105.3 Expiration.** The approval of plans or drawings and specifications or data by the building official is invalid if construction, erection, alteration, or other work upon the building has not commenced within twelve months of the approval of the plans or drawings and specifications.

One extension shall be granted for an additional twelve-month period if requested by the owner at least ten days in advance of the expiration of the approval and upon payment of a fee not to exceed one hundred dollars.

**105.4 Extension.** If, in the course of construction, work is delayed or suspended for more than six months, the approval of plans or drawings and specifications or data is invalid. Two extensions shall be granted for six months each if requested by the owner at least ten days in advance of the expiration of the approval and upon payment of a fee for each extension of not more than one hundred dollars.

**105.5 Certificate of plan approval.** After plans have been approved in accordance with section 107, the building official shall furnish the owner/applicant a certificate of plan approval.

**105.5.1 Content.** The form of the certificate shall be as prescribed by the building official and shall show the serial number of the certificate, the address

at which the building or equipment under consideration is or is to be located, the name and address of the owner, the signature of the building official who issued the certificate, the date of issuance and such other information as is necessary to facilitate and ensure the proper enforcement of the rules of the board.

**105.5.2 Duplicate issued upon request.** Upon application by the owner, the building official shall issue a duplicate certificate of plan approval to replace a lost or destroyed original.

### **Section 106** **Construction documents**

**106.1 Submittal documents.** Construction documents, statement of special inspections required and other data shall be submitted in two or more sets with each application for an approval. Before beginning the construction of any building for which construction documents are required under section 105, the owner or the owner's representative shall submit construction documents to the building official for approval. When construction documents have been found to be in compliance with the rules of the board of building standards in accordance with section 107 by a certified building department, that determination of compliance shall be deemed sufficient to obtain approval for construction pursuant to section 105.2 and the building official shall issue the certificate of plan approval. Construction documents for the installation of industrialized units shall be submitted to the building official for approval in accordance with the provisions of section 106.1.2(1).

**Exception:** No construction documents need be filed with the division of industrial compliance for site installation of industrialized units used exclusively as one-, two-, or three-family dwellings.

**106.1.1 Information on construction documents.** Construction documents shall be dimensioned and drawn upon suitable material. Electronic media documents are permitted to be submitted when approved by the building official. Construction documents shall be coordinated and of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code. Construction documents, adequate for the scope of the project, shall include information necessary to determine compliance with the building, mechanical, plumbing, fire, electrical, energy, and fuel gas codes such as:

1. **Index.** An index of drawings located on the first sheet which shall also include all occupancy classification(s), type(s) of construction, the area

in gross square feet for each level, the maximum design occupant load, the structural design loads, and the seismic design category and site class;

2. **Site plan.** A site plan showing a north orientation arrow, the size and location of new construction and all existing structures on the site, all property and interior lot line locations with setback and side yard dimensions and distances from buildings to lot lines, the locations of the nearest streets, the established street grades, the locations, types and sizes of all utility lines, the location of any fences, and the elevations of all proposed finished grades; and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The building official is authorized to waive or modify the requirement for a site plan when the application for approval is for alteration or repair or when otherwise warranted.

**2.1 Buildings or structures located in flood hazard areas.** Construction documents submitted for buildings or structures located in communities with identified flood hazard areas, pursuant to section 1612, shall include the current FEMA “Flood Hazard Boundary Map” (FHBM), “Flood Insurance Rate Map” (FIRM) or “Flood Boundary Floodway Map” (FBFM) for the project location. The required site plan shall include building elevations using the same datum as the related flood hazard map. The owner shall be responsible for the compliance with local flood damage prevention regulations for additional critical elevation information for the project site.

**2.2 Site Accessibility Plan.** Information in plan view and details shall be submitted indicating compliance with the accessibility provisions of this code for the exterior of the building in addition to accessible features of the interior. When applicable, the plans shall include: the exterior accessible route between all facilities required to be connected; ramp locations and elevations along the exterior accessible route; number of and details for the required accessible van and car parking spaces and passenger loading areas; location and detail of required accessibility signage; grade/topographic elevations before and after proposed grading when site impracticality is intended to be applied.

3. **Floor plans.** Building configuration layout drawings with all walls and partitions shown including: plans of full or partial basements and full or partial attics and penthouses, grade elevations at the building

perimeter, and references to other details and elevations. Floor plans must show all relevant information such as door swings, stairs and ramps, windows, shafts, all portions of the means of egress, plumbing fixtures, built-in fixtures, special equipment, vertical transportation, etc., and shall be sufficiently dimensioned to describe all relevant space sizes. Spaces shall be identified by appropriate code appellations (an "auditorium" may not be identified as a "meeting room" if its attributes indicate that it is an auditorium). The construction documents shall designate the number of occupants to be accommodated on every floor, and in all rooms and spaces;

4. **Demolition.** In the case of demolition, the floor plan shall identify construction to be demolished and the location, arrangement, and dimensions of existing construction that is to remain.
5. **Roof plan.** Roof outline, overall dimensions and dimensions of setbacks, slope of roof, drainage, reference to other details, roof materials, penetrations through roof, and roof-mounted equipment;
6. **Exterior elevations.** Vertical dimensions, floor-to-floor heights, opening heights, references to other details, floor lines, elevations of major elements, grade lines, foundation lines, material indications and notes, symbols for window schedule, gutters, signs and windows, doors, and all other openings.
7. **Building sections.** Vertical dimensions, elevations of the top of structural components and finish floor lines, materials, footings and foundations, reference to other details, ceiling lines, and major mechanical services.
8. **Exterior building envelope.** The exterior envelope shall be described in sufficient detail to determine compliance with this code and the referenced standards. Details shall be provided which describe flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves, or parapets, means of drainage, water-resistive membrane details around openings, location and type of vapor retarders, window and door "U"-values, and insulation location and "R"-values. The supporting documentation shall fully describe the exterior wall system, which was tested, where applicable, as well as the test procedure used.
9. **Wall Sections.** Face of wall dimensions to other components, vertical dimensions from foundations to parapet relating all elements to top of structural elements, all connection methods, wall, ceiling, floor, foundation, and roof materials and construction details.



10. **Interior elevations.** Vertical dimensions to critical elements, references to other details, openings in walls, wall finishes, built-in items, and locations of switches, thermostats, and other wall-mounted equipment.
11. **Schedules.** Information or tables that describe the room finishes, doors, windows, and door hardware and controls. Wall and floor materials shall be described by cross-hatching (with explanatory key), by notation, or by other clearly understandable method.
12. **Structure.** Complete structural description of the building including size and location of all structural elements and a table of live, wind, snow, and seismic loads used in the design of the building and other data as required to fully describe the structural system.
13. **Fire suppression system.** Areas of protection, fire suppression system occupancy hazard classification, and water supply data.
14. **Fire-resistance Ratings.** The fire-resistance ratings of all structural elements as required by this code, data substantiating all required fire-resistance ratings including details showing how penetrations will be made for electrical, mechanical, plumbing, and communication conduits, pipes, and systems, and the materials and methods for maintaining the required structural integrity, fire-resistance rating, and firestopping.
15. **System descriptions.** Complete description of the plumbing, mechanical and electrical systems, including: materials, insulation “R”-values, general routing and sizes of all piping; location and type of plumbing fixtures and equipment; plumbing schematics and isometrics; materials, insulation “R”-values, general routing and sizes of all ductwork, vents, and louvers; location and type of heating, ventilation, air conditioning, and other mechanical equipment; location and type of all fire alarm, lighting and power equipment; type and size of all electrical conductors.
16. **Operations.** Information shall be provided regarding operations, the types, quantities, and arrangement of flammable, combustible, or hazardous materials proposed to be produced, used, dispensed, or stored in the facility; material safety data sheets for hazardous materials produced, used, or stored in the facility, the commodity and arrangement of high piled or rack storage, control areas, etc.
17. **Additional information.** Additional information required by the building official to determine compliance with this code.

**106.1.1.1 Fire protection system drawings.** Construction documents shall be approved prior to the start of system installation. Related product listing information shall be provided and drawings shall contain all information as required by the installation standards referenced in Chapter 9. In the

event that the product listing information is not known at the time of plan examination, conditional plan approval shall be granted subject to subsequent submission of the listing information prior to installation of any part of the fire protection systems

**106.1.1.2 Special inspections.** Where application is made for construction as described in this section, the owner or the registered design professional in responsible charge acting as the owner's representative shall identify those special inspections needed during construction on the types of work listed under section 1704.

**106.1.2 Special provisions.** The following are special provisions:

1. When construction includes the use of industrialized units or alternative materials, designs and methods of construction or equipment approved by the board, documentation shall be provided to the building official describing how they are to be used. Before these items are installed or used, the following shall be submitted:

1.1 A copy of the construction documents approved by the board; and

1.2 Details pertaining to on-site interconnection of modules or assemblies.

**Exception:** When construction includes the use of industrialized units for one-, two-, and three- family dwellings and their accessory structures, the documents shall be provided to the residential building official. If no residential department is certified in a jurisdiction, construction documents for one-, two-, or three-family dwellings comprised of industrialized units are not required to be submitted for approval.

2. Construction documents submitted that include construction of public swimming pools shall include documentation indicating approval of the pool construction documents by the Ohio department of health in accordance with section 3109.1.1 of the "OBC".

3. Construction documents submitted that include alterations or construction of, or additions to buildings where sales, display, storage or manufacture of consumer fireworks, 1.4g or display fireworks, 1.3g shall include documentation indicating that the applicant has received preliminary approval for construction issued by the state fire marshal pursuant to sections 3743.04 and 3743.17 of the Revised Code.

4. The elevation certification provided by a registered surveyor and dry floodproofing certification, when required in section 1612.5 for buildings or structures located in communities with identified flood hazard areas, shall be submitted to the building official.

5. When a certified building department receives an application for plan approval in a jurisdiction in which the local fire official has requested an opportunity to provide input to the certified building department on issues related to fire protection systems by submitting a completed "Request for Participation" form prescribed by the board and provided by the building official to the local fire official annually, the building official shall require that the applicant provide a set of relevant construction documents for the local fire official. The building official shall evaluate the local fire official's comments related to fire protection system provisions of this code that are received within the timeframe established by the building official and section 3791.04 of the Revised Code prior to issuing the certificate of plan approval required in Section 105.5. In the absence of timely input from the fire official during the plan review process, the building official shall proceed as outlined in Section 107.5.1
6. Construction documents submitted that include alterations or construction of, or additions to jails, workhouses, or municipal lockups shall include documentation indicating that the applicant has received preliminary approval for construction issued by the Ohio department of rehabilitation and corrections.
7. When, as a part of work subject to this code, construction includes or relates to the storage or use of hazardous, flammable or combustible liquids or gases connected to and utilized for the operation of building service equipment, such construction shall be in accordance with the provisions of this code. Notification of such storage or use shall be provided to the fire official for emergency planning purposes. When construction includes or relates to the storage or use of hazardous, flammable or combustible liquids or gases not associated with the operation of building service equipment, the owner shall notify the building official in accordance with Sections 106.1.1(item #16) and 414.1.3 to ensure that the building has been adequately protected to address the hazard. However, approval of the storage and use shall be obtained from the fire official in accordance with the fire code.

**106.2 Evidence of responsibility.** Required construction documents, when submitted for review as required under section 107, shall bear the identification of the person primarily responsible for their preparation.

**106.2.1 Seal requirements.** Construction documents shall bear the seal of a registered design professional pursuant to section 3791.04 of the Revised Code.

**Exceptions:** The seal of a registered design professional is not required on

construction documents for:

1. Buildings or structures classified as one-, two-, or three-family dwellings and accessory structures;
2. Energy conservation design for buildings or structures classified as one-, two-, or three-family dwellings;
3. Fire protection system designs submitted under the signature of an individual certified in accordance with section 107.4.4;
4. Installation of replacement devices, equipment or systems that are equivalent in type and design to the replaced devices, equipment or systems; and
5. Alterations, construction or repairs to any buildings or structures subject to sections 3781.06 to 3781.18 and 3791.04 of the Revised Code where the building official determines that the proposed work does not involve the technical design analysis of work affecting public health or general safety in the following areas: means of egress, structural, mechanical, electrical, plumbing, or fire protection.
  - 5.1 For the purpose of this exception, technical design analysis is defined as the development of integrated solutions using analytical methods in accordance with established scientific and engineering principles.

**106.3 Amended construction documents.** If substantive changes to the building and/or systems are contemplated after first document submission, or during construction, those changes must be submitted to the building official for review and approval prior to those changes being executed. The building official may waive this requirement in the instance of an emergency repair, or similar instance.

**106.4 Alternative materials and methods of construction and equipment.** For approval of a device, material or assembly that does not conform to the performance requirements in this code, section 114 shall apply.

**106.5 Alternative engineered design.** The design, documentation, inspection, testing and approval of an alternative engineered system shall comply with sections 106.5.1 to 106.5.3 of this rule.

**106.5.1 Design criteria.** An alternative engineered design shall conform to the intent of the provisions of this code and shall provide an equivalent level of quality, strength, effectiveness, fire resistance, durability and safety. Materials, equipment or components shall be designed and installed in accordance with the manufacturer's installation instructions.

**106.5.2 Submittal.** *The registered design professional shall indicate on the application that the system is an alternative engineered design. The approval and permanent approval records shall indicate that an alternative engineered design was part of the approved installation. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.*

**106.5.3 Technical data.** *The registered design professional shall submit sufficient technical data to substantiate the proposed alternative engineered design and to prove that the performance meets the intent of this code.*

**Exception:** *Approval of alternative materials, products, assemblies and methods of construction in accordance with Section 114.3.2.*

### **Section 107** **Plan approval process**

**107.1 Plan review required.** *Where the rules of the board are applicable under section 101.2, before a building or addition to a building is constructed or erected, and before a building is altered or relocated, or building equipment is installed, or there is a change of occupancy, or a resubmission of construction documents is required or received, construction documents relating to the work and equipment under consideration shall be prepared in conformity with section 106 and be submitted to the building department for examination and approval.*

**107.2 Application for plan approval.** *To obtain a plan approval, the owner or the owner's representative shall first file an application in writing on a form furnished by the building department for that purpose. Such application shall:*

- 1. Identify and describe the work to be covered for which application is made for approval.*
- 2. Describe the land on which the proposed work is to be done, street address or similar description that will readily identify and locate the proposed building or work.*
- 3. Indicate the use and occupancy(ies) for which the proposed work is intended.*
- 4. Be accompanied by construction documents and other information as required in section 106.1.*
- 5. Be signed by the owner, or the owner's representative.*
- 6. Give such other data and information as required by the building official.*
- 7. Identify and clearly indicate whether the project or portion of a project intends to utilize an industrialized unit, as defined in section 113.2.*

8. Identify and clearly indicate whether the project or portion of a project intends to utilize an assembly of individually listed or labeled products.

**107.2.1 Time limitation of application.** The approval of plans under this section is a “license” and the failure to approve such plans as submitted within thirty days after filing or the disapproval of such plans is an “adjudication order denying the issuance of a license” requiring the opportunity for an “adjudication hearing” as provided by sections 119.07 to 119.13 of the Revised Code and as modified by sections 3781.031 and 3781.19 of the Revised Code. In accordance with section 109, an adjudication order denying the issuance of a license shall specify the reasons for such denial.

If construction documents have been reviewed for compliance with the rules of the board, an adjudication order has been issued to the owner and the owner’s representative, and the owner has neither exercised the right to appeal pursuant to section 110 nor resubmitted corrected documents, the application is invalid six months from the date of the issuance of the adjudication order.

**107.3 Order of plan review.** Construction documents submitted for approval shall be examined for compliance with the rules of the board in the order received, unless otherwise consented to by the building owners affected by deferred examination.

**107.4 Review of plans.** When construction documents have been submitted to the building department for review and approval, the building official shall cause the construction documents to be examined for compliance with the rules of the board by assigning the examination duty to an appropriately certified master plans examiner or certified elective plans examiners. The plans examiner(s) shall first determine whether the construction documents being reviewed are adequate as required in section 106. If so, the plans examiner(s) shall examine the construction documents to determine compliance with the rules of the board.

When utilizing elective plans examiners and when the scope of the work requires more than one elective plans examiner certification, the master plans examiner shall assure coordination of plan review.

**107.4.1 Inadequate construction documents.** If construction documents are determined to be incomplete or inadequate for examination, the plans examiner shall report the findings to the building official. The plans examiner shall examine the construction documents to the extent possible and identify what information from section 106 is missing and needed to complete the required

examination. Upon receipt and review of the report, the building official shall proceed as required in section 107.6.

**107.4.2 Resubmitted documents.** If construction documents are resubmitted in response to an adjudication order, the review for compliance shall be limited to determining that the item of non-compliance, and any work affected, has been corrected and shall not be deemed to authorize another review of unmodified construction documents previously determined to comply.

**107.4.3 Sealed construction documents.** Construction documents which have been prepared by an Ohio registered design professional who prepared the same as conforming to the requirements of the rules of the board pertaining to design loads, stresses, strength, and stability, or other requirements involving technical analysis, need be examined only to the extent necessary to determine conformity of such construction documents with other requirements of the rules of the board.

**107.4.4 Fire protection system construction documents.** Construction documents for fire protection systems authorized to be submitted by individuals certified pursuant to Chapter 4101:7-5 of the Administrative Code shall:

1. When submitted under the signature of an individual certified under section 3781.105 of the Revised Code, be processed in the same manner as construction documents submitted under the signature of a registered design professional. Any statistical data, reports, explanations, plan description, or information that would not also be required for a similar submission by a registered design professional need not be submitted by a certified designer.
2. If certified by a registered design professional or individual certified under section 3781.105 of the Revised Code as conforming to requirements of the rules of the board pertaining to design loads, stresses, strength, stability, or other requirements involving technical analysis, be examined by the building department official only to the extent necessary to determine conformity of such construction documents with other requirements adopted by the board under Chapters 3781. and 3791. of the Revised Code.

**107.5 Plan review, compliance with rules of the board.** If the construction documents are determined to comply with the rules of the board, the plans examiner shall communicate the findings and recommend the conditions and type of approval to the building official.

**107.5.1 Building official approval.** *The building official shall evaluate the plans examiner's recommendations and any communications received from the fire official as described in section 106.1.2. When the construction documents have been determined to conform to the applicable provisions of the rules of the board, the building official shall endorse or stamp such plans as approved and issue the certificate of plan approval in accordance with section 105.5.*

**107.5.2 Posting.** *The certificate of plan approval shall be posted in a conspicuous location on the site. The owner and the contractor shall preserve and keep the certificate posted until the final inspections have been completed.*

**107.6 Plan review, items of noncompliance.** *When the construction documents are examined and items of noncompliance with the rules of the board are found by the plans examiner, the building official shall proceed as required in either section 107.6.1 or section 107.6.2.*

**107.6.1 Communication process for items of non-compliance.**

- 1. Item(s) of non-compliance shall be communicated to the owner or the owner's representative and offer the following options:**
  - 1.1. The owner will revise the drawings and resubmit to the department.**
  - 1.2 The items of noncompliance will not be brought into compliance and will be referred to the building official as indicated in item 4 below.**
- 2. The owner or the owner's representative shall indicate which option (item 1 above) will be exercised.**
- 3. Notations of the communication shall be made on a plan review record. The notations shall include the plans examiner's name, the date of the communication with the owner or the owner's representative, the observed items of noncompliance, the code citation related to the item(s) of noncompliance, the action necessary to correct the item(s) of noncompliance, the option chosen by the owner or the owner's representative, the name of the person communicated with, and the estimated dates of compliance and resubmission, if applicable.**
- 4. If the owner or the owner's representative indicates that the work will not be brought into compliance with the rules of the board or requests an adjudication order, the plans examiner shall report to the building official in accordance with section 107.6.2.**

**107.6.2 Building official determination of noncompliance.** *The building official shall evaluate the plans examiner's report and any reports received from the fire official as described in section 106.1.2 and render a final*



determination as to whether the items of non-compliance are to be communicated to the owner in the form of an adjudication order complying with section 109. The building official shall also determine whether any approvals are possible, and issue the appropriate approval as described in section 105.

**107.7 Approved construction document sets.** One set of approved construction documents shall be kept by the building official. The other set(s) shall be returned to the applicant, kept at the work site, along with manufacturers' installation instructions and product information, and shall be available for use by the inspector.

### **Section 108** **Inspection process**

**108.1 General.** After construction documents have been approved, construction or work may proceed in accordance with the approved documents. Construction or work for which an approval is required shall be subject to inspection. It shall be the duty of the owner or the owner's representative to notify the building department when work is ready for inspection. Access to and means for inspection of such work shall be provided for any inspections that are required by this code. It shall be the duty of the owner or the owner's representative to cause the work to remain accessible and exposed for inspection purposes. Such construction or work shall remain accessible and exposed for inspection purposes until the work has been inspected to verify compliance with the approved construction documents, but failure of the inspectors to inspect the work within four days, exclusive of Saturdays, Sundays, and legal holidays, after the work is ready for inspection, allows the work to proceed. Subsequent work is allowed to proceed only to the point of the next required inspection.

**108.2 Required inspections.** At the time that the certificate of plan approval is issued, the building official shall provide, to the owner or the owner's representative, a list of all required inspections for each project. The required inspection list shall be created from the applicable inspections set forth in sections 108.2.1 to 108.2.14. The building official, upon notification from the owner or the owner's representative that the work is ready for inspection, shall cause the inspections set forth in the required inspection list to be made by an appropriately certified inspector in accordance with the approved construction documents.

**108.2.1 Lot line markers required.** Before any work is started in the

construction of a building or an addition to a building to which the rules of the board are applicable under section 101.2, all boundary lines shall be clearly marked at their intersections with permanent markers or with markers which are offset at a distance which is of record with the owner.

**108.2.2 Footing or foundation inspection.** Footing and foundation inspections shall be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection. Materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with "ASTM C 94", the concrete need not be on the job.

**108.2.3 Concrete slab and under-floor inspection.** Concrete slab and under-floor inspections shall be made after in-slab and under-floor reinforcing steel and building service equipment, conduit, insulation, vapor retarder, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.

**108.2.4 Lowest floor elevation.** The elevation certification required in section 1612.5 shall be submitted to the building official.

**108.2.5 Frame inspection.** Framing inspections shall be made after the roof deck or sheathing, all framing, fire blocking and bracing are in place and pipes, chimneys and vents to be concealed are complete and the rough electrical, plumbing, heating wires, pipes and ducts are approved.

**108.2.6 Lath or gypsum board inspection.** Lath and gypsum board inspections shall be made after lathing and gypsum board, interior and exterior, is in place, but before any plastering is applied or before gypsum board joints and fasteners are taped and finished.

**Exception:** Gypsum board that is not part of a fire-resistive assembly or a shear assembly.

**108.2.7 Fire-resistant penetrations.** Protection of joints and penetrations in fire-resistance-rated assemblies shall not be concealed from view until inspected and approved.

**108.2.8 Energy efficiency inspections.** Inspections shall be made to determine compliance with Chapter 13 of the "OBC" and shall include, but not be limited to, inspections for: envelope insulation "R" and "U" values, fenestration "U" value, duct system "R" value, infiltration air barriers, caulking/sealing of

openings in envelope and ductwork, and “HVAC” and water heating equipment efficiency.

**108.2.9 Building services equipment inspections.** Inspections shall be made of all building services equipment to ensure that it has been installed in accordance with the approved construction documents, the equipment listings, and the manufacturer’s installation instructions. Inspections shall include, but not be limited to, inspections for the following systems and their associated components: mechanical heating and ventilating systems, mechanical exhaust systems, plumbing systems, fire protection systems, and electrical systems.

**108.2.9.1 Inspections of elevators.** Inspection of work related to elevators shall be coordinated with the division of industrial compliance and made in accordance with rules adopted pursuant to Chapter 4105 of the Revised Code and as required in Section 3006.1. A completed inspection form prescribed by the board shall be provided to the superintendent of the division of industrial compliance upon completion of the inspections.

**108.2.9.2 Inspections of boilers.** Inspection of work related to boilers shall be made in accordance with rules adopted pursuant to Chapter 4104 of the Revised Code.

**108.2.10 Other inspections.** In addition to the inspections specified above, the building official is authorized to cause to be made or require other inspections of any construction work to be made to ascertain compliance with the provisions of this code.

Where applications are submitted for projects of unusual magnitude of construction, the building official may require inspections or full-time project representation by a registered design professional or inspection agency. This inspector/project representative shall keep daily records and submit reports as required by the building official.

**Exception:** Where the building official requires full-time project inspection, the installation of a fire protection system may be inspected by a person certified under section 3781.105 of the Revised Code. The person shall be certified in the appropriate subfield of fire protection systems being inspected – water-based fire protection systems (formerly automatic sprinkler systems), fire alarm, or special hazards systems design.

**108.2.11 Special inspections.** For special inspections, see section 1704.

**108.2.12 Inspections, completion.** *When all of the required successive inspections have been satisfactorily completed and the inspectors have verified compliance with the approved construction documents, the inspectors shall communicate their findings to the building official. The building official, after review of the findings, shall issue the certificate of occupancy or the certificate of completion as described in section 111.*

**108.2.12.1 Fire protection system final inspections.** *Fire protection system final inspections shall be coordinated with the fire official in accordance with Section 901.2.1.2.*

**108.2.13 Industrialized unit inspections.** *Approved industrialized units and the on-site construction to complete the installation of the industrialized units shall be inspected. Such inspections shall include:*

- 1. Connection to on-site construction, interconnection of modules, connection to utilities. The inspections and conducting of required tests shall not require the destruction or disassembly of any factory-constructed component authorized by the board.*
- 2. Inspection of the unit for damage resulting from transportation, improper protection of exposed parts from inclement weather or other causes. Damage shall be repaired as required by the building official to comply with the applicable provisions of the rules of the board;*
- 3. Inspection of the unit to determine if it is marked by an insignia furnished by the board; and*
- 4. Inspect the unit to determine if the floor plan, exterior elevations, and exposed details are in conformance with the plans approved by the board.*

**108.3 Inspection agencies.** *The building official is authorized to accept reports of approved inspection agencies, provided such agencies are approved in accordance with the rules of the board of building standards.*

**108.4 Right of entry.** *The building official, or the building official's designee, is authorized to enter the structure or premises at reasonable times to inspect or to perform the duties imposed by this code, provided that credentials are presented to the occupant and that entry is requested and obtained. Where permission to enter has not been obtained, is denied, or the building official has probable cause to believe that there exists in a structure or upon a premises a condition which is a serious hazard the building official shall proceed as required in section 109 and shall also have recourse to the remedies provided by law to secure entry.*

**108.5 Inspections, compliance with construction documents.** *When an inspector from the department having jurisdiction finds that completed work is in accordance with the approved construction documents, the inspector shall communicate the findings to the owner or owner's representative, shall make a note of the inspection on an on-site inspection record and in the inspector's log, and communicate their findings to the building official. The building official, after review of the findings, shall issue the certificate of occupancy or certificate of completion in accordance with section 111.*

**108.6 Inspections, observation of violations, unsafe conditions, or serious hazards.** *When an inspector from the department having jurisdiction finds that any work in connection with the location, erection, construction, repair, alteration, moving, or equipment of a building is contrary to the approved construction documents for the same, the building inspector shall proceed as required in either section 108.6.1 or 108.7.*

**108.6.1 Communication process for work contrary to approved construction documents.**

- 1. Communicate the nature of the differences to the owner or the owner's on-site representative and offer the following options*
  - 1.1 The owner will bring the item of noncompliance into compliance,*
  - 1.2 The owner will revise the drawings and resubmit to the department,*
  - 1.3 The items of noncompliance will not be brought into compliance and will be referred to the building official as indicated in item 4 below.*
- 2. The owner or the owner's on-site representative shall indicate which option (item 1 above) will be exercised*
- 3. Notations on the on-site inspection record and in the inspector's log shall be made. The notations shall include the inspector's name, the date of the inspection, the type of inspection, the observed items of noncompliance, the option chosen by the owner or the owner's on-site representative, the name of the person communicated with, and the estimated dates of compliance and follow-up inspections, if applicable.*
- 4. If the owner or the owner's on-site representative indicates that the work will not be brought into compliance with the approved construction documents, the inspector shall submit a report to the building official for the final determination of noncompliance in accordance with section 108.7.*

**108.6.2 Observation of violations not shown on plans.** *If an inspector, in the course of performing the assigned or requested inspections, observes a code violation that was either shown incorrectly or not adequately*

addressed or detailed in the approved construction documents, the inspector shall communicate the finding to the building official so that the building official can make a determination of whether the code violation is of such significance to warrant communicating the finding to the owner or the owner's representative as a notice of recommended change.

**108.6.3 Observation of unsafe conditions or serious hazards.** If an inspector, in the course of performing the assigned or requested inspections, observes an unsafe condition or a serious hazard, the inspector shall communicate that condition to the owner or the owner's on-site representative and shall report the findings immediately to the building official so that the building official can make a final determination of whether the violation constitutes a serious hazard which requires the issuance of an adjudication order as required in section 109.

**108.6.4 Industrialized units, observations of noncompliance.** When an inspector from the department having jurisdiction finds that an industrialized unit has been constructed contrary to the plans approved by the board, the inspector shall report the nonconformance to the building official. The building official shall notify the board of all violations of section 108.2.13. The board or its designee and the building official shall determine the corrective action to be taken before the building is approved to be occupied.

**108.7 Building official determination of noncompliance.** The building official shall evaluate the inspector's report and render a final determination as to whether the items of non-compliance are to be communicated to the owner in the form of an adjudication order complying with section 109 or whether any additional approvals are necessary. The building official shall make the determination within four days of the inspector reporting as required in sections 108.6.2 and 108.6.3, exclusive of Saturdays, Sundays, and legal holidays.

**108.8 Acceptance, performance, and operational testing.** Acceptance, performance, and operational testing shall be conducted as required in the applicable code or referenced standard. Advanced notice of the test schedule shall be given to the building official. The building official may require that the tests be conducted in the presence of the building official or certified inspector. Testing and inspection records shall be made available to the building official or inspector, upon request, at all times during the fabrication of the systems and the erection of the building.

**108.8.1 Fire protection system acceptance testing.** *Fire protection system acceptance tests shall be coordinated with the fire official in accordance with Sections 901.2.1.2 and 901.5.*

**108.8.2 New, altered, extended or repaired systems.** *New systems and parts of existing systems, which have been altered, extended, renovated or repaired, shall be tested as prescribed herein to disclose leaks and defects.*

**108.8.3 Apparatus, material and labor for tests.** *Apparatus, material and labor required for testing a system or part thereof shall be furnished by the owner or the owner's representative. Required tests shall be conducted by and at the expense of the owner or the owner's representative.*

**108.8.4 Reinspection and testing.** *Where any work or installation does not pass an initial test or inspection, the inspector shall proceed as outlined in section 108.6.*

**108.9 Posting of occupant and structural loads.** *Postings required by Section 1004.3 and 1603.2 shall be verified.*

### **Section 109** **Orders, Violations, and Unsafe Buildings**

**109.1 Adjudication orders required.** *When the building official denies any approval or takes action in response to findings of non-compliance with the rules of the board, such action shall be initiated by issuing an adjudication order, prior to seeking any remedy, civil or criminal. Every adjudication order shall:*

- 1. Clearly identify the rules of the board violated;**
  - 1.1 Clearly identify, in a contrasting and obviously marked manner, all violations related to accessibility.**
- 2. Specifically indicate which detail, installation, site preparation, material, appliance, device, addition, alteration to structures, construction documents, assemblages or procedures are necessary to change to comply with the order;**
  - 2.1 When issued to stop work, the order shall also clearly indicate the specific work that is required to cease, when the work must cease and the conditions under which the cited work will be permitted to resume. The order to stop work shall be given to the owner of the property involved, to the owner's representative and the person doing the work.**
- 3. Include notice of the procedure for appeal and right to a hearing if requested within thirty days of the mailing of the order. The order shall also**

indicate that, at the hearing, the owner may be represented by counsel, present arguments or contentions orally or in writing, and present evidence and examine witnesses appearing for or against the owner;

- 3.1 Any hearing(s) scheduled for accessibility issues shall cause the building official or the appeals board to notify a local advocate organization for people with disabilities of the scheduled hearing. When a local advocate organization is not available, a state organization representing people with disabilities, such as the "Governor's Council on People with Disabilities" shall be notified;
4. Specify a reasonable period of time in which to bring the item(s) on the order into compliance;
5. Include the signature of the building official;
6. The order shall be sent to the owner and owner's representatives.

**109.2 Response to orders.** The person receiving an order shall exercise their right to appeal within 30 days of the mailing of the order, comply with the order, or otherwise be released from the order by the building official.

**109.3 Prosecution and penalties.** When an owner fails to comply with section 109.2, the owner may be prosecuted and is subject to a fine of not more than five hundred dollars as provided for in section 3791.04 of the Revised Code.

**109.3.1 Unlawful continuance.** Failure to cease work after receipt of an order to stop work is hereby declared a public nuisance.

**109.4 Unsafe buildings.** Structures or existing equipment that are unsafe or unsanitary due to inadequate means of egress facilities, inadequate light and ventilation, or which constitute a fire hazard, or are otherwise dangerous to human life, shall be deemed a serious hazard. Where a building is found to be a serious hazard, such hazard shall be eliminated or the building shall be vacated, and where such building, when vacated, remains a serious hazard, it shall be razed.

**109.4.1 Orders, injunction proceedings.** Where the building official finds that a building is a serious hazard and the owner of such building fails, in the time specified in an order from the building official, to eliminate such hazard, or to vacate or raze the building, the building official shall proceed under section 3781.15 of the Revised Code.

**109.4.2 Restoration.** Where the structure or equipment is determined to be unsafe by the building official, it is permitted to be restored to a safe condition. To the extent that repairs, alterations or additions are intended to be made or



a change of occupancy occurs during the restoration of the structure, such repairs, alterations, additions or change of occupancy shall comply with Chapter 34 and this chapter.

### Section 110 Appeals

110.1 Hearing and right of appeal, local board of building appeals. Adjudication hearings shall be in accordance with sections 119.09 to 119.13 of the Revised Code, as required by section 3781.031 of the Revised Code, and the following:

1. Requests for hearing shall be within thirty days of the mailing date of an adjudication order. The local board shall schedule a hearing and notify the party. If the hearing concerns section 3781.111 of the Revised Code or rules adopted thereunder, reasonable notice of time, date, place, and subject of the hearing shall be given to any local organization composed of or representing persons with disabilities, as defined in section 3781.111 of the Revised Code, or if there is no local organization, then to any statewide organization composed of or representing persons with disabilities.
  - 1.1 For purposes of conducting adjudication hearings, the local board may require attendance of witnesses, production of records and papers, and may take depositions of witnesses in accordance with section 119.09 of the Revised Code.
  - 1.2 Testimony shall be under oath and, as outlined in section 109.1, a stenographic or mechanical record of testimony and other evidence submitted shall be taken at the expense of the local board of building appeals.
  - 1.3 The local board may postpone or continue any adjudication hearing on its own motion or upon the application of any party.
  - 1.4 The board shall keep a full and complete record of all proceedings which shall be open to public inspection.
2. The Board shall render its decision within thirty days after the hearing.
3. Following the hearing, an order shall be entered on its journal, and the local board shall serve by certified mail, return receipt requested, upon the party affected thereby, a certified copy of the order and a statement of the time and method by which an appeal may be perfected. A copy of the order shall be mailed to the attorney or other representatives of record representing the party.
4. Any municipal or county officer, official municipal or county board, or person who was a party to the hearing before the municipal or county board of building appeals, may apply to the state board of building appeals for a de novo hearing, or may appeal to the court of common pleas of the county

in which he is a resident or in which the premises affected by such order is located.

5. In addition, when the adjudication hearing concerns section 3781.111 of the Revised Code, or any rule made thereunder, any local organization composed of or representing persons with disabilities, or if no local organization exists, then any statewide organization representing persons with disabilities may file appeals as indicated in paragraph 4. of this section.
6. Application for a de novo hearing before the state board shall be made no later than thirty days after the municipal or county board renders its decision.

### Section 111

#### Certificate of occupancy and certificate of completion

**111.1 Approval required to occupy.** No building or structure, in whole or in part, shall be used or occupied until the building official has issued an approval in the form of a certificate of occupancy or certificate of completion in compliance with this section.

**111.1.1 Certificate of occupancy.** The certificate of occupancy shall indicate the conditions under which the building shall be used. The building owner shall only use the structure in compliance with the certificate of occupancy and any stated conditions. The structure and all approved building service equipment shall be maintained in accordance with the approval.

When a building or structure is entitled thereto, the building official shall issue a certificate of occupancy provided there are not violations of the rules of the board or orders of the building official pending or as permitted in this section. A copy of the certificate of occupancy shall be forwarded to the local fire official.

**111.1.1.1 New buildings and additions.** A building or structure erected, enlarged or extended shall not be used or occupied, in whole or in part, until the certificate of occupancy has been issued by the building official. Occupancy of spaces within a building which are unaffected by the work shall be allowed to continue if the building official determines the existing spaces can be occupied safely.

**111.1.1.2 Change of occupancy.** Change of occupancy of an existing structure shall not be made except as specified in Chapter 34. A building or structure hereafter changed, in whole or in part, from one occupancy to

another shall not be occupied for the new occupancy until the certificate of occupancy has been issued by the building official reflecting such changed portions. Existing occupancy of spaces within the building which are unaffected by the change of occupancy and any related alterations shall be allowed to continue if the building official determines the existing spaces can be occupied safely until the completion of the alterations.

**111.1.1.3 Partial occupancy.** Upon the request of the owner or owner's representative, a building official shall issue a certificate of occupancy before the completion of the entire work, provided that the building official determines that the space can be safely occupied prior to full completion of the building, structure, or portion without endangering life or public welfare. The certificate shall indicate the extent of the areas approved for occupancy and any time limits for completion of the work.

**111.1.1.4 Time-limited occupancy.** A building or structure hereafter changed in part from one occupancy to another for a limited time may receive a certificate of occupancy reflecting that time-limited occupancy provided:

1. There are no violations of law or orders of the building official pending;
2. It is established after inspection and investigation that the proposed use is not deemed to endanger public safety and welfare;
3. The building official has approved the use for an alternative purpose on a temporary basis;
4. The building official has issued a certificate of occupancy indicating any special conditions under which the building or part of the building can be used for the alternative purpose within the time limit specified.

**111.1.1.5 Temporary structures occupancy.** A building intended to be erected, placed and used for a period of time not to exceed one hundred eighty days that has been determined by the building official to be in compliance with section 102.8 shall be issued a "Certificate of Occupancy for Temporary Structures." The building official is authorized to grant extensions for demonstrated cause.

**111.1.2 Certificate of completion for alterations and repairs.** The certificate of completion for alterations and repairs shall indicate the conditions under which the building shall be used. The building owner shall only use the structure in accordance with the certificate of completion and any stated conditions. The

structure and all approved building service equipment shall be maintained in accordance with the approval.

When the work in a building or structure is entitled thereto, the building official shall issue a certificate of completion for the work provided there are not violations of the rules of the board or orders of the building official pending or as permitted in this section. Occupancy of spaces within a building which are unaffected by the work shall be allowed to continue if the building official determines the existing spaces can be occupied safely.

**111.2 Certificate issued.** The certificate shall certify compliance with the provisions of this code, Chapters 3781. and 3791. of the Revised Code, and the purpose for which the building or structure may be used in its several parts. The certificate of occupancy or certificate of completion shall contain the following:

1. The plan approval application number.
2. The address.
3. A description of that portion of the structure for which the certificate is issued.
4. The signature of all building officials having jurisdiction. When more than one building official has jurisdiction for a building (when the certification of the building department is limited for such systems as plumbing or piping systems) each shall sign the certificate with an indication of the scope of their individual approvals.
5. The edition of the code under which the plan approval was issued.
6. The use and occupancy, in accordance with the provisions of Chapter 3.
7. The type of construction as defined in Chapter 6.
8. The design occupant load.
9. If an automatic sprinkler systems is provided, whether the sprinkler system is required.
10. The hazard classification or storage configuration, including aisle widths, for which the automatic sprinkler system is designed.
11. The automatic sprinkler and standpipe system demand at the base of the riser.
12. Any special stipulations and conditions of the plan approval including any variances granted to the requirements of this code.

**111.3 Validity of a certificate of occupancy or certificate of completion.** The certificate represents an approval that is valid only when the building or structure is used as approved and certifies conformance with applicable provisions of the "Ohio Building Code" and Chapters 3781. and 3791. of the Revised Code. The approval is conditioned upon the building systems and equipment being maintained

and tested in accordance with the approval, the “Ohio Building Code”, and applicable equipment and systems schedules.

**111.4 Existing buildings.** Upon written request from the owner of an existing building or structure, the building official shall issue a certificate of occupancy, provided there are not violations of law or orders of the building official pending, and it is established after inspection and investigation that the alleged occupancy of the building or structure has previously existed. This code shall not require the removal, alteration or abandonment of, or prevent the continuance of, the occupancy of a lawfully existing building or structure, unless such use is deemed to endanger public safety and welfare.

**111.5 Connection of service utilities.** No connections shall be made from a utility, source of energy, fuel or power to any building or system that is regulated by this code for which a plan approval and inspections are required, until approved by the building official.

**111.6 Temporary connection.** The building official shall approve the temporary connection of the building or system to the utility source of energy, fuel or power.

## **Section 112** **Changes to the code**

**112.1 Code change petition process.** In accordance with section 3781.10 of the Revised Code, the board may, on its own motion or upon receipt of a petition, adopt, amend, or rescind rules through the administrative rule process.

**112.1.1. Changes, applications for.** Any person may apply to the board to adopt, amend, or rescind rules of the board. The application for rule change shall be on forms and in format prescribed by the board. Twelve printed copies of the application shall be filed with the secretary of the board.

**112.1.2. Processing applications for changes.** When the secretary of the board receives a conforming application for an adoption, amendment, or annulment of a provision of the rules of the board, the secretary shall promptly deliver or mail a copy of the application to each member of the board.

After receiving an application for the adoption, amendment, or annulment of a provision of the rules of the board, the board shall proceed under sections 3781.101 and 3781.12 of the Revised Code.

**112.2 Changes to the codes and code enforcement.** *The building department shall exercise enforcement authority to accept and approve plans and specifications and make inspections using the rules of the board that were in effect on the date of the first application for plan approval for that project. Such approvals shall be subject to the limitations of sections 105.3 and 105.4.*

### **Section 113** **Industrialized units**

**113.1 Industrialized units.** *Industrialized units shall be approved by the board in accordance with the provisions in this section.*

**Exceptions:**

- 1. Alternative materials, design and methods of construction and equipment approved by the board in accordance with section 114.3.**
- 2. Construction for which the provisions of section 1704 applies. Where panels or components are constructed to include elements not provided for or accounted for in section 1704, then this section shall apply. (For example, engineered gluelam beams, precast concrete panels or welded steel components that have been constructed offsite with electrical or mechanical components in them so that a detailed inspection of the mechanical or electrical components cannot be done on the site of their intended use would be required to comply with this section.)**
- 3. Foam plastic insulation conforming to the provisions of section 2603. (However, a foam plastic insulation panel that is constructed, listed and labeled in accordance with section 2603, is required to comply with this section if structural, electrical or other components not covered by section 2603 are enclosed within the panel).**
- 4. Materials, devices and products in directories listed in Table 114.3 used for building service equipment systems in accordance with the listing and this code.**

### **113.2 Definitions.**

**Closed construction.** *An assembly of materials or products manufactured in such a manner that its structural, plumbing, electrical, environmental control, or fire protection elements or components are concealed and are not readily accessible for inspection at the site of its erection, without disassembly, damage, or destruction. Closed construction includes assemblies where only one of the components is not accessible for inspection. (For example, an equipment enclosure where all the electrical conductors and components are*

exposed for inspection and its roof and wall panels have exposed structural members but the floor panel structural members are not exposed, would be required to comply with this section.)

**Industrialized units.** Industrialized units are prefabricated components comprised of closed construction manufactured at a location remote from the site of intended use and transported to a building site for its subsequent use. Industrialized units are not restricted to housing for one-, two-, and three-family dwellings, but includes all prefabricated forms of building elements and assembled construction units, intended for both structural and service equipment purposes in all buildings of all groups. Prefabricated shop assemblies may be shipped in structurally complete units ready for installation in the building structure or in knock-down and packaged form for assembly at the site.

**113.2.1 General terms.** Such terms as heart modules or cores, modules, modulars, service cores, prefabs, sectional or sectionalized, panels or panelized construction, and specific terms including "prefabricated-subassembly, -building, -unit, -unit service equipment" shall be considered industrialized units. They may be self-sufficient or interdependent as a unit or group of units and used together or incorporated with standard construction methods to form a completed structural entity.

**113.3 Application.** The application for approval, including revisions and renewals for existing approvals, shall be submitted to the board together with the fee required in section 113.8 of this chapter. The required information shall be provided as prescribed by the board on its website. Construction documents shall be included in conformity with the applicable provisions of section 106, and shall describe all essential elements of the structure or assembly and details of interconnection of: assemblies; service equipment; electrical wiring; plumbing; mechanical; and any other equipment whether installed at the site or in the manufacturing facility. The design and construction of the units shall be in conformance with the provisions of the Ohio building, mechanical and plumbing codes based on the intended use and/or occupancy type. Industrialized units intended to be used exclusively for one-, two-, or three- family dwellings shall comply with the applicable provisions of the "Residential Code of Ohio for One-, Two-, and Three- Family Dwellings" listed in section 3501.2 or shall meet the provisions of the board's rules applicable to "Group R-3". Only the person holding an approval may apply to the board for a revision or renewal of the approval.

**113.3.1 Manufacturers with facilities outside Ohio.** Each application for manufacturers with manufacturing facilities outside Ohio shall also identify the individual or agency that will be performing in-plant inspections of the units intended for placement in Ohio. The application shall also include a letter from the designated individual or agency indicating that they have a contractual relationship with the manufacturer to perform the inspections. This letter shall include the name(s) and board certification(s) of the individual(s) who will be assigned to perform the inspections.

**113.3.2 Manufacturers with facilities in Ohio.** Each application for manufacturers with manufacturing facilities in Ohio shall include the same information required in section 113.3.1 or, as an alternative, the manufacturer shall indicate their intention to have the inspections conducted by inspectors designated by the board.

**113.4 Evaluation.** After receipt of the application, the board or such agency designated by the board shall proceed with review of the industrialized unit construction documents and cause such inspections of the manufacturer's quality control processes used to ensure compliance with the rules of the board.

**113.4.1 Tests.** The board shall have the authority to require tests as evidence of compliance. Test methods shall be as specified in this code or by other recognized test standards. In the absence of recognized and accepted test methods, the board shall approve the testing procedures. Tests shall be performed by an approved agency. Reports of such tests shall be retained by the board for the period required for retention of public records.

**113.4.2 Plant evaluations.** An initial plant evaluation inspection shall be required at each plant of manufacture to observe and ensure that the manufacturer's facilities and quality control program maintains acceptable control of materials and processes used in the manufacture of industrialized units to ensure conformance with the approved construction documents. The plant evaluation inspection shall include all subassembly plants supplying the manufacturer, as the board may deem necessary.

**113.5 Approval.** The board, upon determination of compliance, shall issue an approval to the applicant. Industrialized units approved by the board may be used anywhere in Ohio subject to the conditions for their use and application as indicated in the approval.

**113.5.1 Revisions.** Any changes to board approved construction documents



affecting the conditions listed in the approval shall require a revision of the approval.

**113.5.2 Code changes.** When any changes to the rules of the board are adopted which affect the use, safety or sanitation of any approved industrialized unit, the holder of the approval shall apply to the board for a revision of the approval. Failure to apply for revision of approvals within the time specified by the board, shall constitute failure to comply with the conditions of the approval.

**113.5.3 Revocation of approval.** Upon failure of the holder of an approval to comply with the conditions of the approval and this chapter, the board, on its own motion, shall order a hearing in accordance with section 119.03 of the Revised Code to revoke an existing approval.

**113.5.4 Validity of the approval for the use of an industrialized unit.** An industrialized unit manufactured under an approval by the board, not transported to a building site for use but stored at a manufacturer's or dealer's facility, can be used in Ohio as an industrialized unit for a maximum of two years after the effective date upon which the board adopts building code rules using another edition of a model code as the basis of this code. After this two-year time period, the unit's approval is no longer valid and the unit is no longer considered an industrialized unit but shall be regulated as a moved structure in accordance with Chapter 34.

**113.6 Inspections, board insignias, and shipping reports.** Each industrialized unit shall be inspected in-plant during each phase of the manufacturing process by inspectors certified by the board of such persons designated by the board until in-plant inspections demonstrate that the manufacturer's quality control program is capable of assuring that the industrialized units produced are built in accordance with the construction documents approved by the board. When it has been determined that the manufacturer's quality control program is capable of assuring compliance with the board approved construction documents, then at one overall inspection of "open" construction shall be performed in-plant for each unit by an inspector certified or designated by the board.

**Exception:** When a manufacturer with manufacturing facilities in Ohio has chosen to have inspections conducted by designees of the board, the inspection frequency shall be based upon the reliability or effectiveness of the manufacturer in maintaining sufficient control of the materials and processes to ensure that the units are constructed in accordance with the approved construction documents.

An insignia shall be obtained from the board for each industrialized unit module to be used within the state of Ohio. The insignia shall be affixed to each unit after a determination is made by the inspector that the unit is constructed in accordance with the construction documents approved by the Board, which shall constitute final approval of the unit.

After an insignia has been affixed, the manufacturer shall record its use in shipping records, to be submitted monthly to the board, which shall record:

1. The shipping insignia number;
2. Ohio board of building standards industrialized unit group assigned project file number appearing on the board-approved construction documents;
3. The date the insignia was affixed to the individual unit;
4. Name and address of the construction inspector and inspection agency.
5. Manufacturer's unit serial number;
6. Manufacturer's model number;
7. Dealer name and address and;
8. Site installation destination address and owner name.

**113.6.1 Increased inspection.** When an inspection determines that the quality control program does not sufficiently ensure compliance with the construction documents approved by the board, the certified inspector or person designated by the board shall, by written notification, inform the manufacturer that the inspection frequency will be increased so that each assembly or component affected by the nonconforming item will be inspected. These inspections shall continue until an inspection determines that the manufacturer's control of the materials and processes used is sufficient to ensure that the units are constructed in accordance with the approved construction documents.

**113.7 Manufacturer responsibility.** The manufacturer shall maintain responsibility over all work completed in the factory until the unit is approved for first occupancy and shall rectify any deviations from the approved construction documents, which are found either in the field or at the place of manufacture. The manufacturer shall submit to the board such periodic reports, notifications and information as required by board procedures.

**113.7.1 Document submission to building departments.** The manufacturer shall ensure that the construction documents approved by the board are presented to the building official in accordance with section 106.1.2(1) before placing the industrialized unit on site.

**Exception:** Industrialized units construction documents previously approved by the board and site related construction documents are not

required to be submitted to the division of industrial compliance where industrialized units are used exclusively as one-, two-, or three family dwellings.

**113.7.2 Change in personnel.** Whenever there are changes in company name, ownership, subsidiary status, address or change in the manufacturer's management personnel who are responsible for making policy concerning quality control, the manufacturer shall immediately notify the board, in writing, and the manufacturing plant(s) affected by the change will be subject to a plant evaluation inspection.

**113.8 Fees.** All costs associated with industrialized unit approval applications, processing, construction document review, inspections and insignias shall be in accordance with sections 113.8.1 to 113.8.5.

**113.8.1 Applications.** Each initial application or revision submittal to the board shall be accompanied by nonrefundable fees, designated by the board to include: application processing fee; one-hour minimum plan review fee; and other costs, when incurred, such as mailing and check processing.

**113.8.2 Evaluation of construction documents.** All costs of application processing, evaluation of construction documents or other documentation submitted to the board shall be paid by the applicant.

**113.8.3 Plant evaluation and inspection costs.** All costs of plant evaluations and inspections shall be paid by the manufacturer of the unit including travel, food, lodging, and administrative costs.

**113.8.4 Insignias.** The fee for insignia for all assembled modular units manufactured for use in the state of Ohio shall be fifty dollars per unit (any preassembled combination of walls to floor, ceilings, roof, and other such components).

The fee for insignia for all panelized units manufactured for use in the state of Ohio shall be one dollar for each twenty square feet of surface area of preassembled individual components (wall, floor, ceiling or roof sections, and other such components) intended to be shipped to the site and attached to other components at the site of intended use.

**113.8.5 Tests.** Tests required by the board to be performed to determine compliance pursuant to section 113.4.1, shall be conducted at no expense to the

board. Costs associated with any required testing or research necessary to provide evidence of compliance shall be the responsibility of the applicant.

**Section 114**  
**Products and materials**

**114.1 General.** Any material, product, assembly or method of construction used in a building or structure shall be approved by the building official. The provisions of this section describe the product approval process intended by the board of building standards in accordance with Section 3781.10 (C) of the Revised Code.

**114.2 Definitions.** The following words and terms shall, for the purposes of this section, have the meanings shown herein:

**Accreditation.** The formal recognition of a conformity assessment body's adherence and operation under a documented quality system whereby a third party (Accreditation Body) attests to technical competence and the specific scope of accreditation of the conformity assessment body.

**Accreditation body.** An authoritative body that is an established, independent, internationally recognized, third-party organization that performs accreditation to ascribe initial recognition and monitors, on an cyclical basis, the competency, integrity, and performance of conformity assessment bodies in accordance with established standards.

**Assembly.** A preassembled grouping of materials, products and/or components designed to act as a whole. This does not include industrialized units regulated by section 113.

**Calibration laboratory.** An established, independent, nationally recognized and accredited, third-party organization that regularly provides calibration services such as, but not limited to, tolerance testing to ensure the accuracy of measuring equipment used in construction.

**Conformity assessment body.** A body that performs conformity assessment services and can be an object of accreditation, such as a testing laboratory, inspection body, product certification body.

**Evaluation service.** An established, independent, nationally recognized and accredited, third-party conformity assessment body that is accredited as a product certification body and performs technical evaluations of building materials, products, and methods of construction where code requirements are

not clear or the innovative products do not have national consensus standards. The evaluation of the product results in the issuance of a research report establishing the code compliance and conditions of its use based upon multiple sources of information including test reports, test data, performance data, or acceptance criteria, and can be approved for installation by the building official in accordance with the rules of the board.

**Fabricator inspection agency.** An established, independent, nationally recognized and accredited, third-party conformity assessment body regularly engaged in fabrication of construction materials and methods of construction.

**Field evaluation body.** An established, independent, nationally recognized and accredited, third-party conformity assessment body regularly engaged in furnishing field inspection, observation, testing, or reporting services for construction materials, products, and methods of construction.

**Industry trade association certification program.** A certification program operated by an established and nationally recognized organization, founded and funded by businesses that operate in a specific industry, where the main focus is to monitor quality assurance among associated members.

**Insignia.** A mark or label prescribed in accordance with board procedures.

**Inspection body.** An established, independent, nationally recognized and accredited, third-party conformity assessment body regularly engaged in furnishing inspection, observation, testing, or reporting services for construction materials, products, and methods of construction. Such services include, but are not limited to geotechnical inspections, environmental inspections, mechanical and metallurgical analysis, non-destructive testing and evaluation, chemical analysis, and structural and product testing.

**Listing agency.** An established, independent, nationally recognized and accredited, third-party conformity assessment body that is accredited as a product certification body and conducts tests on materials, products, or methods of construction to certify products that meet the criteria for compliance with nationally recognized codes and standards. The product certification body allows its insignia of conformity to be placed on a material or product by the manufacturer, identifying that the material or product has been certified by the product certification body. The product certification body maintains a list or directory of all of the materials and products that they have certified and the conditions of their use.

**Material.** *A manufactured form or substance designed to act as a whole.*

**Method of construction.** *A procedure or system intended to result in a finished building, structure or portion thereof.*

**Product.** *A material or device designed and manufactured to perform a predetermined function. Appliances, assemblies and equipment are also considered products.*

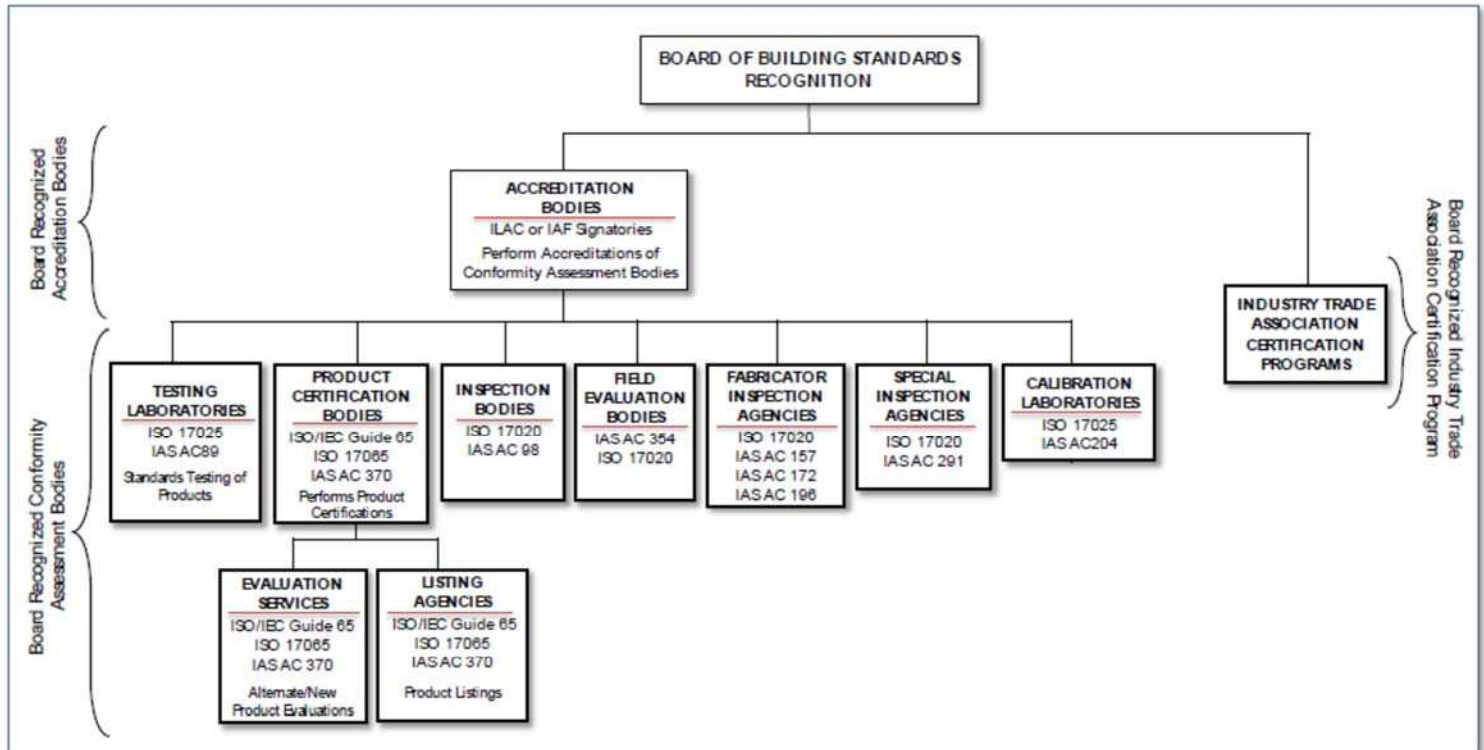
**Product certification body.** *An established, independent, nationally recognized and accredited, third-party conformity assessment body regularly engaged in conducting evaluation services, inspections and tests on materials and products to certify compliance with nationally recognized codes and standards. Product Certification Bodies are sub-classified as either Evaluation Services or Listing Agencies.*

**Recognition.** *An acceptance by the board of building standards of an accreditation body, a conformity assessment body, or an industry trade association certification program in accordance with the rules of the board of building standards.*

**Special inspection agency.** *An established, independent, nationally recognized and accredited, third-party conformity assessment body regularly engaged in performing special inspections as required by Chapter 17.*

**Testing laboratory.** *An established, independent, nationally recognized and accredited, third-party conformity assessment body regularly engaged in conducting tests of materials, products, or methods of construction to determine compliance with a specification or testing standard. The testing laboratory issues a report documenting the test results.*

**Figure 114.2**  
**ORGANIZATION OF BOARD RECOGNIZED BODIES AND CERTIFICATION PROGRAMS**



ILAC – International Laboratory Accreditation Cooperation  
 IAF – International Accreditation Forum  
 ISO – International Organization for Standardization  
 IAS – International Accreditation Service  
 IEC – International Electrotechnical Commission

**114.3 Building official approval process.** *The building official shall approve the use of products in accordance with Sections 114.3.1 through 114.3.3.*

**114.3.1 Materials, products, assemblies and methods of construction prescribed in the code.**

**114.3.1.1 Testing laboratories.** *When test reports are required to be submitted or when the rules of the Board require materials, products, assemblies and methods of construction to conform to specific referenced standards, the building official shall verify that the proposed material, product, assembly, and method of construction has been tested by a testing laboratory recognized by the board and published on the list titled “Recognized Conformity Assessment Bodies” found on the board’s website at <http://www.com.ohio.gov/dico/bbs>.*

The building official shall verify that the testing laboratory is accredited to perform the specific tests prescribed in the code by verifying the testing laboratory's "scope of accreditation" found on the testing laboratory's website.

**Exceptions:**

1. Acceptance, performance, and operational testing reports submitted in accordance with Section 108.8 are permitted to be prepared and submitted by the individual performing the acceptance, performance, and operational tests. Board recognition is not required for persons conducting acceptance, performance, or operational tests.
2. Special inspection reports submitted in accordance with Section 1704.1.2 are permitted to be prepared and submitted by the special inspector defined in Section 1702.1 and qualified in accordance with Section 1704.1. Board recognition is not required for all special inspectors.

**114.3.1.2 Listing agencies.** When the rules of the Board require materials, products, assemblies and methods of construction to be marked or listed and labeled in accordance with a specific referenced standard, the building official shall verify that the proposed material, product, assembly, and method of construction has been listed and labeled by a listing agency recognized by the board and published on the list titled "Recognized Conformity Assessment Bodies" found on the board's website at <http://www.com.ohio.gov/dico/bbs>.

Building officials are authorized to approve listed and labeled materials, products, assemblies and methods of construction after verifying all of the following additional information:

1. The product is listed on the product certification body's website directory.
2. The listing is current.
3. The product is proposed to be installed/used in accordance with the listing.
4. When used as an assembly, the assembly is proposed to be installed/used in compliance with this code.
5. The extent of the listing does not include in its scope, elements of design, construction or installation otherwise in conflict with the provisions of this code such as fire-resistance and structural design.

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**114.3.2 Alternative materials, products, assemblies and methods of construction not prescribed in the code.** The provisions of this code are not



intended to prevent the installation of any material or to prohibit any material, product, assembly or method of construction not specifically prescribed by this code, provided that any such alternative shall have a valid evaluation service report, as described in section 114.3.2.1, or listing from a product certification body recognized by the board and published on a list titled "Recognized Conformity Assessment Bodies" found on the board's website at <http://www.com.ohio.gov/dico/bbs>.

The alternative material, product, assembly, or method of construction shall be deemed to be approved provided it complies with the conditions listed in the evaluation service report or listing found on the product certification body's website.

**Exceptions:**

1. Alternative materials, products, assemblies, or methods of construction submitted pursuant to section 106.5.
2. Industrialized units shall be approved and constructed in accordance with section 113.1 of this chapter.

**114.3.2.1 Evaluation Service Reports.** Building officials are authorized to accept evaluation service reports for materials, products, assemblies, and methods of construction from recognized evaluation service agencies after reviewing and verifying all of the following minimum information in the evaluation service report:

1. Identification and description of the product specifically addressed in the report and a description of how the product can be identified;
2. Identification of the specific code provisions to which the product was evaluated as a suitable alternative to the requirements of the code;
3. The product installation requirements;
4. The statement of the conditions and limitations of use of the product;  
and
5. List the test reports used in the evaluation.

**114.3.3 Used materials and products.** The use of used materials and products which meet the requirements of this code for new materials and products is permitted. Used products and materials shall not be reused unless approved by the building official.

**114.4 Process for board-recognition of "Accreditation Bodies," "Conformity Assessment Bodies," and "Industry Trade Association Certification Programs."** All accreditation bodies, conformity assessment bodies, and industry trade association certification programs shall be recognized by the board in accordance

with division 4101:7 of the Administrative Code.

**Section 115**  
**Board Organization**

**115.1 Meetings.**

- 1. Meeting schedule.** No later than December thirty-first of each year, the board shall establish a schedule of the dates, times, and locations of all regular board meetings and meetings of board committees for the following calendar year. Such schedule shall be posted on the board's website: <http://www.com.ohio.gov/dico/bbs>.
- 2. Meeting location.** All meetings of the board shall be held in offices of the Ohio department of commerce, training room #1, 6606 Tussing Rd., Reynoldsburg, Ohio, 43068, unless otherwise designated.

**115.2 Notices.** Prior to all regular or special meetings of the board, the executive secretary shall distribute the agenda, including meeting date, time, and location, by electronic mail to any person who has requested such information.

**115.3 Rules.** All rules of the board shall be adopted in accordance with Chapter 119. of the Revised Code.

**115.4 Board committees and duties.** The board shall have three standing committees.

- 1. Code committee.** The code committee provides general oversight of the board's rule promulgation and code development activities. The committee reviews proposed rule changes and petitions for code changes and shall make recommendations to the board for action.
- 2. Education committee.** The education committee provides general oversight to the board's continuing education program. The committee reviews continuing education course applications submitted for approval pursuant to paragraph (G) of rule 4101:7-3-01 of the Administrative Code and shall make recommendations to the board for action on the applications.
- 3. Certification committee.** The certification committee provides general oversight to the board's personnel and building department certification program. The committee reviews personnel and building department certification applications submitted for approval pursuant to paragraph (G) of rule 4101:7-3-01 of the Administrative Code and shall make

*recommendations to the board for action on the applications.*

Replaces: 4101:1-1-01  
 Effective: 11/01/2017  
 Five Year Review (FYR) Dates: 11/01/2022

### CERTIFIED ELECTRONICALLY

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Certification

05/26/2017

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Date

Promulgated Under: 119.03  
 Statutory Authority: 3781.10(A) , 4104.43(A)(1)  
 Rule Amplifies: 2744., 3781.03, 3781.031, 3781.10, 3781.11, 3791.04  
 Prior Effective Dates: 7/7/69, 3/26/71, 4/15/74, 2/15/75, 7/1/77, 12/30/77,  
 7/1/78, 7/1/79, 7/16/79, 5/1/80, 1/1/81, 3/10/82,  
 7/1/82, 1/1/83, 1/1/84, 3/1/84, 3/5/84, 3/1/85, 7/1/85,  
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 3/1/98, 4/1/99, 10/1/99, 7/15/00, 12/1/00, 4/1/01,  
 1/1/02, 7/1/02, 1/1/03, 4/1/03, 7/1/03, 8/15/03, 1/1/04,  
 7/1/04, 3/1/05, 9/6/05, 3/1/06, 7/1/06, 7/1/07, 1/1/09,  
 7/1/09, 11/1/11, 3/11/12, 3/12/12(Emer.), 6/8/12,  
 3/1/13, 7/1/14, 1/1/16, 10/10/16