



**CHECKLIST FOR SUBMISSION FOR COMMERCIAL BUILDING PERMIT**  
***(Within the municipal boundaries of the City of Powell)***

- \_\_\_\_\_ City of Powell Commercial/Industrial Zoning Certificate Application **1 copy**
  - \_\_\_\_\_ City of Powell Commercial Building Permit Application **1 copy**
  - \_\_\_\_\_ Commercial Building Permit Plan Review Fees - Payable to the City of Powell  
**Plan review fees are required to be paid at time of application.**
    - New Buildings / Addition \$ 300.00 plus 0.15 per sq.ft.
    - Alteration / Tenant Space \$ 200.00 plus 0.15 per sq.ft.
    - Decks / Accessory Structures \$ 75.00 plus 0.15 per sq.ft.
    - New or Co-Location Cell Tower \$ 300.00 plus 0.06 per sq.ft.
- ADD 3% FOR STATE OF OHIO SURCHARGE TO THE TOTAL ABOVE**

Building permit fees will be calculated during the plan review process and you will be notified of the amount due when your permit is ready to be picked up. The fee schedule is available at our web site [www.cityofpowell.us](http://www.cityofpowell.us). No permit or plans will be released without payment of fees.

Your plans will be reviewed under the 2017 Ohio Building Code - OBC (with updates) and will take approximately four weeks. Our office will notify the applicant when the plan review results are available.

Re-plan review fees are calculated at \$100.00 per hour plus State of Ohio Surcharge of 3%

- \_\_\_\_\_ Property Site Plan (new buildings or exterior changes only) **4 Copies**
- \_\_\_\_\_ Building Plans **4 Copies**  
Distribution -Job site, Building Dept., Owner & Fire Dept.
- \_\_\_\_\_ Building Plans (new buildings only) **1 Copy on disk,  
flashdrive or PDF**  
For the Liberty Twp. Fire Dept. master plan for fire fighters
- \_\_\_\_\_ Supporting Documentation **3 Copies**  
*i.e.* Ventilation hood literature, Mechanical equipment literature,  
Fire suppression system, Truss drawings (design professional seal required),  
Energy compliance information etc.
- \_\_\_\_\_ Plumbing, HVAC, Electric, Fuel Gas Line and Fire Protection applications must be pulled by a state licensed contractor registered with the City of Powell.
- \_\_\_\_\_ Contractor Registration, State Licensing Requirements  
All contractors who work on commercial projects within the City of Powell must be registered. Commercial HVAC, electric, plumbing, fire protection and hydronic contractors will need to provide proof of State License when submitting for Contractor Registration.
- \_\_\_\_\_ Subcontractor Disclosure form must be submitted to our office and verified that all are registered.

All signage will require a separate permit. Please go to our website at [www.cityofpowell.us](http://www.cityofpowell.us) for a sign application and submittal requirements.

**SUBMIT APPLICATION TO:**

City of Powell Building Department  
47 Hall Street  
Powell, OH 43065

**PERMIT INFORMATION:**

Permit Coordinator: Jason Marquez ..... (614) 885-5380 x 1011  
**CBO: Kevin Moran.....(614) 885-5380 x 1013**  
Department Assistant: Crystal Stair .....(614) 885-5380 x1012  
Schedule Inspections: Inspection Line **(614) 802-1200** or Website: **www.cityofpowell.us**  
Inspectors: Inspector.....(614) 885-5380 x 1014  
Ed Loper.....(614) 885-5380 x 1015  
Liberty Twp. Fire Dept.: Lt. Tom Saunders/Lt. Tim Jensen.....(740) 938-2027  
City of Powell Zoning/Development: David Betz .....(614) 885-5380 x 1033  
City of Powell Engineering: Chris Huber .....(614) 885-5380 x 1043

Visit our web site at [www.cityofpowell.us](http://www.cityofpowell.us) for information, fee schedule, scheduling inspections and applications.