



**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](http://www.lakecountyohio.gov/buildinginspection)

## **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.



Lake County, Ohio



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### **SUBMITTING FOR A RESIDENTIAL BUILDING PERMIT Page 1 of 2**

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. 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 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.
  - b. **Index**: Complete description of all work to be performed.
  - c. **Floor Plans**: Complete floor plans including any full or partial basements and / or full or partial attic. Floor plans must show all relevant information such as door swings, stairs, ramps, windows, shafts, all portions of the means of egress, etc and sufficiently dimensioned to describe all relevant space sizes.
  - d. **Exterior Wall Envelope**: RESCheck™, prescriptive package submittal, or performance-based compliance.
  - e. **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.
  - f. **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.
  - g. **Rating**: The fire-resistance ratings of all structural elements as required by this code.
  - h. **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 Ohio Residential Plan Submittal Form.
  - i. **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.
  - j. **Manufacturer's Installation Instructions**: As required by this code, shall be available on the job site at the time of inspection.
  - k. **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.



**SUBMITTING FOR A RESIDENTIAL BUILDING PERMIT Page 2 of 2**

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.