



Wayne County Building Department

428 West Liberty Street • Wooster, Ohio 44691 • (330) 287-5525 • Fax: (330) 287-5649

COMMERCIAL PLAN REVIEW REQUIREMENTS

CONSTRUCTION DOCUMENTS SHALL BEAR THE SEAL OF A REGISTERED DESIGN PROFESSIONAL

PLANS NEED TO BE SUBMITTED IN TRIPPLICATE, & NEED THE FOLLOWING INFORMATION OR THEY CANNOT BE REVIEWED:

1. **Application for permit** completely filled out.
2. **Site plan**: showing buildings or addition with dimensions to property lines and other buildings.
3. **Foundation plans**: showing size and depth of footers.
4. **Floor plan**: showing all dimensions, doors, windows, stairs, etc.
5. **Exterior building elevations**: show grads at building, doors, and windows, exterior material, wall & roof.
6. **Wall section**: exterior wall construction, ceiling height, depth & size of footers below grade.
7. **Framing plans**: floor & roof framing including size of beams, joists, & lintels over garage doors or other long spans.
8. **Truss Drawing**: truss drawing from truss manufacturer, with an Ohio Registered Engineer's Seal stamped on them.
9. **Interior details**: stairs, partitions, and interior finish.
10. **Electrical plans**: see attachment with requirements.
11. **Heating & ventilating plans.**
12. **Sprinkler systems drawing & calculations.**
13. **Fire protection plans.**
14. **Pre-engineered buildings drawings**: must come with a letter of Certification & be stamped with an Ohio Registered Engineer's Seal.
15. **Copy of Construction Application for Permit (CAP) from Soil & Water**: (see attachment) Phone # 330-262-2836.
16. **Copy of the Wayne County Official Address slip**: from the Wayne County Map Office at 287-5495.

1. SERVICE

(A) Riser diagram showing size, number of services, number of disconnects, conductor size, wiring method and grounding

(B) On site plan showing service location relative to roads, streets, parking lots, buildings and whether service is overhead or underground

(C) Show on floor plan location of services

(D) Available fault current at supply terminals

2. EQUIPMENT, RECEPTACLES & LIGHTING

(A) Show all receptacles outlets, lighting outlets, appliances, motors, and any other electrical utilization equipment

(B) Show all conductor size and circuitry of all receptacle outlets, lighting outlets, appliances, motors and any other electrical utilization equipment

(C) Provide kilowatt, amperes, or horsepower of all appliances, motor, heating and/or air conditioning equipment

(D) Overcurrent sizing for service, branch circuits and feeders

(E) Wiring method-conduit, NM cable etc.

(F) show exit signs and lights

(G) Means of egress lighting for inside and outside of building



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New Wayne County Permit Requirements

In cooperation with the Wayne County Board of Commissioners, the Wayne Soil and Water Conservation District has initiated a program that aims to promote the use of Best Management Practices to protect the County's water resources from impact as a result of Urban Development. This has been accomplished through the adoption of new Storm Water Management Regulations which have been incorporated into Wayne County's permit process.

The following steps must be completed in order to obtain a building permit from the Wayne County Building Department. Plans may be submitted to the building department prior to completion of these steps in accordance with Residential Code of Ohio Section 106.

Submit a Storm Water Construction Application for Permit (CAP) to Wayne Soil & Water, which includes copies of approvals/permits from the following:

Wayne County Planning Department/Wayne Soil & Water-issues Floodplain Review Permit
Wayne County Health Department-issues Plumbing, Well & Septic Permits
Wayne County Engineer-reviews Major Subdivisions & issues Culvert Permits on County Roads

Wayne Soil & Water distributes the CAP to the Wayne County Planning Department, Wayne County Health Department and Wayne County Engineer each Friday morning at the county's Technical Review Committee meeting. Completed CAPs that have been reviewed will be signed by the respective departments/offices on the following Wednesday morning. Wayne Soil & Water will then issue a Storm Water Construction Permit or Waiver. If the CAP is incomplete, the Applicant will be notified of the missing items on the Wednesday morning following the CAP distribution. The applicant may forego the above distribution process by visiting each of the county departments and obtaining their signature on the CAP.

Additional Documentation required for a building permit:

Wayne County Official House Number Slip from the Wayne County Map Office (330) 287-5495
If you are building in an area that has zoning you need to include copy of the zoning permit

Important Numbers

Wayne County Planning Department: (330) 287-5420
Wayne County Health Department: (330) 264-2426
Wayne County Engineer: (330) 287-5500
Wayne Soil & Water: (330) 262-2836
Wayne County Map Office (330) 287-5495