



LAKE COUNTY BUILDING DEPARTMENT

27 WOODLAND ROAD, PAINESVILLE, OHIO 44077

TEL: 440-350-2636 440-918-2636 800-899-LAKE Ext. 2636 FAX: 440-350-2660

www.lakecountyohio.gov/buildinginspection

ADMINISTRATION & STANDARDS

The Lake County Building Department is responsible for the administration and enforcement of the applicable State of Ohio Building codes for residential, commercial, and industrial construction in its Jurisdiction. These Building Codes provide the department's inspectors with guidelines to help ensure the health and welfare of the residents. Certified by the State of Ohio, the Building Department provides Plan Reviews, Inspection Services, and Building, Electrical, Mechanical and Fire Protection Code information.

JURISDICTION

Concord Township

Fairport Harbor Village

Grand River Village

Kirtland City

Kirtland Hills

Lakeline Village – Residential Only

Leroy Township

Madison Township

Madison Village

Mentor-on-the-Lake

Painesville Township

North Perry Village

Perry Township

Perry Village

Timberlake Village – Residential Only

Waite Hill – Residential Only

Wickliffe – All Commercial and Residential Electric Only

Willoughby Hills – Commercial Only

Willowick – Commercial Only



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PERMIT INFORMATION

BUILDING: A building permit shall be obtained before proceeding with any construction, alteration, repair, moving, or demolition of any structure, deck, swimming pool, etc.

SEPARATE PERMITS Shall Be Obtained for the Following: Electrical, HVAC, Gas Piping, Hydronics, Fire Alarm, Fire Sprinkler, Kitchen Hood, Hood Suppression, Room Suppression, Refrigeration, and other equipment installations that are essential features in the construction or use of the structure.

- Permits of any type will be issued only after compliance with the Residential Code of Ohio or the Ohio Building Code and only on evidence of an approved Zoning Permit, Lake County Engineer/Stormwater Management Approval, Sanitary Sewer or Septic Approval, Soil & Water Approval, and an approved Water Supply, if applicable.
- The proposed work must be done in accordance with approved plans, specifications, codes, and standards.
- It is the duty of the General Contractor / Applicant to insure that all required inspections are scheduled and all work installed has been approved by the Lake County Building Department prior to proceeding to the next phase of construction. The General Contractor / Applicant is responsible to obtain a Final inspection at the completion of the project.
- Permits become null and void if work or construction authorized is not commenced within 12 months, or if construction or work is suspended or abandoned for a period of 180 consecutive days at any time after work is commenced.

PLUMBING PERMITS must be obtained from the Lake County General Health District, 33 Mill Street, Painesville, Ohio Tel: 440-350-2543.

TWENTY-FOUR (24)-HOUR NOTICE is required for ALL INSPECTIONS. **Inspection Requests must be received by 3:00 p.m. for an inspection the next day.** You can call on the day of your inspection, between 8:00 a.m. – 9:15 a.m. for an approximate inspection time.

APPROXIMATE TIME OF INSPECTION: You can call on the day of your inspection, between 8:00 a.m. – 9:15 a.m. for an approximate inspection time.

REINSPECTION FEES – A Reinspection Fee will be charged when the inspector must return to work that was not ready, building was locked, approved prints not on site, and / or had failed a previous inspection. Fee must be paid prior to scheduling final inspection, or if two (2) fees are assessed on a project, fees are due before the next inspection is scheduled.



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CONTRACTOR REGISTRATIONS

- Contractors must register annually using the appropriate form provided by the Lake County Building Department – bonding and insurance is not required.
- Contractors need to check with the local jurisdiction where they are working for any requirements at the local level.
- The following contractors are registered annually (January – December) at a fee of \$100:
 - **General**
 - **Electrical** - requires copy of State of Ohio Electrical License
 - **HVAC** - requires copy of State of Ohio HVAC License
 - **Commercial Gas Piping** - requires copy of State of Ohio HVAC or Plumbing License
 - **Residential Gas Piping** - requires copy of current registration with another City / County Building / Health Dept or State of Ohio HVAC or Plumbing License
 - **Hydronics** - requires copy of State of Ohio Hydronics License
 - **Refrigeration** - requires copy of State of Ohio Refrigeration License
 - **Fire Alarm** – requires copy of Company Annual Certificate from State Fire Marshal
 - **Fire Sprinkler** – requires copy of Company Annual Certificate from State Fire Marshal
 - **Hood Suppression** - requires copy of Company Annual Certificate from State Fire Marshal



Lake County, Ohio

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SUBMITTING FOR A COMMERCIAL BUILDING PERMIT Page 1 of 2

1. **SUBMIT (4) FOUR COMPLETE SETS OF PLANS** sealed by a State of Ohio Registered Design Professional, specifications, and data for commercial and/or industrial construction, along with a completed Application for Commercial Building Permit Plan Review.
 - a. All submittals must include FOUR complete sets of drawings, including plot plan, elevations, floor plans, elevator enclosures, complete wall sections showing footer, foundation, floor, walls, and roof construction indicating all structural members, size, spacing, material, etc. Mechanical and Electrical drawings and specifications must be included. The name and address of author shall be plainly printed in the lower right hand corner of all plans or drawings.
2. Buildings or structures located in flood hazard areas must contact the Lake County Engineer's Office before applying for a building permit.
3. All plans submitted shall bear sufficient information to determine compliance with the Ohio Building Code. Drawings shall also indicate clearly the principle use or occupancy of the building or structure. Where more than one type of use or occupancy is intended, the location and floor area for such uses or occupancies shall be clearly shown on plans.
4. **FIRE AUTHORITY (for commercial and / or industrial construction)** - Pursuant to the 2011 Ohio Building Code, Section 106: 106.1.2(5), if you are submitting drawings to the Lake County Building Department for a commercial permit applicant must also immediately submit one set of construction documents and the Local Fire Department Submittal Form supplied by the Building Department to the local Fire Official for approval. The Submittal Form completed by the local Fire Official must be returned to the Building Department before the building permit will be issued.
5. **ZONING PERMIT** - Check with the local zoning inspector for requirements. Bring a copy of the zoning permit to the Building Dept.
6. **SITE PLANS** - Submit required number of site plans to the local zoning inspector, Lake County Soil & Water, Lake County Engineer/Stormwater Management, Lake County Health District, and the Lake County Utilities for approvals, if necessary.
7. **WATER SUPPLY (for new structures)** - If public water is not available, the applicant must supply acceptable evidence that an adequate supply of potable water is available. A well log approved by the Lake County Health District will be acceptable.



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SUBMITTING FOR A COMMERCIAL BUILDING PERMIT Page 2 of 2

8. **SANITARY SEWERS/ SEPTIC SYSTEMS** - If public sanitary sewers are not accessible, an individual disposal system must be installed in accordance with the Ohio State and County Health Departments' requirements. Contact the Lake County Health District or the EPA office. If a septic system is to be installed, the Lake County Health District (See Item # 11) must approve the grade/site plan.
9. **LAKE COUNTY DEPARTMENT OF UTILITIES SEWER & WATER AVAILABILITY NOTICE FORM** (for new structures) – signed by the Lake County Utilities Department.
10. **LAKE COUNTY SOIL & WATER CONSERVATION DISTRICT** - Submit a copy of the Approval Letter from the Lake County Soil and Water District if applicable.
11. **LAKE COUNTY ENGINEER / STORMWATER MANAGEMENT DEPT** – Approval stamped on site plan (See Item # 12) if applicable.
12. **SUBMIT A SITE PLAN** with all required approvals **ON ONE SITE PLAN**: Lake County Engineers / Stormwater Management or your Local Jurisdiction Engineer, Lake County Soil & Water District, and the Lake County Health Department, if applicable.
13. **REVISED / AMENDED DOCUMENTS / INFORMATION SUBMITTED MUST INCLUDE (4) FOUR COMPLETE SETS** sealed by a State of Ohio Registered Design Professional, specifications, and data for commercial and/or industrial construction, along with a completed Application for Commercial Building Permit Plan Review.
14. **STATE 3% PERCENT FEE**: Pursuant to 3781.102 (F) (1) of the Ohio Revised Code all commercial permits and plan reviews shall be charged a 3% state tax.

PLUMBING PERMITS must be obtained from the Lake County General Health District, 33 Mill Street, Painesville, Ohio Tel: 440-350-2543.



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SUBMITTING FOR A RESIDENTIAL BUILDING PERMIT Page 1 of 3

1. **SUBMIT (2) TWO COMPLETE SETS OF PLANS** along with a completed Application for Residential Building Permit Plan Review.
2. Buildings or structures located in flood hazard areas must contact the Lake County Engineer's Office before applying for a building permit.
3. All plans submitted shall bear sufficient information to determine compliance with the Residential Code of Ohio (RCO). Drawings shall also indicate clearly the principle use of the building or structure. The floor area for such uses shall be clearly shown on plans.
 - a. **All submittals must include TWO complete sets of construction documents.**
 - b. **Index:** Index of all drawings on first sheet.
 - c. **Site Plan:** A site plan showing a north orientation arrow, the size and location of new residential construction and all existing structures on the site, all property and interior lot line locations with setback and side yard dimensions and distances from buildings to lot lines, the locations of the nearest streets, the established street grades, the locations, types and sizes of all utility lines, the location of any fences, and the elevations of all proposed finished grades; and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot.
 - d. **Floor Plans:** Complete floor plans, including plans of full or partial basements and full or partial attics. Floor plans must show all relevant information such as door swings, stairs and ramps, windows, shafts, all portions of the means of egress, etc., and shall be sufficiently dimensioned to describe all relevant space sizes. Wall materials shall be described by cross-hatching (with explanatory key), by notation, or by other clearly understandable method. Spaces must be identified by how each space is intended to be used.
 - e. **Exterior Wall Envelope:** The residential construction documents shall provide details of the exterior wall envelope as required, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves, or parapets, means of drainage, water-resistive membrane, all elevations necessary to completely describe the exterior of the residential building including floor to floor dimensions, and details around openings. See the 2013 RCO Energy Compliance Declaration Form.



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SUBMITTING FOR A RESIDENTIAL BUILDING PERMIT Page 2 of 3

3.

- f. **Sections:** Cross sections, wall sections, details including typical connections as required to fully describe the residential building construction showing wall, ceiling, floor and roof materials. Residential construction documents shall describe the exterior wall envelope in sufficient detail to determine compliance with this code.
- g. **Structure:** Complete structural description of the residential building including size and location of all structural elements used in the design of the residential building and other data as required to fully describe the structural system.
- h. **Rating:** The fire-resistance ratings of all structural elements as required by this code, data substantiating all required fire-resistance ratings including details showing how penetrations will be made for electrical, mechanical, plumbing, and communication conduits, pipes, and systems, and the materials and methods for maintaining the required structural integrity, fire-resistance rating, and firestopping.
- i. **System Descriptions:** Description of the mechanical, plumbing and electrical systems, including: materials; location and type of fixtures and equipment; materials, and sizes of all ductwork; location and type of heating, ventilation, air conditioning and other mechanical equipment and all lighting and power equipment. See the 2013 RCO System Descriptions Form.
- j. **Additional Information:** Additional graphic or text information as may be reasonably required by the residential building official to allow the review of special or extraordinary construction methods or equipment.
- k. **Manufacturer's Installation Instructions:** As required by this code, shall be available on the job site at the time of inspection.
- l. **Amended Construction Documents:** If substantial changes to the residential building are contemplated after first document submission, or during construction, those changes must be submitted in duplicate with an Application for Residential Building Permit Plan Review to the Lake County Building Department for review and approval.



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SUBMITTING FOR A RESIDENTIAL BUILDING PERMIT Page 3 of 3

4. **ZONING PERMIT** - Check with the local zoning inspector for requirements. Bring a copy of the zoning permit to the Building Dept.
5. **SITE PLANS** - Submit required number of site plans to the local zoning inspector, Lake County Soil & Water, Lake County Engineer/Stormwater Management, Lake County Health District, and the Lake County Utilities for approvals, if necessary.
6. **WATER SUPPLY (for new dwelling)** - If public water is not available, the applicant must supply acceptable evidence that an adequate supply of potable water is available. A well log approved by the Lake County Health District will be acceptable.
7. **SANITARY SEWERS/ SEPTIC SYSTEMS (for new dwellings)** - If public sanitary sewers are not accessible, an individual disposal system must be installed in accordance with the Ohio State and County Health Departments' requirements. Contact the Lake County Health District or the EPA office. If a septic system is to be installed, the Lake County Health District (See Item # 11) must approve the grade/site plan.
8. **LAKE COUNTY DEPARTMENT OF UTILITIES SEWER & WATER AVAILABILITY NOTICE FORM (for new dwellings)** signed by the Lake County Utilities Department.
9. **LAKE COUNTY SOIL & WATER CONSERVATION DISTRICT (for new dwellings)** - Submit a copy of the Approval Letter from the Lake County Soil and Water District if applicable.
10. **LAKE COUNTY ENGINEER / STORMWATER MANAGEMENT DEPT (for new dwellings)** – Approval stamped on site plan (See Item # 11) if applicable
11. **SUBMIT A SITE PLAN** with all required approvals **ON ONE SITE PLAN**: Lake County Engineers / Stormwater Management, Lake County Soil & Water District, and the Lake County Health Department, if applicable.
12. **STATE 1% PERCENT FEE**: Pursuant to 3781.102 (F) (2) of the Ohio Revised Code all residential permits and plan reviews shall be charged a 1% state tax.

PLUMBING PERMITS must be obtained from the Lake County General Health District, 33 Mill Street, Painesville, Ohio Tel: 440-350-2543.



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INSPECTION REQUIREMENTS Page 1 of 5

- **JOB SITE ADDRESS** posted during entire construction process.

- **JOB PLACARD POSTED IN PLAIN SIGHT:**
 GREEN Placard - Building, **ORANGE** Placard – Electrical,
 BLUE Placard - HVAC, Fire Protection, Demolition, Other

- **APPROVED JOB COPY PLANS MUST BE AVAILABLE ON ALL JOBS FOR ALL INSPECTIONS.** If approved prints are not on the job site, a reinspection must be scheduled – **PLEASE NOTE REINSPECTION FEES.**

- **REINSPECTION FEES** – A Reinspection Fee will be charged when the inspector must return to work that was not ready, building was locked, approved construction documents not on site, and / or had failed a previous inspection. Fee must be paid prior to scheduling final inspection, or if two (2) fees are assessed on a project, fees are due before the next inspection is scheduled.

- **TWENTY-FOUR (24)-HOUR NOTICE** is required for **ALL INSPECTIONS.** **Inspection Requests must be received by 3:00 p.m. for an inspection the next day.** You can call on the day of your inspection, between 8:00 a.m. – 9:15 a.m. for an approximate inspection time.

- **PLUMBING APPROVALS:** In addition to receiving an inspection approval from the Lake County Building Department, **IT IS THE CONTRACTOR'S / OWNER'S RESPONSIBILITY to obtain all PLUMBING APPROVALS from the Lake County Health District, 33 Mill Street, Painesville, Ohio 44077 Telephone# 440-350-2543.**

1. **FOOTING / PADS / PILINGS INSPECTION:**

- A. Upon completion of Footing Forms, Reinforcement, etc. but **BEFORE INSTALLING CONCRETE** schedule a pre-pour inspection with the Lake County Building Department.
- B. A minimum of **ONE-HOUR** window is required when scheduling for inspection.
- C. Earliest pour time is 10:00 a.m.

2. **FOUNDATION INSPECTION:**

- A. Upon completion of water proofing, drain tile with cover stone in place, and prior to backfilling.



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3. SLAB INSPECTION:

- A. Upon completion of insulation, vapor barriers, mesh, etc. but BEFORE INSTALLING CONCRETE schedule a pre-pour inspection with the Lake County Building Department.
 - **Concrete slab and under-floor inspections** shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.
- B. A minimum of ONE-HOUR window is required when scheduling for inspection.
- C. Earliest pour time is 10:00 a.m.

D. **PLEASE NOTE:** In addition to receiving an inspection approval from the Lake County Building Department, **IT IS THE CONTRACTOR'S / OWNER'S RESPONSIBILITY to obtain all PLUMBING APPROVALS from the Lake County Health District, 33 Mill Street, Painesville, Ohio 44077 Telephone# 440-350-2543.**

4. STRUCTURE, ELECTRICAL, MECHANICAL, FIRE ALARM, FIRE SPRINKLER ROUGH-IN INSPECTION:

- A. All Additional Permits must be on file (electrical, mechanical, gas piping, etc).
- B. Rough-in inspection approval, in any area, is required before concealment.
- C. Structure, electrical, mechanical roughs, and fireplace shall be inspected at the same time.
 - **Framing:** Complete framing inspections shall be made after the roof deck or sheathing, all framing, fire blocking and bracing are in place and pipes, chimneys and vents to be concealed are complete and the rough electrical, plumbing, heating wires, pipes and ducts are approved. Protection of joints and penetrations in fire-resistance-rated assemblies shall not be concealed from view until inspected and approved.
 - **Electrical:** Complete electrical rough in with all splicing in boxes ready to receive devices.
 - **Mechanical:** Complete mechanical installations including all ductwork, fuel gas piping, equipment, and electrical connections. Heat pipes in concrete slab to be inspected prior to pouring concrete.

D. **PLEASE NOTE:** In addition to receiving an inspection approval from the Lake County Building Department, **IT IS THE CONTRACTOR'S / OWNER'S RESPONSIBILITY to obtain all PLUMBING APPROVALS from the Lake County Health District, 33 Mill Street, Painesville, Ohio 44077 Telephone# 440-350-2543.**



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5. FIREPLACE INSPECTION:

- A. **Masonry** - to be inspected at top of smoke chamber when first flue tile is set and smoke chamber purged.
- B. **Prefab** - rough in before enclosing. Prefab fireplace inspection should be done at the same time as the structural, electrical, and mechanical rough in inspection.

6. ENERGY EFFICIENCY – INSULATION INSPECTION:

- A. After any Rough Plumbing, Rough Framing, Electrical, Mechanical, and any other work that may be concealed has been inspected and approved.
- B. Insulation is completely installed but prior to placement of any drywall or other covering.
- C. Inspections shall include, but not be limited to, inspections for envelope insulation R and U value, fenestration U value, duct system R value, and HVAC and water heating equipment efficiency.

D. **PLEASE NOTE:** In addition to receiving an inspection approval from the Lake County Building Department, IT IS THE CONTRACTOR'S / OWNER'S RESPONSIBILITY to obtain all PLUMBING APPROVALS from the Lake County Health District, 33 Mill Street, Painesville, Ohio 44077 Telephone# 440-350-2543.

7. FIRE RESISTANCE RATED CONSTRUCTION INSPECTION:

- A. Protection of joints and penetrations in fire-resistance-rated assemblies shall not be concealed from view until inspected and approved.
- B. After all wallboard is installed and before wallboard joints and fasteners are taped and finished.

8. ELECTRICAL SERVICE INSPECTION: (Temporary or Permanent)

- A. **Temporary Power Pole** - prior to the utility company hook up.
- B. **Permanent Electrical Service** - when main panel is installed and grounding is complete with cover off prior to the utility company hook up.
- C. **Approval** is faxed the next business day to the utility company. The Electrical Contractor / Owner's is responsible for scheduling hook up with the appropriate utility company.



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INSPECTION REQUIREMENTS Page 4 of 5

9. **REQUESTING A FINAL INSPECTION:**

- Upon completion of all phases of any construction. Final inspection approval is required upon completion and approval of all phases of any construction **prior to occupancy**.
- All Fuel Piping Installations must have an **ACCEPTANCE TEST CERTIFICATE** submitted and approved to the Lake County Building Department before a final inspection can be schedule. See Acceptance Test Information in Section 10.
- For Residential New Dwellings – Contact your local jurisdiction’s engineer to request a final grading inspection / approval. If in a township, contact the Lake County Engineer’s Office (550 Blackbrook Rd, Painesville Twp 440-350-2770); otherwise contact your local city or village engineer.

PLEASE NOTE: In addition to receiving an inspection approval from the Lake County Building Department, all **PLUMBING APPROVALS** are required from the Lake County General Health District, 33 Mill Street, Painesville, Ohio Tel 440-350-2543. **IT IS THE CONTRACTOR’S / OWNER’S RESPONSIBILITY TO OBTAIN ALL PLUMBING APPROVALS.**

- After submittal and review of all Special Inspection Reports (OBC Section 1704).
- After payment of any reinspection fees.

**CONFIRMATION OF APPROVALS
REQUIRED TO ISSUE CERTIFICATE OF OCCUPANCY**

- Final inspection and approval by the Lake County Building Department.
- Plumbing Certificate of Use issued by the Lake County General Health District, 33 Mill Street, Painesville, Ohio Tel# 440-350-2543.
- Final Grade / Drainage Inspection Request Form from the Lake County Engineer’s Office or the Jurisdiction’s City / Village Engineer Drainage Inspection Form.

CERTIFICATE OF OCCUPANCY COPIES

- Contractors / Owner’s may contact the Lake County Building Department one week after a final inspection has been approved **AND** all confirmations (Final Grade and Plumbing Certificate of Use) are received by the Lake County Building Department, to request a copy of the certificate of occupancy.



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INSPECTION REQUIREMENTS Page 5 of 5

10. ACCEPTANCE TESTS

- A. **Fuel Piping Installations** - prior to acceptance and initial operation shall be inspected and pressure tested to determine that the materials, design, fabrication, and installation practices comply with the requirements of this code.
1. All Fuel Piping Installations must have an **ACCEPTANCE TEST CERTIFICATE** submitted and approved to the Lake County Building Department before a final inspection can be schedule. (OBC 109.9, RCO 108.2.9).
- B. **Automatic Sprinkler Systems**
1. After scheduling tests with the local fire department, notify the Lake County Building Department of the date and time of the test.
 2. Provide Sprinkler Acceptance Test Certificate as required by OBC 901.5 and NFPA 13.
- C. **Fire Alarm Systems** - upon completion of the installation of the alarm notification appliances and circuits, alarm-initiating devices and circuits, supervisory-signal initiating devices and circuits, signaling line circuits, and primary and secondary power supplies shall be tested in accordance with NFPA 72.
1. After scheduling tests with the local fire department, notify the Lake County Building Department of the date and time of the test.
 2. Provide Fire Alarm Acceptance Test Certificate as required by OBC 901.5 and NFPA 72.
- D. **Automatic Fire-Extinguishing System** - including commercial hood and duct systems, commercial cooking systems, dry-chemical systems, foam systems, Halon systems, clean-agent systems, carbon dioxide systems, etc.
1. After scheduling tests with the local fire department, notify the Lake County Building Department of the date and time of the test.
 2. Provide Acceptance Test Certificate as required by OBC 901.5.



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LAKE COUNTY STORMWATER MANAGEMENT DEPARTMENT

GENERAL CONTRACTORS / HOMEOWNERS
IF YOU ARE BUILDING IN THE FOLLOWING AREAS:

CONCORD TWP
FAIRPORT HARBOR VILLAGE
GRAND RIVER VILLAGE
LEROY TWP
KIRTLAND CITY
KIRTLAND HILLS
MADISON TOWNSHIP
MENTOR-ON-THE-LAKE
PAINESVILLE TOWNSHIP
PERRY TWP
PERRY VILLAGE
TIMBERLAKE VILLAGE
WICKLIFFE CITY
WILLOUGHBY HILLS
WILLOWICK

PLEASE CONTACT THE LAKE COUNTY ENGINEER /
STORMWATER MANAGEMENT DEPT
LOCATED AT 550 BLACKBROOK, PAINESVILLE TEL: 440-350-2770

*Before We Can Issue a Building Permit, We Will Need the
Engineer / Stormwater Management's Approval Stamp on the Site Plan.*

LAKE COUNTY SOIL AND WATER CONSERVATION DISTRICT

GENERAL CONTRACTORS/HOMEOWNERS
IF YOU ARE BUILDING NEW CONSTRUCTION
IN THE FOLLOWING AREAS:

CONCORD TOWNSHIP
FAIRPORT HARBOR VILLAGE
GRAND RIVER VILLAGE
KIRTLAND CITY
LEROY TOWNSHIP
MADISON TOWNSHIP
MENTOR-ON-THE-LAKE
NORTH PERRY VILLAGE
PAINESVILLE TOWNSHIP
PERRY TOWNSHIP
PERRY VILLAGE
WAITE HILL VILLAGE
WICKLIFFE
WILLOUGHBY HILLS

PLEASE CONTACT THE LAKE COUNTY SOIL AND WATER DISTRICT
LOCATED AT 125 EAST ERIE STREET, PAINESVILLE TEL: 440-350-2730

*Before We Can Issue a Building Permit, We Will Need either the Soil and Water's
Approval Letter or an Exemption Stamp on the Site Plan.*



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LOCAL ZONING OFFICES

Concord Township

7229 Ravenna Road
Concord Twp OH 44077
Tel: 440-354-7510 x106

Fairport Harbor Village

Fairport Harbor
220 Third Street
Fairport Harbor OH 44077
Tel: 440-352-3620

Grand River Village

205 Singer Avenue
PO Box 663
Grand River OH 44045
Tel: 440-357-5222

Kirtland City

9301 Chillicothe Rd
Kirtland OH 44094
Tel: 440-256-3332

Kirtland Hills

8026 Chillicothe Road
Kirtland Hills OH 44060
440-974-9090

Lakeline Village

33801 Lake Shore Blvd
Lakeline OH 44095

Leroy Township

Zoning – 7971 Lester Drive
Leroy Twp OH 44077
Tel: 440-220-0430

Madison Township

2065 Hubbard Road
Madison OH 44057
Tel: 440-428-1120

Madison Village

126 West Main Street
Madison OH 44057
Tel: 440-428-7526

Mentor-on-the-Lake

City of Mentor on the Lake
5860 Andrews Rd
Mentor on the Lake OH 44060
Tel: 440-257-7216

Painesville Township

Painesville Twp
55 Nye Road
Painesville OH 44077
Tel: 440-352-1443

North Perry Village

4449 Lockwood Road
N. Perry Village OH 44081
Tel: 440-259-4994

Perry Township

3740 Center Road
Perry OH 44081
Tel: 440-259-5140

Perry Village

3758 Center Road
Perry OH 44081
Tel: 440-417-4091

Timberlake Village

11 Eastshore Boulevard
Timberlake OH 44095
440-475-1763

Waite Hill

Waite Hill Village Hall
7215 Eagle Road
Waite Hill OH 44094
Tel: 440-942-1612

Wickliffe

City of Wickliffe
28730 Ridge Road
Wickliffe OH 44092
Tel: 440-943-7115

Willoughby Hills

City of Willoughby Hills
35405 Chardon Road
Willoughby Hills OH 44094
Tel: 440-975-3550

Willowick

City of Willowick
31230 Vine Street
Willowick OH 44095
Tel: 440-516-3000

LAKE COUNTY BUILDING DEPARTMENT

27 Woodland Road

Painesville, Ohio 44077

TEL: 440-350-2636 440-918-2636 FAX: 440-350-2660

LOCAL FIRE DEPARTMENT CONTACTS

Concord Township

Fire Prevention

Concord Twp. Fire Dept

11600 Concord-Hambden Rd

Concord Twp OH 44077

Tel: 440-354-7504

Leroy Township

Fire Prevention

Leroy Fire Department

13028 Leroy-Center Rd

Painesville Twp OH 44077

Tel: 440-254-4124

North Perry Village /

Perry Township /

Perry Village

Fire Prevention

Perry Joint Fire District

3742 Center Road

Perry OH 44081

Tel: 440-259-2880

Fax: 440-259-3680

Fairport Harbor Village

Fire Prevention

Fairport Harbor Fire Dept

220 Third Street

Fairport Harbor OH 44077

Tel: 440-352-3620

Madison Township /

Madison Village

Fire Prevention

Madison Joint Fire District

33 North Lake St

Madison OH 44057

Tel: 440-428-1522

Fax: 440-428-2227

Wickliffe

Captain Douglas M. Leovic

Fire Marshal

Wickliffe Fire Dept

29885 Euclid Ave

Wickliffe OH 44092

Tel: 440-943-7141

Fax: 440-943-7144

Grand River Village

Chief Robert Lloyd

Grand River Fire Dept

205 Singer Avenue

PO Box 663

Grand River OH 44045

Tel: 440-352-9133

Mentor-on-the-Lake

Fire Prevention

City of Mentor on the Lake

Fire Department

5860 Andrews Rd

Mentor on the Lake OH 44060

Tel: 440-257-7216

Fax: 440-257-2766

Willoughby Hills

Fire Prevention

Willoughby Hills Fire Dept

35405 Chardon Road

Willoughby Hills OH 44094

Tel: 440-946-1234

Kirtland City

Kirtland Hills

Fire Prevention Bureau

Kirtland Fire Department

9301 Chillicothe Rd

Kirtland OH 44094

Tel: 440-256-8979

Fax: 440-256-4707

Painesville Township

Fire Prevention

Painesville Twp Fire Dept

55 Nye Road

Painesville OH 44077

Tel: 440-352-1443

Fax: 440-352-8169

Willowick

Willowick Fire Dept

30435 Lakeshore Blvd

Willowick OH 44095

Tel: 440-585-1202

Fax: 440-585-4112