

CITY OF WILMINGTON

COMMERCIAL BUILDING PERMIT APPLICATION INSTRUCTIONS



1. Application must be completely filled out by applicant.
2. Fees must be paid **AT TIME OF APPLICATION**. Payment accepted by check, credit card, money order, or exact cash only. Credit card payments are subject to a 3% processing fee. Checks made payable to: City of Wilmington.

PERMIT APPLICATION INSTRUCTIONS:

1. Applications may be submitted electronically by emailing to building@wilmingtonoh.org, or by paper copy. For paper submissions on new commercial construction, we require 3 sets of plans.
2. Plans for commercial projects, except those for minor repair or other work exempted under Section 106.2 of the Ohio Building Code (OBC), must have an architect or engineer seal to be reviewed.
3. **NOTE – all new construction and additions require zoning and/or site plan approval. Zoning and Site Plan approvals require a separate application.**

REQUIRED SUBMISSIONS FOR ALL CONSTRUCTION PERMITS

- A. Site Plan/Plot Plan for all new construction and additions showing the following to approximate scale
 - (1) Street location
 - (2) Location of proposed building(s) and all existing buildings on site
 - (3) Setback and side yard dimensions
 - (4) Distance between all buildings
 - (5) Location of all utilities or services on property (overhead & underground)
- B. Foundation Plan (Show to scale)
 - (1) Size of footing
 - (2) Size and construction of foundation walls
 - (3) Areas of thickened slabs, piers, etc.
- C. Floor Plan (all levels) (Show to scale)
 - (1) Overall dimensions including gross square footage of all floors
 - (2) Dimensions on all rooms
 - (3) Identify use of all spaces
 - (4) Window and door locations, sizes, and direction of door swing
- D. Elevation Plan (Show to scale)
 - (1) Typical wall section from footer to roof framing
 - (2) Show sizes, thicknesses, materials
 - (3) Show details such as insulation, anchor bolts, finish grade, footing depth, etc.
- E. Electrical Plan (Show to scale)
 - (1) Locations of all electrical devices and equipment
 - (2) Service showing panel locations, sizes, wire sizes, panel schedules and other pertinent data
- F. Mechanical Plan (Show to scale)
 - (1) Show location, size, type, fuels, and capacities of HVAC and Mechanical Equipment.

A separate zoning permit application is required for all new construction and change of uses. Plans showing compliance with the zoning code are required. See the City of Wilmington zoning permit application and zoning code for additional information.

ADDITIONAL SUBMISSIONS FOR COMMERCIAL PERMITS

- A. Sprinkler Plan (show to scale)
 - (1) Show details of sprinklers, if provided indicating water supply, layout, types of heads, sizes, & calculations. These may be submitted as shop drawings from an approved sprinkler contractor.
- B. Additional Data – Show compliance with Ohio Energy Code. Show compliance with ADA for handicap accessibility.

COMMERCIAL BUILDING PERMIT APPLICATION

Date: ____/____/____

PERMIT NO. _____

1. TYPE OF PERMIT

This permit contains the following (check all that apply):

☐ Structural	☐ Mechanical	☐ Electrical
☐ Fire Suppression (separate permit required)	☐ Fire Alarm (separate permit required)	☐ Revised Plans Original Permit #:
☐ Site Plan (separate permit required)	☐ Certificate of Occupancy	☐ Industrialized unit
☐ Demolition		

2. APPLICANT INFORMATION

☐ Owner	☐ Primary Contractor	☐ Architect	☐ Other
Job Contact Name: _____			

3. PARCEL/PROPERTY INFORMATION

Parcel ID											Property Address										
Zoning	LI	GI	SC	DC	DT	MF	MH	RR	SN	TN	Overlay Districts	AZD	H1	PUD	SR						
Property Name (If Commercial) _____																					
Lot No.		Subdivision/Legal Description																			
Is this property in a Flood Plain?										☐ Yes			☐ No								
If yes, please provide flood plain information																					

4. OWNER INFORMATION

Owner Name																	
Street Address																	
City											State			Zip			
Phone						Cell						E-Mail					

5. CONTRACTOR INFORMATION

Primary Contractor Name																	
Street Address																	
City											State			Zip			
Phone						Cell						Email					
Contact Person																	
Secondary Contractor Name																	
Street Address																	
City											State			Zip			
Phone						Cell						Email					
Contact Person																	

6. ARCHITECT INFORMATION

Plans Prepared By																	
Contact Name/Title																	
Street Address																	
City											State			Zip			
Phone						Cell						Email					
Ohio registration #											Other information						

7. SQUARE FEET OF COMMERCIAL BUILDING OR AREA OF ADDITION/ALTERATION																				
Basement – Square Footage						Third Floor – Square Footage														
First Floor – Square Footage						Additional Floors														
Second Floor – Square Footage						Other – Square Footage														
						TOTAL SQUARE FEET														
8. TOTAL ESTIMATED COST OF CONSTRUCTION						\$														
9. PROJECT INFORMATION																				
9-A. OWNERSHIP																				
☐ PRIVATE				☐ PUBLIC																
9-B. PROPOSED USE																				
☐ Amusement/Recreational			☐ Church			☐ Industrial			☐ Parking Garage											
☐ Service/Repair Garage			☐ Hospital/Institution			☐ Office/Bank			☐ School											
☐ Public Utility			☐ Retail – Vendor's License Number _____			☐ Moving/Relocation			☐ Restaurant											
☐ Other		Specify: _____																		
9-C. PROPOSED USE GROUP (Per Ohio Building Code Section 302)																				
A1 ☐	A2 ☐	A3 ☐	A4 ☐	A5 ☐	B ☐	E ☐	F1 ☐	F2 ☐	H ☐	I1 ☐	I2 ☐	I3 ☐	M ☐	R1 ☐	R2 ☐	R3 ☐	R4 ☐	S1 ☐	S2 ☐	U ☐
9-D. CONSTRUCTION TYPE (Per Ohio Building Code Section 602)																				
IA ☐	IB ☐	IIA ☐	IIB ☐	IIIA ☐	IIIB ☐	IV ☐	VA ☐	VB ☐												
9-E. TYPE OF WORK:																				
☐ New Structure				☐ Addition				☐ Alteration		☐ Change of Use/Occupancy										
9-F. PRINCIPAL TYPE OF FRAME																				
☐ Masonry				☐ Wood				☐ Structural Steel		☐ Reinforced Concrete										
☐ Other		Specify: _____																		
9-G. NUMBER OF STORIES:																				
Above-Grade						Below-grade														
9-H. UTILITY INFORMATION																				
WATER:		☐ Public		☐ Private		SEWER:		☐ Public		☐ Private (Septic, Etc.)										
HEATING FUEL:		☐ Propane		☐ Natural Gas		☐ Oil		☐ Electricity		☐ Coal										
☐ Other		Specify: _____																		
10. BRIEF PROJECT DESCRIPTION																				

**CITY OF WILMINGTON
BUILDING/DEMOLITION PERMIT FEE SCHEDULE**

BUILDING FEES- COMMERCIAL	
Processing Fee	\$200.00
Building (Base Fee)	\$200.00
\$7.50/\$100 Sq. Ft	
Electric (Base Fee)	\$200.00
\$4.50/\$100 Sq. Ft	
HVAC (Base Fee)	\$200.00
\$4.50/\$100 Sq. Ft	
Industrialized Unit (Base Fee)	\$200.00
\$7.50/\$100 Sq. Ft	
Sprinkler Fees:	\$200.00
\$4.50/\$100 Sq. Ft	
Fire Alarm Fees:	\$200.00
\$4.50/\$100 Sq. Ft	
Hoods with Suppression	\$400.00
Hoods without Suppression	\$200.00
Bridges/Fountains	\$200.00
Awnings	\$200.00
Tents	\$200.00
Wind Turbines	\$400.00
Public Pools	\$400.00
Solar Panels (Roof Mount) Base:	\$400.00
\$4.50/100 Sq. Ft	
Solar (array)	\$100.00/acre
Retaining Walls/Entry Walls	\$400.00
Water Towers	\$400.00
Cellular Towers	\$400.00
Sales Trailer	\$400.00
Fire Damage	-
Plan Revision	\$200.00
Extra Inspection	\$200.00
Car Charger	\$400.00
Starting Work Without a Permit	Fees are Doubled
Reactivate Permit	After 1 year must re-apply.
Certificate of Occupancy	\$200.00
Certificate of Completion	
Temporary Certificate of Occupancy (30 day)	\$200.00
FEE SUBTOTAL	\$
COMMERCIAL PERMITS - Plus 3% for State of Ohio Board of Building Standards Fee	\$
TOTAL PERMIT FEES	\$

ALL FEES ARE DUE AT THE TIME OF APPLICATION.

Payment accepted by check, credit card, money order, or exact cash only.

Credit card payments are subject to a 3% processing charge.

Checks to be made payable to: City of Wilmington

Remittance Address: Building & Zoning Department
City of Wilmington
69 N. South St.
Wilmington, OH 45177

Revised 2025-02-25

**City of Wilmington
Building & Zoning Department
REQUIRED INSPECTIONS**

FOOTER: Made after excavation is completed and crumbed out, forms are set, or footer is staked, and any rebar required is placed. Lot line markers will also be checked.

FOUNDATION/SLAB: Made after excavation, forms, gravel, required mesh, rebar, plumbing, and vapor barrier are in place. Perimeter drains, damp-proofing or waterproofing shall be completed and inspected prior to backfilling.

ROUGH ELECTRICAL/MECHANICAL: Made prior to covering or concealment, all boxes and wiring completed, grounding in boxes completed, ductwork completed and prior to or along with framing inspection.

ROUGH FRAMING/MASONRY: Made after roof, masonry, all framing, fire stopping, draft-stopping, and bracing are in place, and previous inspections are completed.

INSULATION/VAPOR BARRIER: Made after insulation and vapor barrier are installed. If you are installing blown-in insulation in the attic, it will be inspected with structural final inspection.

DRYWALL: Made after all drywall is hung, but before it is taped or finished.

FINAL ELECTRIC/MECHANICAL: Made after fixtures and devices are in place, HVAC installation is completed, and everything is operational.

OTHER INSPECTIONS: In addition to the called inspections above, the Building Official may make or require any other inspections or special inspections to ascertain compliance with Codes and other requirements enforced by the Building Official.

FINAL INSPECTION: Made after all exterior and interior work is completed, including electric and HVAC, and building is ready for use and occupancy.

REINSPECTION: If the work to be inspected is not completed or ready at the requested date or by the arrival of the inspector or the building does not comply with the code and another inspection is required, then a reinspection fee of \$200.00 may be assessed. This must be paid prior to the reinspection or any further inspections.

Call the Building and Zoning Department at (937) 382-5134, option 1, to schedule inspections.

For best results, call one business day prior to the desired inspection time.

Inspections are performed Monday – Friday from 8:00 AM to 3:30 PM.