

# 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](mailto: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):

<input type="checkbox"/> Structural	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Electrical
<input type="checkbox"/> Fire Suppression (separate permit required)	<input type="checkbox"/> Fire Alarm (separate permit required)	<input type="checkbox"/> Revised Plans Original Permit #:
<input type="checkbox"/> Site Plan (separate permit required)	<input type="checkbox"/> Certificate of Occupancy	<input type="checkbox"/> Industrialized unit
<input type="checkbox"/> Demolition		

## 2. APPLICANT INFORMATION

<input type="checkbox"/> Owner	<input type="checkbox"/> Primary Contractor	<input type="checkbox"/> Architect	<input type="checkbox"/> 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?										<input type="checkbox"/> Yes			<input type="checkbox"/> 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						

<b>7. SQUARE FEET OF COMMERCIAL BUILDING OR AREA OF ADDITION/ALTERATION</b>																				
Basement – Square Footage						Third Floor – Square Footage														
First Floor – Square Footage						Additional Floors														
Second Floor – Square Footage						Other – Square Footage														
						<b>TOTAL SQUARE FEET</b>														
<b>8. TOTAL ESTIMATED COST OF CONSTRUCTION</b>						\$														
<b>9. PROJECT INFORMATION</b>																				
<b>9-A. OWNERSHIP</b>																				
<input type="checkbox"/> PRIVATE		<input type="checkbox"/> PUBLIC																		
<b>9-B. PROPOSED USE</b>																				
<input type="checkbox"/> Amusement/Recreational			<input type="checkbox"/> Church			<input type="checkbox"/> Industrial			<input type="checkbox"/> Parking Garage											
<input type="checkbox"/> Service/Repair Garage			<input type="checkbox"/> Hospital/Institution			<input type="checkbox"/> Office/Bank			<input type="checkbox"/> School											
<input type="checkbox"/> Public Utility			<input type="checkbox"/> Retail – Vendor’s License Number _____			<input type="checkbox"/> Moving/Relocation			<input type="checkbox"/> Restaurant											
<input type="checkbox"/> Other		Specify: _____																		
<b>9-C. PROPOSED USE GROUP (Per Ohio Building Code Section 302)</b>																				
A1 <input type="checkbox"/>	A2 <input type="checkbox"/>	A3 <input type="checkbox"/>	A4 <input type="checkbox"/>	A5 <input type="checkbox"/>	B <input type="checkbox"/>	E <input type="checkbox"/>	F1 <input type="checkbox"/>	F2 <input type="checkbox"/>	H1 <input type="checkbox"/>	H2 <input type="checkbox"/>	H3 <input type="checkbox"/>	H4 <input type="checkbox"/>	H5 <input type="checkbox"/>	I1 <input type="checkbox"/>	I2 <input type="checkbox"/>	I3 <input type="checkbox"/>	I4 <input type="checkbox"/>	M <input type="checkbox"/>	R1 <input type="checkbox"/>	R2 <input type="checkbox"/>
R3 <input type="checkbox"/>	R4 <input type="checkbox"/>	S1 <input type="checkbox"/>	S2 <input type="checkbox"/>	U <input type="checkbox"/>																
<b>9-D. CONSTRUCTION TYPE (Per Ohio Building Code Section 602)</b>																				
IA <input type="checkbox"/>	IB <input type="checkbox"/>	IIA <input type="checkbox"/>	IIB <input type="checkbox"/>	IIIA <input type="checkbox"/>	IIIB <input type="checkbox"/>	IVA <input type="checkbox"/>	IVB <input type="checkbox"/>	IVC <input type="checkbox"/>	VA <input type="checkbox"/>	VB <input type="checkbox"/>										
<b>9-E. TYPE OF WORK:</b>																				
<input type="checkbox"/> New Structure				<input type="checkbox"/> Addition				<input type="checkbox"/> Alteration				<input type="checkbox"/> Change of Use/Occupancy								
<b>9-F. PRINCIPAL TYPE OF FRAME</b>																				
<input type="checkbox"/> Masonry				<input type="checkbox"/> Wood				<input type="checkbox"/> Structural Steel				<input type="checkbox"/> Reinforced Concrete								
<input type="checkbox"/> Other		Specify: _____																		
<b>9-G. NUMBER OF STORIES:</b>																				
Above-Grade						Below-grade														
<b>9-H. UTILITY INFORMATION</b>																				
WATER:		<input type="checkbox"/> Public		<input type="checkbox"/> Private		SEWER:		<input type="checkbox"/> Public		<input type="checkbox"/> Private (Septic, Etc.)										
HEATING FUEL:		<input type="checkbox"/> Propane		<input type="checkbox"/> Natural Gas		<input type="checkbox"/> Oil		<input type="checkbox"/> Electricity		<input type="checkbox"/> Coal										
<input type="checkbox"/> Other		Specify: _____																		
<b>10. BRIEF PROJECT DESCRIPTION</b>																				

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

<b>BUILDING FEES- COMMERCIAL</b>	
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
<b>FEE SUBTOTAL</b>	<b>\$</b>
<b>COMMERCIAL PERMITS - Plus 3% for State of Ohio Board of Building Standards Fee</b>	<b>\$</b>
<b>TOTAL PERMIT FEES</b>	<b>\$</b>

**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 2025-04-01

**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.**