

Fire safety and plan review is a TEAM approach. As you begin your process for expansion, addition, remodel, interior changes, occupancy change, new signage, tents, or mobile food vendor; we encourage you to start by reviewing the Zoning Application requirements of our partners. For those unfamiliar with the process here is a brief step by step on how each application and plan review works:

**Step 1:** Reach out to the zoning department of the area you are looking to complete work in. The zoning department will guide you through their process (See contact list below).

**Step 2:** Contact the Lucas County Building Regulations at 419-213-2990. For building projects or changes throughout Lucas County, it is best practice to ensure that Building Regulations is notified, and they have had a chance to review what you are looking to do.

**Step 3:** Once you have completed all the requirements of the local zoning department, submit an application and/or plans to the Springfield Township Fire Department at [fireprevention@springfieldfire.com](mailto:fireprevention@springfieldfire.com). Our Fire Prevention Bureau will complete a plan review and forward their review of your project to the respected zoning department and to Lucas County Building Regulations.

**Step 4:** You will receive back all comments for your project to then make any changes or recommendations and resubmit your plans back to the respected partner who is asking for said changes. No changes or recommendations? Great, simply await your permit(s) to be completed, and your project is ready to begin.

We have included our partners' contacts below to further assist you on your journey:

- ***Springfield Township Zoning***
  - o ***Josh Hollinger, Zoning Inspector***  
<https://springfieldtownship.net/zoning-forms/>
- ***Village of Holland Zoning***
  - o ***Bob Bether, Administrator/Zoning*** [bethel@hollandohio.com](mailto:bethel@hollandohio.com)
- ***Spencer Township Zoning***
  - o ***Jacob Barnes, Zoning Inspector*** [zoning@spencertownship.org](mailto:zoning@spencertownship.org)
- ***Swanton Township Zoning***
  - o ***Kim Middleton, Zoning Inspector 419-376-5613***