

Set of “Approved Construction Documents” Assembly Instructions

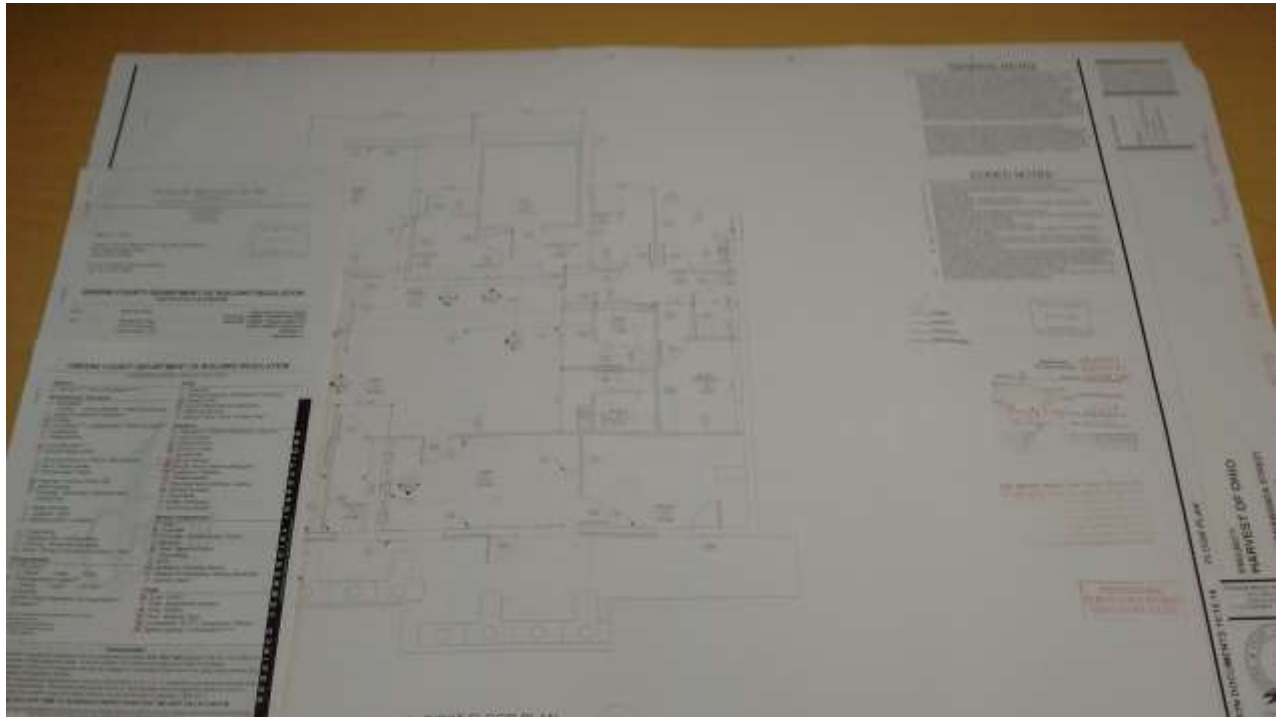
Approved applications will generate a downloadable “**Approved Package**” zip file. The “Approved Package” zip file will have all the required documents for the Site set of “Approved Construction Documents”. Please read below for complete instructions for printing and assembling the set of Approved Construction Documents for the job site. **IMPORTANT NOTES: Approved Construction Documents and Revised Approved Construction Documents must be kept on Site at all times. Construction Documents must be plotted at full scale (Example: Applicant submits 42x30 electronic paper size documents, Approval Set must be plotted at 42X30 paper size).**

Instructions:

1. Download and save Zip file/folder “*Approved Package*” to Computer
2. Unzip file/folder
3. Multiple folders of files are generated from zip file
 - a. **Application Form** - Completed *Application Form*
 - o Print 8 ½”x 11” for your records
 - b. **Misc. Folders** - Stamped Approved Construction Documents
 - o Large Format Documents - Print/Plot at Full Size (examples: 24”x36”, 30” x 42”,.....)
 - **Stamped Approved Construction Document**
 - **Stamped Approved Engineered Systems** such as Truss Drawings, Steel Drawings or other pre-engineered /pre-manufactured products.
 - o All other Documents - Print 8 ½”x 11”
 - **Geotechnical Soil Reports**
 - **Statement of Special Instructions, Qualifications, and Resumes**
 - **Energy Reports**
 - **Manufacturer Installation Instructions and Specifications**
 - c. **Review Cycle Report** – *Approved Certificate of Plan Review and Commercial Inspection List*
 - o Print 8 ½”x 11”
4. **Set of “Approved Construction Documents” Assembly Instructions. See figure below.**
 - a. Drawings and Large format drawings to be bound together
 - b. Each individual report should be offset from the next and attached to the bound set of large drawings.
 - c. *Commercial Inspection List* and *Approved Certificate of Plan Review* should be positioned at the front of the set as shown.
 - d. All items should be liberally stapled starting at the upper left hand corner and working down in descending order.



See next page for photograph of assembled set of “Approved Construction Documents”



Greene County Department of Building Regulation

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