



Lima – Allen County Building Department

Electronic Plan Review Process

1. Complete the Commercial Building Permit Application and scan it into a PDF file with this format:
APPLICATION – ADDRESS.PDF
[Commercial Building Permit Application](#)
2. Complete the Fee Worksheet and save it (to be sent with the application) with this format:
FEES – ADDRESS.PDF
[Fee Worksheet](#)
3. Scan and save your Zoning Permit as a PDF file with this format:
ZONING-ADDRESS.PDF
4. Save your drawings into a single PDF file with this format: **PLANS – ADDRESS.PDF**
5. Send all of the above listed documents in an email to buildingdept@cityhall.lima.oh.us and ask for the clerk to call for your credit card information in the body of the email.
6. Once payment has been received your plans will be processed in the order received (the same way as if paper plans had been submitted).
7. After the plans have been reviewed for Code Compliance you will receive an email with your Approved Plans or a Correction Letter. If there are only a few items that need to be addressed on your plans and they can be addressed in 24 hours you will receive an email with a list of deficiencies rather than a correction letter. If the items have not been addressed within 24 hours then a correction letter will be issued and the resubmitted plans will be processed in the order received.
8. After you receive the Approved Electronic Plans back from the Lima – Allen County Building Department paper copies will need to be printed for the contractor. The contractor will be required to have the approved set/s printed legibly and on site at all times during construction and inspection activities.



Lima – Allen County Building Department

Expedited Electronic Plan Review Process

1. Complete the Commercial Building Permit Application and scan it to a PDF file with this format:
APPLICATION – ADDRESS.PDF
[Commercial Building Permit Application](#)
2. Complete the Fee Worksheet and save it (to be sent with the application) with this format:
ZONING-ADDRESS.PDF
[Fee Worksheet](#)
3. Scan and save your Zoning Permit as a PDF file with this format: **ZONING-ADDRESS.PDF**
4. Save your drawings into a single PDF file with this format: **PLANS – ADDRESS.PDF**
5. Complete the Expedited Plan Review Application and scan it to a PDF file with this format:
EXPEDITED APP – ADDRESS.PDF
[Expedited Application](#)
6. Send all of the above listed documents in an email to buildingdept@cityhall.lima.oh.us and ask for the clerk to call for your credit card information in the body of the email.
7. Once payment has been received your plans will be processed as outlined on the Expedited Plan Review Guidelines sheet of the Expedited Plan Review Application.
8. After the plans have been reviewed for Code Compliance you will receive an email with your Approved Plans or a Correction Letter. If there are only a few items that need to be addressed on your plans and they can be addressed in 24 hours you will receive an email with a list of deficiencies rather than a correction letter. If the items have not been addressed within 24 hours, then a correction letter will be issued and the resubmitted plans will be processed in the order received.
9. After you receive the Approved Electronic Plans back from the Lima – Allen County Building Department paper copies will need to be printed for the contractor. The contractor will be required to have the approved set/s printed legibly and on site at all times during construction and inspection activities.