CITY OF
AURORA
Established 1799

City of Aurora, Ohio - Planning, Zoning and Building Division

129 W. Pioneer Trail, Aurora, OH 44202 330.562.9564 Fax: 330.562.9719 www.auroraoh.com

COMMERCIAL/INDUSTRIAL PROJECTS INTERIOR ALTERATIONS

APPLICATION SUBMITTALS

COMMERCIAL OR INDUSTRIAL INTERIOR ALTERATIONS require submittal of the following:

1. Completed Building Permit Application.

2. A $200.00 non-refundable deposit. Make checks payable to City of Aurora.
   NOTE: *This is an application deposit only. Additional fees may be owed upon issuance of permit.*

3. Three Sets of Plans (including specifications).

4. Approvals necessary prior to issuance of a permit:
   a. Zoning Inspector
   b. Plan Review by City Architect
   c. Fire Chief
   d. Planning, Zoning and Building Division Director

5. All contractors/subcontractors must be registered with the Planning, Zoning & Building Division.

6. Inspections required:
   a. Rough Building, Electric, Plumbing & HVAC
   b. Final Building, Electric, Plumbing &HVAC
   c. Fire Suppression Systems
   d. Special Inspections as required

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CITY OF AURORA
PLANNING, ZONING & BUILDING DIVISION
APPLICATION FOR NON-RESIDENTIAL PLAN APPROVAL

PERMIT # _____

Parcel No. _____

Zoning _____ **S/L** _____ **G/L** _____

1 SCOPE OF PROJECT: (OBC 107.2.1)

___ Building General ___ Sprinkler System
___ Mechanical ___ Fire Alarm
___ Electrical ___ Plumbing

2 TYPE OF PROJECT:

___ Repairs
___ New Building Construction
___ Alteration
___ Building Addition
___ Change of Occupancy
Request Existing Bldg C of O

3 PHASED PLAN REVIEW:

___ Foundation
___
___
___
___

4 APPLICATION RELATED INFORMATION:

- Is this project being submitted as a result of a previous preliminary plan review?
  ___ No ___ Yes, please provide the preliminary plan review number: _____
- Is this application being submitted as a result of a Notice of Violation or Adjudication Order that you received?
  ___ No ___ Yes, please provide the adjudication order number: _____

5 PROJECT/BUILDING LOCATION: (OBC 107.2.2)

Building Name _____ Street Address _____
City/Township _____ Zip Code _____ County _____
Directions _____

- Is this project/building located in a flood plain? ___ Yes ___ No
- Has flood plain administrator been contacted for requirements? ___ Yes ___ No

6 BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION: (OBC 107.2.1)

_____
_____
_____

7 BUILDING OWNER INFORMATION:

Name of owner _____ Attention: _____
Street Address _____ City _____ State _____ Zip _____
Phone No. _____ Fax _____ E-mail _____

8 APPLICANT INFORMATION: (Owner or designated representative) (OBC 107.2)

Applicant _____ Attention: _____
Street Address _____ City _____ State _____ Zip _____
Phone No. _____ Fax _____ E-mail _____

9 REGISTERED DESIGN PROFESSIONAL INFORMATION: ___ Architect ___ Engineer ___ Certified Fire protection system designer (OBC 107.4.4)

Designer _____ Registration /Certificate No.: _____
Street Address _____ City _____ State _____ Zip _____
Phone No. _____ Fax _____ E-mail _____

10 BUILDING CODE INFORMATION:
(Information applies to construction area in a mixed use groups building, or the entire building if a single use group building)

Current use group(s) _____ Current use group(s) _____ Current use group(s) _____
Occupancy Description:

11 **GENERAL PROJECT INFORMATION:** (The following information applies to the ***entire building***, not just construction area.) (OBC 107.2.3.)

- Project Information:

Project Cost _____ Height _____ Length _____ Width _____ Total S.F. _____

Use groups(s)? _____ Mixed Use Groups? _____ No _____ Yes _____ Separated _____ Non-Separated

Construction type? _____ No. of stories of Building _____

Occupant Load? _____ Storage Height (FT)? _____ Storage aisle width (FT)? _____

▪ List USE GROUP below for mixed use building.	▪ List Occupancy Type for associated use group below.
▪	▪
▪	▪
▪	▪
▪	▪
▪	▪

- Fire Protection Systems: (Enter the type of system such as NFPA 13, NFPA 72, etc., if known. Enter "N/A" if not applicable)

Building sprinkler system? _____ Sprinkler demand @ base of riser (PSI)? _____

Limited area sprinkler system? _____ Type 1 hood suppression? _____ In-Rack sprinkler system? _____

Building fire alarm system? _____ Fire detection system? _____ Smoke detection system? _____

12 **CERTIFICATION:** (OBC 107.2.5)

I certify that I am the _____ Owner _____ Agent for the owner

and all information contained in this application is true, accurate, and complete to the best of my knowledge. All official correspondence in connection with this application should be sent to my attention at the address shown above.

Signature _____

Print Name: _____ Date _____

13 **THE AREA BELOW IS FOR OFFICIAL USE ONLY:**

Application:

Date received _____ File No. _____

Check No.: _____ Receipt # _____

Processed by: _____ ___ Walk in ___ Mail in

ALL CONTRACTORS / SUBCONTRACTORS MUST BE REGISTERED WITH THE CITY OF AURORA BEFORE PERMITS ARE ISSUED.

CONTRACTOR NAME AND ADDRESS

GENERAL _____

EXCAVATOR _____

MASON _____

CARPENTER _____

PLUMBER _____

ELECTRICIAN _____

HVAC _____

CONCRETE _____

INSULATION _____

ROOFER _____

SIDING _____

DOWNSPOUTS _____

SEWER _____

OTHER _____

OTHER _____

FOR OFFICE USE ONLY

BUILDING	$ _____
GARAGE	$ _____
ELECTRIC	$ _____
PLUMBING	$ _____
HVAC	$ _____
CONCRETE	$ _____
ZONING	$ _____
OCCUPANCY	$ _____
PLAN REVIEW	$ _____
ENGINEER	$ _____
COMPLETION DEPOSIT	$ _____
PROCESSING	$ _____
OTHER	$ _____
OTHER	$ _____
3% STATE FEE	$ _____
SUBTOTAL	$ _____
Minus Deposit	**$ (_____)**
TOTAL DUE	**$ _____**

DATE: _____

PERMIT PAID BY: _____

_____

_____

DIRECTIONS FOR COMPLETING
CITY OF AURORA
APPLICATION FOR NON RESIDENTIAL PLAN APPROVAL

In accordance with Ohio Administrative Code (OAC) Chapter 4101:1-1-01, pursuant to Ohio Revised Code (ORC) Section 3791.04, before beginning the construction, erection or manufacture of any building for which construction documents are required, the owner shall submit three (3) copies of construction drawings to this division for approval. The construction documents shall be accompanied with the application form and attached (scope / fees) worksheets. The construction documents shall be prepared by a registered design professional pursuant to OAC 4101:1-1-01. An examination and inspection fee will be assessed at the time of submittal as outlined in OAC 4101:1-1-01.

Application Directions: Complete the application and attached worksheets as outlined below. All boxes, 1 through 14, must be completed in full or the application will be returned. Send this completed form along with all required documents to City of Aurora, Planning, Zoning & Building Division, 129 W. Pioneer Trail, Aurora, Ohio 44202.

1. **SCOPE OF PROJECT:** Check all the boxes that apply to the scope of work proposed in this project. Every scope of work checked must be accompanied with the appropriate fees. Without establishing the proper scope of work, the division will be unable to establish the inspection schedule for the project. Please note that "***Building General***" refers to ***all "general trade" work*** in the building including ceiling panels/grids, non-loadbearing partitions, flooring, etc.; NOT just structural loadbearing components of the building.
2. **TYPE OF PROJECT:** Check one of the types of projects from the list.
3. **PHASED PLAN REVIEW:** If you are applying for a phased plan approval, check all phases of the plan reviews that are applicable to this project. The plans examiner will review your plans according to the phased schedule. If you are not applying for a phased plan review, leave all boxes blank.
4. **APPLICATION RELATED INFORMATION:** Answer each of the questions in this block and provide additional information accordingly. Complete answers to the questions will help the division process and review the project accurately.
5. **PROJECT/BUILDING LOCATION**: Please provide complete information identifying the location of the building where the construction or renovation will occur. This will help the division determine the proper jurisdiction for the project.
6. **BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION:** Please provide a brief description of the scope of work. Please include the names of the areas or rooms affected by the construction when only a portion of building is covered under the permit application. The description provided will be shown on your certificate of use and occupancy.
7. **BUILDING OWNER INFORMATION**: Please provide complete answers to each item. If the building is owned by a corporation, please provide the name of the corporation and identify a contact person in the section called "Attention.".
8. **APPLICANT INFORMATION**: Provide complete information. All project correspondences will be directed to the project applicant.
9. **DESIGNER INFORMATION**: Section 106.2 of the Ohio Building Code requires that the design professional be identified including the design professional's Ohio registration number.
10. **BUILDING CODE INFORMATION**: Information provided applies to the construction area in a mixed use groups building, or the entire building if it is a single use group building. For change of occupancy, the term "Current use group" refers to the approved use group under the previous occupancy. For information concerning the term "Proposed use group", please refer to Chapters 3 and 6 of Ohio Building Code for the proper classification.
11. **GENERAL BUILDING INFORMATION**: The information provided applies to the entire building and is not limited to the construction area. Even when the proposed project is a partial building renovation or a building addition, the information for the entire building is required. The information provided will be shown on your certificate of use and occupancy in accordance with section 111 of the Ohio Building Code.
12. **CERTIFICATION**: The application cannot be processed if this section is not complete.
13. **OFFICE USE ONLY**: This section is reserved for our office use only. Please do not mark in this area.

Once the plans have been examined and approved, a Certificate of Plan Approval will be issued to the owner along with one set of construction documents. This set of construction documents must remain at the job site at all times during construction pursuant to OAC 4101:1-1-01. Inspections can be scheduled by calling the Aurora Planning, Zoning & Building Division during business hours, 7:30 a.m. to 4 p.m., at 330-562-9564. Once all inspections have been obtained a final Certificate of Occupancy will be issued pursuant to OAC 4101:1-1-01.

Work Sheet for Phased Plan Approval

1. Project location and applicant information:

Building address: _____ County: _____

Designer: _____ Phone No.: _____

Address: _____ Fax No: _____

_____ E-mail: _____

2. Check the type of work:

☐ New Construction ☐ Alterations ☐ Change of Occupancy ☐ Building Additions

Use group(s): _____ Construction type: _____

3. Phase of plan approval requested: (Please indicate all applicable phases you are requesting)

☐ Building footing and foundation:

- Site plan showing the location of the building in relation to the property lines, public streets, and/or adjacent buildings,
- Building footing and foundation plan showing the depth, section, and all structural design data,
- Building floor plan showing the use occupancy and construction type classification, building area, building height, number of story, means of egress, required fire rated wall locations, etc.,
- Soil investigation report if required by section 1802 OBC.
- Special inspections statement for footing and foundation if required by section 1704 OBC.

☐ Building slab and perimeter insulation:

- All documents required for building footing and foundation phase,
- Building slab and perimeter insulation details,
- Underground utilities including electrical, water, gas, sewer, and fire protection lines and construction details,
- Building energy conservation reports per 1301 OBC for new building constructions,

☐ Building shell:

- All documents required for building footing, foundation, and slab and perimeter insulation,
- Construction details for exterior wall, load bearing and non-load bearing walls, including the required fire resistance rating wall construction details,
- Roof truss and/or floor truss shop drawings,
- Roof construction details,
- Electrical service and wiring for exterior walls and required means of egress lightings,

☐ Building interior partitions:

- All documents required for building footing, foundation, and slab and perimeter insulation, and building shell,
- Construction details for all interior partitions including the required fire resistance rating wall construction details,
- Electrical, plumbing, and/or mechanical drawings if the finishes of interior partitions are a part of the request.

☐ Building systems:

- All documents required for building footing, foundation, and slab and perimeter insulation, and building shell, and interior partitions,
- Construction drawings and details for building system such as electrical, plumbing, mechanical, fire protection systems separately if desired.

☐ Other type of phased approvals: Please attach additional sheet(s) to explain.

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City of Aurora, Ohio
ARCHITECTURAL BOARD OF REVIEW

COMMERCIAL/INDUSTRIAL GUIDELINES

COMMERCIAL/ INDUSTRIAL PROJECTS

These guidelines endeavor to protect an important aspect of the economic base of the City of Aurora by preventing the destruction of the natural environment and to enhance property values by controlling design, material types and architectural elements. This unique character is encouraged and controlled.

Exposed Foundations:
All exposed foundations shall be constructed of brick or stone materials which give a permanent dimensional appearance on all sides. Exterior materials shall be approved by the Architectural Board of Review. *Exception: All exposed foundation materials for additions shall match the existing building.*

Exterior Building Equipment:
All exterior equipment must be screened from any public vehicular way.

Stacks and Rooftop Equipment:
All stacks and rooftop equipment must be screened from any public vehicular way.

Windows:
Windows are required on all elevations of a building, except as permitted by the Architectural Board. Frame type and style of windows shall be consistent on all elevations except as approved the Architectural Board. Glass block is not permitted on the front elevation. The Architectural Board may reject glass block windows on other elevations if considered too large.

Overhead Doors:
All garages must have doors. Overhead doors shall not appear on the front elevation. *Exception: The Architectural Board may approve front elevation garages for hardship reasons. Items of hardship shall include, but are not limited to, a narrow lot, a ravine, or large trees.*

Architectural Style:
All styles must match or enhance any existing structure on the site. The Architectural Board shall have the right to approve or not approve all architectural elements. Western Reserve architecture is encouraged.

Exterior Wall Materials:
All exterior wall materials and the style of architecture shall be approved by the Architectural Board. Buildings of an established traditional style shall have all materials, colors, roof pitches, windows, architectural details and proportions consistent with that particular style as approved by the Architectural Board. Siding materials, such as wood or fiber-cement board, are preferred for use in Western Reserve style buildings. The use of siding materials that do not reflect the Western Reserve style, such as exterior insulation finishing systems (E.I.F.S.), plywood, exposed plywood, aluminum and vinyl, are strongly discouraged.

Accessory Buildings and Structures:
All accessory buildings and structures shall match the materials, colors and architectural style of the primary buildings. These buildings shall have either column foundations or solid foundations. *(Exception: if exempted by the Ohio Building Code).* The Architectural Board shall approve the architectural style and materials. All dumpsters shall be enclosed and fully screened on three sides with materials and colors to match the building. All dumpster enclosure openings shall have a gate which is not visible from the right-of-way. All dumpster enclosures shall have foundations.

Additions to Existing Buildings:
All additions shall match or improve the existing materials, colors, roof pitch, windows and architectural style of the existing primary building. *Exception: as approved by the Architectural Board.*

Signs:
The Architectural Board shall approve all signs as defined in Chapter 1159 of the Aurora Codified Ordinances. The use of individual letter design is encouraged for wall signs.

Note: Exceptions to these guidelines may be made at the discretion of the Architectural Board of Review.