

City of Toledo Building Inspection
Kiosk Application Procedure
419-245-1220

All documents and fees must be submitted to One Government Center, Suite 1600, Toledo, OH 43604. Applications are reviewed in the order they are received pursuant to State Law.

1. Building Permit Application – Please identify business name and work location, i.e. Candles Burning, west wing, etc. Make sure all subcontractors are advised to use this same address and location on their permit applications.
2. Two sets of plans
 - a) Location drawing showing minimum fire separation distances
 - b) Drawings indicating construction material and layout
 - c) Electrical and/or mechanical drawings if new installations
3. Occupancy Application.
4. Fees:
 - a) Building Permit - \$60 + \$.17/sf (minimum 100 sf) plus 3% state surcharge
 - b) Plan review = \$50 plus 3% state surcharge
 - c) Occupancy = \$65
5. City of Toledo income tax ID# (not Federal ID#). If you do not have a city ID number, call 419-245-1663 and inform them you are doing a construction project in Toledo. Permit cannot be issued without this number.
6. Contact Consumer Health Department if there will be any food prepared and/or sold on site (snacks, sit down, carryout) 419-213-4100. They will provide written approval to this office. We do not issue a building permit until we have Health Department approval for any food service operation.
7. If plans lack necessary information or do not meet code requirements, a correction letter will be issued to the applicant who will then have to submit additional information to show compliance. Applicant will be notified when plans are approved. Work cannot commence until applicant picks up approved drawings.
8. Applicant calls 245-1220 to schedule Building Inspection. If Building Inspector approves, Fire Department is notified to inspect. If electrical work was performed, contractor must schedule final inspection. After all inspections are approved, a Certificate of Occupancy is issued. If food service is involved, the Health Department is faxed a copy of the Certificate of Occupancy so that they may issue the food service license.

INSPECTION ITEMS

1. Kiosks shall be non-combustible or constructed of fire-retardant-treated wood.
2. Must have approved fire suppression or detection devices if required.
3. Minimum horizontal separation between kiosks, or groupings thereof and other structures within the mall shall be 20 feet.
4. Each kiosk, or groupings thereof shall have a maximum area of 300 sq. ft.
5. If carpet is going to be used, furnish carpet certificate to F.P.B.
6. Fire extinguishers 3A40BC. If not available, the next available size.
7. Sprinkler coverage required to be in compliance with NFPA 13: 5-5.5.3.1 for obstructions over four feet (4') in width.