

City of Loveland Building & Zoning
120 W. Loveland Ave.
Loveland, Ohio 45140
www.lovelandoh.gov
(O) 513-707-1447 (F) 513-583-3032

**ENGINEERING CHANGE
APPLICATION**
PLEASE PRINT, USE BALL POINT PEN OR TYPE



1. PERMIT SITE ADDRESS: _____

2. DATE: _____

3. PERMIT NUMBER: _____

4. DESCRIPTION OF CHANGE(S): _____

Applicant: _____

Company: _____

Address: _____

Phone: _____

E-mail: _____

5. APPLICANT CHECKLIST:

- Commercial plans submitted have been signed and sealed by a State of Ohio licensed architect or engineer
- Four sets of plans are required to be submitted for review.

The owner of this building and undersigned, do hereby covenant and agree with all the laws of the State of Ohio and the ordinances of the City of Loveland pertaining to building(s), and to construct the proposed building(s) or structure(s) or make the proposed change or alteration in accordance with the plans and specifications submitted herewith, and certify that the information and statements given on this application, drawings and specifications to the best of their knowledge, true and correct.

Application by _____
Owner or Agent's Signature

ENGINEERING CHANGE

I. WHAT IS AN ENGINEERING CHANGE?

In general, the construction, erection, and alteration of a building, or additions, alterations, equipment and maintenance of the same, shall conform to required plans which have been approved by Buildings & Zoning Department.

Minor changes to the approved plans may be submitted as an Engineering Change without submitting for an additional Alteration Permit. Minor changes do not include changes in the size, location, change of use of buildings or structures, or as-built drawings with multiple changes that will require a substantial plan review.

II. HOW IS AN ENGINEERING CHANGE PROCESSED?

A. The applicant shall be directed by the Building and Zoning clerk to bring the proper number of plan sets (or sheets) to the Service Counter for processing as an engineering change to the approved plans.

1. Typically, four sets of plans (or revised sheets) shall be submitted.
2. The changes shall be identified in the form of highlighting, circling, flagging with numbers or symbols, or other method, which will accurately identify the areas of change.
3. Engineering changes made to approved plans previously executed by an Architect or Engineer shall bear the appropriate stamp, seal/signature and date of the same on each sheet.
4. A completed Engineering Change form (including the plan number and the applicant's mailing address) shall be included with each set of drawings.
5. Additional revision and approval fees will be due upon issuance of the Engineering Change.

B. Upon approval by the appropriate agencies affected by the Engineering Change, the Permit Desk will notify the applicant listed on the Engineering Change form.