



**LIBERTY TOWNSHIP COMMERCIAL BUILDING DEPARTMENT**  
*(Through the City of Powell Building Dept.)*

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

**CHECKLIST FOR SUBMISSION FOR COMMERCIAL BUILDING PERMIT**  
*(Within the boundaries of Liberty Township)*

- \_\_\_\_\_ Copy of approved Liberty Township Zoning Certificate or Certificate of Compliance. (Must be received prior to release of building permit) 1 copy
  
- \_\_\_\_\_ Liberty Township 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 \$ 175.00 plus 0.10 per sq.ft.  
 Alteration / Tenant Space \$ 200.00 plus 0.15 per sq.ft.  
 Decks / Accessory Structures \$ 75.00 plus 0.06 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 2007 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 4 Copies
  
- \_\_\_\_\_ Building Plans - Distribution -Job site, Building Dept., Owner & Fire Dept. 4 Copies
  
- \_\_\_\_\_ Building Plans (new buildings only) 1 Copy on CD-ROM  
 For the Liberty Twp. Fire Dept. master plan for fire fighters Medium
  
- \_\_\_\_\_ 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 Liberty Township must be registered. Commercial HVAC, electric, plumbing (must be registered with the Delaware Health Department), 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 by permit pick-up date.

**SUBMIT APPLICATION TO:**  
 City of Powell / Liberty Township Building Department  
 47 Hall Street  
 Powell, OH 43065  
 Office: (614) 885-5380  
 Fax: (614) 885-5339  
[www.cityofpowell.us](http://www.cityofpowell.us)

Permit Coordinator: Maureen Brady.....(614) 885-5380 x 1011  
 Schedule Inspections: Inspection Line.....(614) 885-5380 x 3012  
 Building Dept. Coordinator Vicki Halley ..... (614) 885-5380 x 1012  
 Plans Examiners Doug Wenzel, CBO.....(614) 885-5380 x 1015  
 Architecture! Ohio.....(614) 885-5380  
 Inspectors: Brian Donovan.....(614) 885-5380 x 1013  
 Len Baldwin.....(614) 885-5380 x 1014  
 Liberty Twp. Fire Dept.: Lt. Sally McCann-Mirise.....(614) 923-0135  
 Liberty Township Zoning: Holly Foust.....(740) 881-4381  
 Delaware County Engineering: Office .....(740) 833-2439