

PROCEDURE FOR SUBMITTING A PLAN REVIEW

SPRINKLERS • UG FIRE MAIN • FM SYSTEMS CLEAN AGENT SYSTEMS • FIRE ALARMS HOOD OR HOOD SUPPRESSION

Each of the above is a separate review:

- ① Complete the appropriate application for each plan review in its entirety.
- ② Complete the appropriate permit application for the trade.
- ③ Attach three (3) sets of bound plans or (4) if the project is located within the City of Akron, with spec sheets and battery calculations.
- ④ The FEE for each plan review is \$77.25. *(Do not submit payment for the actual permit itself at this point)*

For hood permits we will need an application for mechanical permit signed by the individual with the State of Ohio HVAC Registration.

For ALL fire & life safety permits we will need an application for fire & life safety permit signed by the individual with the State Fire Marshall Registration. We will also need copies of both the individual's State Fire Marshall Registration and the one issued to the Company.

Upon approval of the plans:

- ① The office will contact you to notify you of approval and fees associated with the actual permit. Upon payment a permit will be issued and two (2) sets of approved plans will be returned to you.
- ② One set is for your records and the other is for the job site. If there is not a set of approved plans on the job site at the time of an inspection no inspection will take place.

Contact the Division of Building Standards with questions at: (330) 630-7281 or email: ggallimore@summitoh.net

County of Summit
**DIVISION OF
BUILDING STANDARDS**

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HOURS
7:30 AM - 4:00 PM, M-F
PERMITS
8:00 AM - 3:30 PM, M-F
INSPECTION SCHEDULING
(usually, same day)
7:45 AM - 9:00 AM, M-F
Building, Plumbing, HVAC,
Electrical, Sprinkler, Fire Alarm
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