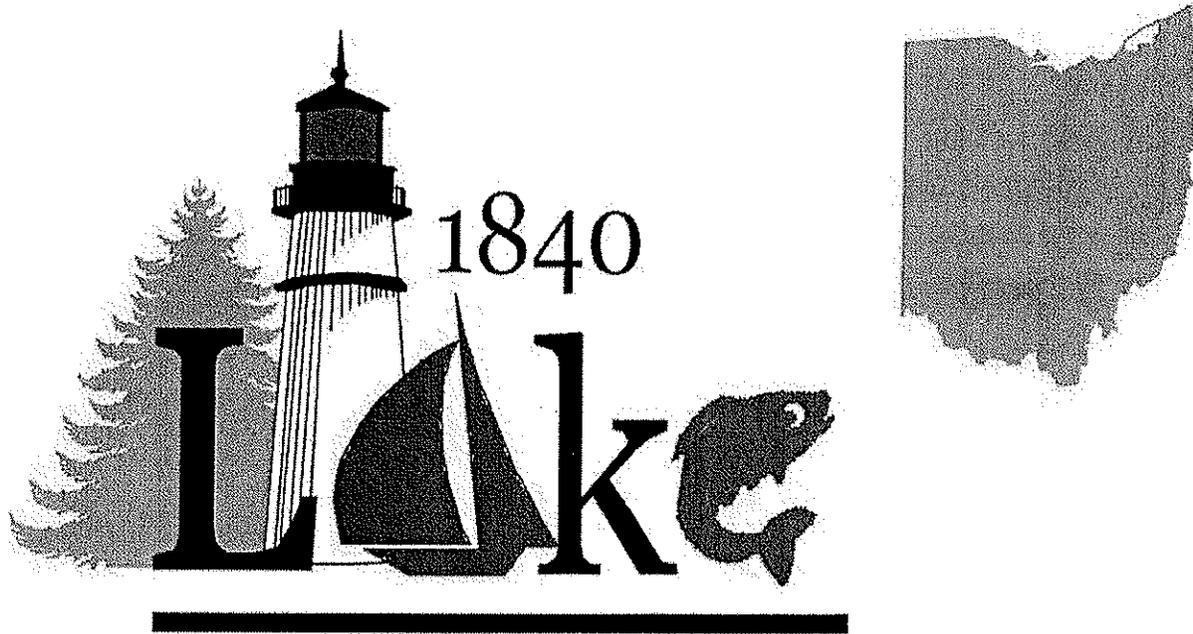


COMMERCIAL
Submittal
Packet



Lake County, Ohio

Lake County Building Department
27 Woodland Rd
Painesville OH 44077
Tel: 440-350-2636

LAKE COUNTY BUILDING DEPARTMENT

27 Woodland Road

Painesville, Ohio 44077

Tel: 440-350-2636 440-918-2636

Fax: 440-350-2660

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



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.lakecountvohio.gov/buildinginspection

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.



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

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 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.lakecountyoohio.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.



LAKE COUNTY BUILDING DEPARTMENT
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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 BUILDING DEPARTMENT

27 Woodland Road, Painesville, Ohio 44077

Tel: 440-350-2636 440-918-2636 Fax: 440-350-2660

www.lakecountyohio.gov/buildinginspection

APPLICATION FOR COMMERCIAL BUILDING PERMIT PLAN REVIEW

DATE OF SUBMISSION: _____

READ THE FOLLOWING INSTRUCTIONS AND INFORMATION BEFORE COMPLETING THIS TWO (2) PAGE FORM

- 1. All drawings and specifications, including plot plans must be in QUADRUPLE (4).
2. All submittals must include FOUR complete sets of drawings, including plot plan, elevations, floor plans, elevator enclosures.
3. All plans submitted shall bear sufficient information to determine compliance with the Ohio Building Code.
4. The proposed work must be done in accordance with approved plans, specifications, codes, and standards.
5. It is the duty of the General Contractor 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.
6. This permit becomes 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.
7. I hereby certify that I have read and examined this application and that all information is true, accurate, and complete.
8. FALSIFICATION OF A PUBLIC DOCUMENT IS A VIOLATION OF THE OHIO REVISED CODE, SECTION 2921.13(A)(5), A MISDEMEANOR OF THE FIRST DEGREE, PUNISHABLE BY UP TO SIX (6) MONTHS IMPRISONMENT AND A FINE OF \$1,000 OR BOTH.

OWNER:

NAME: _____
NAME OF FIRM: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TEL# () _____ FAX# () _____

SUBMITTER:

PRINTED NAME: _____
SIGNATURE: _____
NAME OF FIRM: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TEL# () _____ FAX# () _____

DESIGN PROFESSIONAL:

NAME: _____
NAME OF FIRM: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TEL# () _____ FAX# () _____

Plans Prepared By: Name / Ohio Reg. No.

- Registered Architect
Registered Engineer

GENERAL CONTRACTOR:

PRINTED NAME: _____
SIGNATURE: _____
NAME OF FIRM: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TEL# () _____ FAX# () _____

LAKE COUNTY BUILDING DEPARTMENT

APPLICATION FOR COMMERCIAL BUILDING PERMIT PLAN REVIEW

READ INSTRUCTIONS BEFORE COMPLETING FORM - Page 2 of 2 - PLEASE PRINT OR TYPE

PROJECT NAME: _____ DATE SUBMITTED: _____

STREET ADDRESS OF CONSTRUCTION: _____

CITY/TOWNSHIP: _____ PERM PARCEL #: _____

IS CONSTRUCTION IN THE FLOODPLAIN: YES NO

PROJECT TYPE: (Check all that apply) NEW ADDITION ALTERATION

CHANGE OF USE DEMOLITION OTHER _____

DETAILED WORK DESCRIPTION: _____

EST CONSTRUCTION COST: _____

PLUMBING: YES NO

IDENTIFY SQUARE FOOTAGE FOR THIS PROJECT:

Basement: _____ 1st Flr: _____ 2nd Flr: _____ 3rd Flr: _____ 4th Flr: _____ Other: _____

TOTAL SQ. FTG OF ALL FLOORS: _____

ZONING PERMIT #: _____ FIRE DEPT. COMMENTS DATE RECEIVED: _____

WELL OR PUBLIC WATER: _____ APPROVED WELL LOG #: _____

UTILITIES APPROVAL DATE: _____ SEPTIC APPROVAL DATE: _____

STORMWATER APPROVAL DATE: _____ SOIL & WATER APPROVAL DATE: _____

PROPOSED STRUCTURE:

Use Group (Check all that apply)

A1 A2 A3 A4 A5 B E F1 F2 H1 H2 H3 H4 H5
I1 I2 I3 I4 M R1 R2 R3 R4 S1 S2 U

Mixed Use Option(s) / Separate Structure(s)

Non-Separated Separated - Hour Rating _____ Fire Wall - Hour Rating _____

Type of Construction:

1A 1B 2A 2B 3A 3B 4 5A 5B

Fire Protection & Alarm Systems:

Fire Suppression None Partial Total Required Non-Required

Fire Alarm None Partial Total Required Non-Required

EXISTING STRUCTURE:

Use Group: (Check all that apply)

A1 A2 A3 A4 A5 B E F1 F2 H1 H2 H3 H4 H5
I1 I2 I3 I4 M R1 R2 R3 R4 S1 S2 U

Mixed Use Option(s) / Separate Structure(s):

Non-Separated Separated - Hour Rating _____ Fire Wall - Hour Rating _____

Type of Construction:

1A 1B 2A 2B 3A 3B 4 5A 5B

Fire Protection & Alarm Systems:

Fire Suppression None Partial Total Required Non-Required

Fire Alarm None Partial Total Required Non-Required

ALL FEES ARE NONREFUNDABLE

LOG # _____ PERMIT FEES: _____ OFFICE USE ONLY DATE CALLED _____ PERSON CONTACTED _____

LAKE COUNTY BUILDING DEPARTMENT

27 Woodland Road, Painesville, Ohio 44077

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

www.lakecountyohio.gov/buildinginspection

LOCAL FIRE DEPARTMENT SUBMITTAL FORM

Pursuant to the 2011 Ohio Building Code, Section 106: 106.1.2(5), if you are submitting commercial drawings to the Lake County Building Department for permits for any of the following, **you must also immediately submit a set of drawings to the Local Fire Department** for review: **(PLEASE SPECIFY TYPE OF DRAWINGS)**

New Buildings

Additions

Alterations

Fire Alarms

Fire Sprinklers

Fire Suppression

Grease Hood

Other (_____)

Once the drawings have been submitted to the Local Fire Department, the Fire Official will review the drawings and submit notification and any comments he/she may have regarding the drawings to the Lake County Building Department.

PLEASE COMPLETE THE BOTTOM PORTION OF THIS PAGE FOR EACH SUBMITTAL.

PROJECT TYPE: _____ **DATE SUBMITTED:** _____

PROJECT NAME: _____

ADDRESS OF CONSTRUCTION: _____

CONTRACTOR: _____

CONTRACTOR'S CONTACT NUMBER: _____

CONTRACTOR'S FAX NUMBER: _____

FIRE DEPARTMENT USE ONLY

DATE RECEIVED: _____ **DATE MAILED/FAXED:** _____

FIRE OFFICIAL'S COMMENTS: _____

SIGNATURE / PRINTED NAME

PHONE NUMBER

TITLE

PLEASE USE ADDITIONAL SHEETS IF REQUIRED.

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



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.lakecountvohio.gov/buildinginspection

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

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

CONCORD TWP

GRAND RIVER VILLAGE

LEROY TWP

KIRTLAND CITY

KIRTLAND HILLS

LAKELINE

MADISON TOWNSHIP

MADISON VILLAGE

MENTOR-ON-THE-LAKE

PAINESVILLE TOWNSHIP

PERRY TWP

PERRY VILLAGE

TIMBERLAKE VILLAGE

WILLOUGHBY HILLS

WILLOWICK

**YOU MUST CONTACT THE
LAKE COUNTY ENGINEER / STORMWATER
MANAGEMENT DEPARTMENT.
LOCATED AT 550 BLACKBROOK, PAINESVILLE
PHONE NUMBER (440)350-2770**

**BEFORE WE CAN ISSUE YOUR BUILDING PERMIT,
WE WILL NEED THE ENGINEER / STORMWATER
MANAGEMENT'S APPROVAL STAMP ON SITE PLAN.**

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

YOU MUST CONTACT
LAKE COUNTY SOIL AND WATER DISTRICT
LOCATED AT 125 EAST ERIE STREET, PAINESVILLE
PHONE NUMBER (440)350-2730

BEFORE WE CAN ISSUE A BUILDING PERMIT,
WE WILL NEED EITHER SOIL AND WATER'S
APPROVAL LETTER OR AN EXEMPTION
STAMP ON SITE PLAN.



INSPECTION REQUIREMENTS

Page 1 of 6

- **JOB SITE ADDRESS** that is visible from the street must be 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 (CONSTRUCTION DOCUMENTS) MUST BE AVAILABLE ON ALL JOBS FOR ALL INSPECTIONS.** The approved plans must be located in an observable and accessible location on the job site. If the approved plans and certificate of plan approval 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.**



INSPECTION REQUIREMENTS

Page 2 of 6

1. FOOTING / PADS / PILINGS INSPECTION:

- A. Upon completion of footing forms, reinforcement installed on supports, 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.

3. SLAB INSPECTION:

- A. Upon completion of insulation, vapor barriers, mesh and reinforcing steel installed on supports, 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 installed on supports, vapor retarder, 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. Heat pipes in concrete slab to be inspected prior to pouring concrete.
- 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.



INSPECTION REQUIREMENTS

Page 3 of 6

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, factory-build fireplaces (pre-fab), 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.

In addition to the approved construction documents the following items listed below must be on site for the framing inspection:

- Roof truss design drawings (depiction of each individual truss), and the truss layout drawing
 - Manufacturer's instructions for:
 - Factory-made fireplaces (Pre-fab)
 - Corrugated stainless steel tubing (CSST)
 - Manufacturer's instructions for other equipment or appliances as required
- **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



INSPECTION REQUIREMENTS

Page 4 of 6

5. FIREPLACE INSPECTION:

- A. **Masonry** - to be inspected at top of smoke chamber when first flue tile is set and smoke chamber is parged.
- B. **Factory-built (Pre-fab)** – rough-in before enclosing. Pre-fab 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 and required vapor retarder, air barrier and sealing 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-value / U-factor, fenestration U-factor, duct system R-value, and HVAC and water heating equipment efficiency.
- D. Please Note: If the visual inspection option is chosen on your Residential Energy Efficiency Compliance Declaration Form, the Third Party Visual Inspection Form for energy efficiency verification must be submitted to the Lake County Building Department for review and approval prior to requesting a final inspection.

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 electrode system is complete - **with panel covers removed** - prior to the utility company hook up.
- C. **Approval** is faxed the next business day to the utility company. The Electrical Contractor / Owner is responsible for scheduling hook up with the appropriate utility company.



INSPECTION REQUIREMENTS

Page 5 of 6

9. **REQUESTING A FINAL INSPECTION:** A Final Inspection shall be requested as follows:
- A. A **Final Inspection** and approval is required upon completion and approval of all phases of any construction **prior to occupancy**.
- NOTE:** On the final inspection, the covers of all electrical panels must be removed.
- B. **Fuel Piping** - All Fuel Piping Installations must have a **Fuel Piping Pressure Acceptance Test Certificate** submitted to and approved to the Lake County Building Department before a final inspection can be scheduled. See Required Acceptance Test Information under #10 below.
 - C. **Energy Efficiency** - All required energy efficiency verification and test reports (visual inspection, duct leakage test, blower door test, etc.) must be submitted and approved by the Lake County Building Department before a final inspection can be scheduled.
 - D. **Final Grading** - 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.**

- E. **Special Inspections** - All Special Inspection Reports (OBC Section 1704) must be submitted and approved to the Lake County Building Department before a final inspection can be scheduled.
 - F. **Fees** - Any outstanding reinspection fees. must be paid to the Lake County Building Department before a final inspection can be scheduled
10. **REQUIRED ACCEPTANCE TESTS:**
- A. **Fuel Piping Installations** - prior to acceptance and initial operation, fuel piping shall be inspected and pressure tested to determine that the materials, design, fabrication, and installation practices comply with the requirements of this code.
 - B. All Fuel Piping Installations must have a **Fuel Piping Pressure Acceptance Test Certificate** submitted to and approved by the Lake County Building Department before a final inspection can be scheduled. (OBC 109.9, RCO 108.2.9).



INSPECTION REQUIREMENTS

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10. REQUIRED ACCEPTANCE TESTS Cont'd:

C. 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.

D. 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.

E. 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.

CONFIRMATION OF APPROVALS REQUIRED TO ISSUE CERTIFICATE OF OCCUPANCY

Final inspection 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 Form from the Lake County Engineers' Office or the Jurisdiction's City / Village Engineer Final Grade / 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.



LAKE COUNTY BUILDING DEPARTMENT
 27 Woodland Road, Painesville OH 44077
 TEL: 440-350-2636 440-918-2636 800-899-LAKE Ext. 2636 FAX: 440-350-2660

COMMERCIAL BUILDING PERMIT FEES

Basic Permit Fee (Required unless otherwise noted)	\$175
Plan Review Fee	\$70 per hr.
New Buildings / Additions (greater than 3,000 sq. ft.) (includes Electrical and Mechanical Fees) No Basic Fee required.	Building Valuation Data
Alterations / Townhouses / Structures / Industrialized Units / Relocating Building / Retaining Walls (sq ft of wall face) New Buildings, Additions, Misc Structures (less than or equal to 3,000 sq. ft.)	Basic Fee (\$175) + .055 per sq ft
Foundations Only for Building / Structures	Basic Fee (\$175) + .055 per sq ft
Demolitions	\$70
Miscellaneous – Carnivals, Weekend Fairs, Temporary Structures (Tent or Canopies) – includes plan review – no basic fee required	\$200
Signs	Basic Fee (\$175)
Request for Partial Occupancy (payable prior to issuance of partial certificate of occupancy)	Basic Fee (\$175)
Predesign Meeting (payable prior to meeting)	Basic Fee (\$175)
Request for Permit Extension	Basic Fee (\$175)
Additional Fee if Stop Work Order Posted (must be paid prior to scheduling final inspection)	Basic Fee (\$175)
Reinspection Fee - A reinspection shall be required when the inspector must return to work that was not ready, approved prints not on job site, building was locked, 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.	\$50



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COMMERCIAL ELECTRICAL PERMIT FEES

Basic Permit Fee (Required unless otherwise noted)	\$70
Plan Review Fee	\$70 per hr.
New Buildings / Additions (greater than 3,000 sq. ft.) (includes Electrical and Mechanical Fees) No Basic Fee required.	Building Valuation Data
New Buildings, Additions, Misc Structures (less than or equal to 3,000 sq. ft.) Alterations / Townhouses / Structures / Industrialized Units. Requires Basic Fee	\$70 (Basic Fee) + see items below
New Service: Less than 600 Amps	\$35
600 to 1200 Amps	\$50
Over 1200 Amps	\$100
Temporary Power Pole (Separate Permit required w/Basic Fee)	\$35
Subfeed after Main Disconnect	\$35
Duplex Outlets, Receptacles, Switches, Fixtures	\$0.50
Power Outlets / Motors	\$5.00
Heat Pump	\$40
Transformers: Step up / down (not under Power Co. control)	\$15.00
Pole Lighting per Pole	\$5.00
X-Ray Machines	\$5.00
Miscellaneous – Carnivals, Weekend Fairs (Tents, Canopies)	\$40
Electric to Septic System (Separate Permit required w/Basic Fee)	\$40
Generators (Electrical and Gas Piping Diagrams and Separate Permit required w/Basic Fee and Plan Review Fee)	\$50
Signs (Separate Permit required w/Basic Fee)	\$15
Reinspection Fee - A reinspection shall be required when the inspector must return to work that was not ready, approved prints not on job site, building was locked, 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.	\$50



COMMERCIAL MECHANICAL PERMIT FEES

Basic Permit Fee (Required unless otherwise noted)	\$70
Plan Review Fee	\$70 per hr.
New Buildings / Additions (greater than 3,000 sq. ft.) (includes Electrical and Mechanical Fees) No Basic Fee required.	Building Valuation Data
New Buildings, Additions, Misc Structures (less than or equal to 3,000 sq. ft.) Alterations / Townhouses / Structures / Industrialized Units. Requires Basic Fee	\$70 (Basic Fee) + see items below
Heating & Air Conditioning ≤ 7,500 sq ft each system > 7,500 sq ft each system	\$60 \$75
Heat Pump – each system	\$40
Heat Duct Extensions – each system	\$35
Unit Equipment (Exhaust Fans, Etc.)	\$35
VAV Boxes – each	\$5
Kitchen Hoods (Separate Permit required w/Basic Fee and Plan Review Fee)	\$105
Fuel Gas Piping – each gas outlet (Separate Permit required w/Basic Fee)	\$4
Hydronic / Hot Water or Steam Extensions - each system (Separate Permit required w/Basic Fee)	\$35
Hydronic / Hot Water, Steam, Chillers (Separate Permit required w/Basic Fee) ≤ 7,500 sq ft each system > 7,500 sq ft each system	\$60 \$75
Refrigeration (Separate Permit required w/Basic Fee)	\$60
Reinspection Fee - A reinspection shall be required when the inspector must return to work that was not ready, approved prints not on job site, building was locked, 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.	\$50



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COMMERCIAL FIRE PROTECTION PERMIT FEES

Basic Permit Fee (Required unless otherwise noted)	\$175
Plan Review Fee	\$70 per hr.
Sprinkler up to 20 Heads	Basic Fee Only (\$175)
Sprinkler over 20 Heads	Basic Fee (\$175) + \$.035 per sq ft
Alternative Automatic Fire - Extinguishing Systems (Suppression Systems)	Basic Fee Only (\$175)
Fire Alarm System up to 50 devices	Basic Fee Only (\$175)
Fire Alarm System over 50 devices	Basic Fee (\$175) + \$.035 per sq ft.
Reinspection Fee - A reinspection shall be required when the inspector must return to work that was not ready, approved prints not on job site, building was locked, 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.	\$50