

Working with Division of Industrial Compliance – A Practical Guide

Overview

- **Division of Industrial Compliance (DIC) – Bureau of Building Code Compliance** – Reviews building plans for construction and renovation of commercial and public building projects; conducts inspections of mechanical, electrical and structural systems.
- **Website Link:** <https://com.ohio.gov/divisions-and-programs/industrial-compliance>
- **Contact Info:**
 - Stephen Risser, Chief Building Official / Plans Examiner Supervisor, (614) 644-3492, Stephen.Risser@com.state.oh.us
 - Michael Thompson Assistant Chief Building Official / Construction Inspections Supervisor, (614) 644-5293, Michael.Thompson@com.state.oh.us
 - Other DIC Contacts: [DIC Contact List](#)

Building Plan Approval

- **Preliminary Plan Review**
 - *Recommended for all FDC projects over \$215K, unless waived by DoP*
 - *Schedule early in design phase*
 - *Benefits both the project team and plan examiner*
 - *Assigns a plan examiner and CPA number*
 - *Provides early interpretation for potential code violations*
 - *Provides process for initiating variance appeal if necessary*
 - *Locks project in with current code cycle*
 - *Fee is nominal, \$130/hour*
 - Apply via the [DIC Web Portal](#)
- **Plan Approval Process**
 - *AE to submit application for Building Plan Approval: [DIC Web Portal](#)*
 - *DIC checklist for plan approval [Submission Checklists](#)*
 - *Uploaded Plans should be a single PDF, not individual sheets. Ensure drawings are coordinated.*
 - *The CPA (Certificate of Plan Approval) number is the primary way to identify a project in the DIC system.*
 - *Plan Approval expires if construction does not commence within 12 months. A 12-month extension may be granted upon request.*
- **Correction Letter** – This is issued by DIC back to the AE with a list of items that need to be included or corrected before the plans can be approved. (An email notification will also go to the FDC PM if they are set up in the DIC Web Portal for each project.)
- **Resubmission** – When submitted plans are not approved, a correction letter will be issued, and the corrected plans are considered a “resubmission.”
- **Revision** – When changes occur *after* plan approval, the “revision” needs to be submitted for approval. AE should cloud the changes and include a narrative for ease

of approval. Inspectors can only approve what is on the permitted documents, so revisions need to be approved prior to inspections.

****NOTE – the AE will need to select either “Resubmission” or “Revision” for anything that needs to be reviewed by the Plans Examiner. Otherwise, it will not show up in their workflow in the Portal.**

- **Inspection Without Sealed Plans** – For minor work that does not require technical analysis or design by a registered design professional, but still needs to be inspected, such as temporary electric service, one for one replacement of plumbing fixtures or HVAC units. Apply via the [DIC Web Portal](#)
- **Expedited Review** - For less complex projects that can be reviewed within two hours. This needs to be requested at the time plans are submitted. Upon expedited review request, DIC will contact submitter with a response on if it qualifies for expedited review. This can also be used for resubmissions, fire alarm review, etc. Fee is \$275 per scope.
- **Demolition Approval** - For buildings that will be completely demolished vs partial demolition as part of a renovation. Plans still need to be submitted for review and approval. Do not submit the entire set of drawings, just the demolition drawings and other pertinent information. Include owner’s affidavit for demolition.
- **Adjudication Order** – Official document that allows project to apply for an appeal. This can be issued by DIC or requested by applicant.
- **Board of Building Appeals** – This group reviews and approves (or denies) requests for variance from the Ohio Building Code. Board members include an attorney, architect, engineer, firefighter and pipefitter, and are appointed by the Governor. For more info and to request a hearing: [Board of Building Appeals](#)

More information on building plan approval: [DIC Building Plan Approval](#)

Construction Inspections

- **Pre- Construction Meeting (with inspection team)**
 - *Required for all projects per code for any project that has special inspections requiring 3d party inspection team.*
 - *This can be scheduled by the construction team or the AE, but FDC PM/CM needs to ensure it gets scheduled.*
 - *DIC has a set agenda for these meetings*
 - *Prevents unnecessary delays and answers questions/concerns*
 - *Attendees include DIC Inspectors, Contractors, FDC PM/CM, A/E, 3d Party Inspection Team.*
- **Construction Inspections** – Contractors can schedule inspections through the [DIC Web Portal](#) or call the Dispatch line at (800) 822-3208. All work under the permit is subject to inspection and should remain open/visible until inspection occurs.
- **Special Inspections** - Performed by 3d party inspectors for specific scopes of work, such as structural steel, concrete, etc.
- **Certificate of Partial Occupancy** – For completed areas of a building under construction while work is ongoing in other areas of the building. This requires the Life Safety inspection to pass and requires description of work that is complete/incomplete and anticipated date for all completion. Apply through [DIC Web Portal](#) or this link: [Application for Certificate of Partial Occupancy](#)
- **Certificate of Occupancy** – Issued to the Owner once all approvals and inspections have passed and all fees have been paid.

- **Video Inspections** – DIC inspectors can perform video inspections under certain conditions. This can be useful for after hour inspections and can save time for both the inspector and contractor. Contractors can request this through the [DIC Web Portal](#) or call the Dispatch line at (800) 822-3208.

Small Projects/Minor Work

- **Do I need Plan Approval?** - Work completed by maintenance staff or contractors on the OSU maintenance contract may still require plan approval and inspections. See this link for more detail: [Do I Need Plan Approval?](#)
- **Inspection Without Sealed Plans** – For minor work that does not require technical analysis or design by a registered design professional, but still needs to be inspected, such as temporary electric service, one for one replacement of plumbing fixtures or HVAC units. Apply via the [DIC Web Portal](#)
- **Quarterly Approval Program** – For multiple locations with minor work submitted as inspections without sealed plans; this allows inspections and fees to be accomplished on a quarterly basis versus submitting separate applications for each individual small project or repair. This expires 3 months from when it was submitted. Apply via the [DIC Web Portal](#)
- **Annual Approval** – For alterations to existing electrical, mechanical, gas, plumbing or piping, this process allows for an annual approval and annual fees. Apply via the [DIC Web Portal](#)
- **Repetitive projects** - For temporary structures that get erected in the same location in subsequent years. (i.e. tents or stages for special events, home football games, etc.) Tent/Stage Vendors need to be reminded by OSU to call in for inspections.
- **Emergency repairs** – Work that is required due to emergency situations (weather related, failed equipment, pipe breaks, etc.) that will not yet have plan approval, but may require an inspection. Plan approval may be required after the fact.

Using the Web Portal

- Portal Link: [DIC Web Portal](#)
- Registering – for first time users will be required to register to create a user name and password.
- FDC PM/CM should have access to every project as soon as the AE uploads a submission and receives a CPA number. The AE should list the FDC PM as the owner's rep during the preliminary plan review or application process.
- The Web Portal can be used to submit applications, request inspections, pay invoices, check status of applications and inspections
- To add individuals (CM, contractors, consultants, etc.) to have access to a project in the Web Portal, the FDC PM should send an email request to Michael Thompson, Michael.Thompson@com.state.oh.us

State Fire Marshal/Life Safety Inspections

- These inspections are scheduled with the State Fire Marshal's office and not through DIC. FDC PM/CM to coordinate scheduling through OSU Department of Public Safety, Bob Armstrong, armstrong.349@osu.edu

- Fire alarms systems are required to have a successful pre-test prior to the SFM inspection.
- Final inspections from DIC cannot be obtained until the project passes the Life Safety Inspection.
- Note: SFM inspection process system is NOT linked with DIC's inspection system.

Elevator Inspections

- These inspections are scheduled directly with the State Elevator Inspectors and not through DIC.
- These inspections are typically scheduled by the elevator subcontractor.
- Charles (Chip) Updyke charles.updyke@com.ohio.gov is contact for State Elevator inspections/questions.