

Construction Industry Communication #02

From: Amit Ghosh, Chief Building Official
Re: On-site Plan Review
Date: September 17, 2019

Background: In an effort to keep construction projects moving, the inspectors of the Building and Zoning Services Department of the City of Columbus will continue to perform on-site plan reviews as outlined below;

Minor alterations to an approved design that are specific to one trade (structural, mechanical, electrical, or plumbing), may be reviewed onsite by requesting an on-site plan review inspection. A standard inspection trip fee will be assessed to the specific trade permit. Onsite plan review fees are charged separate from an inspection and when both are scheduled for the same day, two fees will be assessed regardless of the time spent by the inspector. The revision will be reviewed onsite by an inspector that is also certified as a plans examiner in their specific trade as long as the following conditions are met:

General Requirements

1. Proposed changes must be to one trade and not involve or affect other trades that would require a separate review.
2. The review time will be less than 1 hour.
3. The contractor must provide a proper place to perform the plan review with:
 - a. An adequate space including a table and chair
 - b. Adequate lighting
 - c. The space provided shall either be an office trailer or a space within the building as long as the building can provide adequate weather protection.
 - d. Adequate heating and cooling as applicable.
4. Two sets of the proposed revision(s) and a narrative of the changes are provided.
5. Documents must bear the seal of the registered design professional of record where one is provided.
6. A complete set of approved documents, with all approved revisions, available for comparison.

If the documents are approved, they will be stamped accordingly by the inspector with one copy left with the field approved documents and one set brought back to the office to be filed and attached to the permit documents.