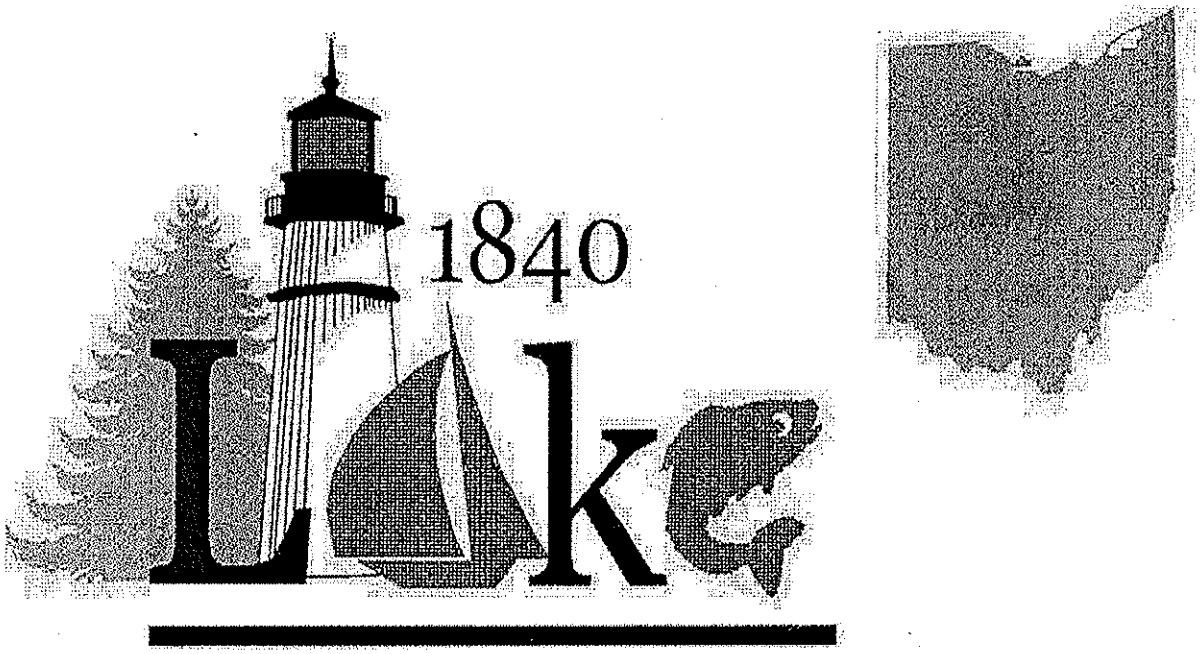
RESIDENTIAL
Submittal
Packet



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 800-899-LAKE Ext. 2636 FAX: 440-350-2660
www.lakecountyohio.gov/buildinginspection

Lake County, Ohio

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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Lake County, Ohio

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, Ohio

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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

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Lake County, Ohio

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 such as indicating the location, nature and extent of the work proposed to determine compliance with the Residential Code of Ohio (RCO). Drawings shall be dimensioned and drawn upon suitable material to clearly indicate the principle use of the building or structure. The floor area for such uses shall be clearly shown on plans.

All submittals must include TWO complete sets of construction documents.

Each set of plans shall include the following:

A. **Job Address and other information**: The job site address shall appear on all sheets/pages of the set of plans. Each sheet/page of the set of plans shall be identified by sheet number.

B. **General**: The plans shall reflect the orientation of the building as shown on the site plan. Plans reflecting a reverse orientation will not be accepted. The plans shall be specific and show only information relative to the actual construction. Details, layouts and construction options not related to the actual construction shall not be shown or shall be clearly demarcated to indicate they are not related to the project construction. These conditions are grounds for not approving the plans or inspections.

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. **Index**: Index of all drawings shall be located on the first sheet of the set of plans.

E. **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.

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SUBMITTING FOR A RESIDENTIAL BUILDING PERMIT Page 2 of 3

F. **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.

G. **Sections**: Cross sections, wall sections, details including typical connections as required to fully describe the residential building construction showing foundation, wall, ceiling, floor and roof materials. Residential construction documents shall describe the exterior wall envelope in sufficient detail to determine compliance with the RCO.

H. **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.

I. **Rating**: The fire-resistance ratings of all structural elements as required by the RCO, 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.

J. **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.

K. **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.

L. **Manufacturer's Installation Instructions**: Manufacturer's instructions, as required by the RCO, shall be available on the job site at the time of inspection.

M. **Amended (Revised) 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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Lake County, Ohio

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 FOR OTHER AGENCIES** - 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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Lake County, Ohio

APPLICATION FOR RESIDENTIAL BUILDING PERMIT PLAN REVIEW

DATE OF SUBMISSION: _____

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

1. All submittals must include TWO (2) complete sets of drawings including plot plan and a complete description of all work to be performed.
2. 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.
3. Drawings must include elevations, floor plans, elevator enclosures, complete wall sections showing footer, foundation, floor, walls, and roof construction indicating all structural members, size, spacing, material, etc.
4. The proposed work must be done in accordance with approved plans, specifications, codes, and standards. **Separate permits which may be required for the proposed project include: electrical, HVAC, hydronics, and gas piping (these fees can be paid by the general contractor at the time the initial building permit is issued). HOWEVER, YOU ARE STILL RESPONSIBLE FOR HAVING YOUR SUBCONTRACTORS COMPLETE & SUBMIT THE APPROPRIATE PERMIT APPLICATIONS.** Additionally, separate drawings, approvals and fees that may be needed include fire sprinkler. All Plumbing Permits and Inspections must be obtained from the Lake County General Health District, 33 Mill Street, Painesville, Ohio Tel: 440-350-2543.
5. It is the duty of the General Contractor / Homeowner 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 / Homeowner is responsible to obtain a Final inspection at the completion of the project.
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. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. I authorize the Lake County Building Department to enter this property for the purpose of site inspections for the duration of this project.
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.**

HOMEOWNER:

PRINTED NAME: _____
SIGNATURE: _____
ADDRESS: _____
CITY: _____ STATE: ____ ZIP: _____
TEL# (___) _____ FAX# (___) _____

GENERAL CONTRACTOR:

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

LAKE COUNTY BUILDING DEPARTMENT

APPLICATION FOR RESIDENTIAL BUILDING PERMIT PLAN REVIEW

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

DATE SUBMITTED: _____ **PLUMBING: YES ☐ NO ☐**

STREET ADDRESS OF CONSTRUCTION: _____ **S/L #** _____

CITY/TOWNSHIP: _____ **PERM PARCEL #:** _____

IS CONSTRUCTION IN THE FLOODPLAIN: YES ☐ NO ☐

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

DECK ☐ POOL ☐ CHANGE OF USE ☐ DEMOLITION ☐ FRAME ☐ BRICK ☐ CRAWL SPACE ☐

SLAB ☐ BASEMENT ☐ FINISHED BASEMENT w/plumbing ☐ w/o plumbing ☐

NUMBER OF STORIES _____ **GARAGE SIZE** _____ **CAR DETACHED ☐ ATTACHED ☐**

NUMBER OF FIREPLACES _____ **FIREPLACE TYPE** _____ **WOODBURNER** _____

HEATING SYSTEM _____ **FUEL TYPE** _____ **NUMBER OF FUEL PIPING OUTLETS** _____

EST CONSTRUCTION COST: _____ **ZONING PERMIT #:** _____

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

UTILITIES APPROVAL DATE: _____ **SEPTIC APPROVAL DATE:** _____

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

PROPOSED STRUCTURE:

DETAILED WORK DESCRIPTION: _____

_____

_____

_____

_____

Identify Square Footage For Proposed Addition:

Basement: _____ 1st Flr: _____ 2nd Flr: _____ 3rd Flr: _____

TOTAL SQ. FT. OF ALL FLOORS: _____

EXISTING STRUCTURE:

DETAILED WORK DESCRIPTION OF ALTERATION: _____

_____

_____

_____

_____

Identify Square Footage For Proposed Alteration:

Basement: _____ 1st Flr: _____ 2nd Flr: _____ 3rd Flr: _____

TOTAL SQ. FT. OF ALL FLOORS: _____

Identify ENTIRE Square Footage For This Project:

Basement: _____ 1st Flr: _____ 2nd Flr: _____ 3rd Flr: _____

TOTAL SQ. FT. OF ALL FLOORS: _____

FIRE PROTECTION SYSTEM: **Fire Sprinkler** None ☐ Partial ☐ Total ☐

ALL FEES ARE NONREFUNDABLE

2013 Residential Code of Ohio (RCO) Systems Description Form

Applicant/General Contractor: _____ Homeowner: _____

Office Phone #_____ Cell Phone #_____ Homeowner Phone #_____

Project Description: _____

Address of Project: _____ City/Township: _____

Electrical System Description a,b

Service Size (Amps)	Size of Service Entrance Conductors	Panel Location(s)	Number of Sub-Panels	Location
□ 100 Amp □ 200 Amp □ Over 200 Amp				□ Overhead □ Underground

a. Provide a detailed electrical diagram for services over 200 amps for review and approval (see electrical fee schedule).

b. Provide detailed electrical and gas piping diagrams for generator installations (see electrical fee schedule).

HVAC System Description

Heating Equipment Type, Size & Efficiency	Design Heat Loss (Btu/h)	Type of Fuel	Location of Equipment
□ Forced Air Btu/h _____ Eff._____ □ Boiler Btu/h _____ Eff._____ □ Heat Pump Btu/h _____ Eff._____ □ Electric kW_____ Eff._____ □ Geothermal kW (Btu/h)_____ Eff._____		□ Natural Gas □ LP □ Oil □ Electric □ Other_____	□ Basement □ Attic □ Closet □ Crawl Space □ Outdoor

Cooling Equipment Type, Size & Efficiency	Design Heat Gain (Btu/h)	Location of Equipment
□ AC Btu/h _____ Eff._____ □ Heat Pump Btu/h _____ Eff._____ □ Geothermal kW(Btu/h)_____ Eff._____		□ Outdoor □ Other_____
Area of Conditioned Space (sq. ft.)	**Duct Size (Supply and Return)**	

Fuel Gas System Description

Number of Fuel Gas Outlets	Size of Fuel Gas Main	Piping Materials
		□ Steel Pipe Sch. 40 □ CSST □ Other_____

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Lake County, Ohio

Residential Energy Efficiency Compliance Declaration Form

JOB SITE ADDRESS: _____

2013 Residential Code of Ohio (RCO) 1101.2 Compliance

Compliance shall be demonstrated by meeting the requirements of *one of the following options:*

1. The "International Energy Conservation Code" (IECC); or
2. 2013 RCO Sections 1101 through 1104, Prescriptive Method; or
3. 2013 RCO Section 1105 - "The Ohio Home Builder's Association (OHBA) Alternative Energy Code Option"

Applicant shall indicate the energy compliance option below:
Check One Option below

1. ☐ 2009 International Energy Conservation Code (IECC)

Check one of the following: NOTE: 2011 IECC 403.2.2: Duct leakage (tightness) testing & verification report required if air handler or ducts are not located within conditioned space.

☐ RES*check* based on the 2009 IECC

☐ Prescriptive method based on 2009 IECC Table 402.1.1

☐ Prescriptive method based on U- Factor alternative 2009 IECC 402.1.3

☐ Prescriptive method based on Total UA alternative 2009 IECC 402.1.4

☐ Simulated performance alternative 2009 IECC 405

Then, check one of the following: (for building envelope air tightness and insulation installation).

☐ Testing option per 402.4.2.1 (blower door)

☐ Visual inspection option per 402.4.2.2 (third party inspection)

2. ☐ 2013 RCO Sections 1101-1104, Prescriptive Method

Note: RCO Section 1103.2.2: Duct leakage (tightness) testing & verification report required if air handler or ducts are not located within conditioned space.

Check one of the following: (for building envelope air tightness and insulation installation).

☐ Testing option per 1102.4.2.1 (blower door) – verification report required.

☐ Visual inspection option per 1102.4.2.2 (third party inspection) – verification report required.

3. ☐ 2013 RCO Section 1105 "The Home Builder's Association (OHBA) Alternative Energy Code Option" *

* Effective January 1, 2014 2013 RCO 1105.2.4.2.1 Air leakage testing (blower door) & verification report required.
2013 RCO 1105.3.2.2: Duct leakage (tightness) testing & verification report required.

Duct leakage (tightness) testing & verification report required if air handler or ducts are not located within conditioned space.

Check one of the following:

☐ Compliance Path #1

☐ Compliance Path #2

THIRD PARTY VISUAL INSPECTION FORM

ENERGY EFFICIENCY AIR BARRIER AND INSULATION INSPECTION CHECK LIST

For compliance with the 2013 Residential Code of Ohio (RCO) Section 1102.4.2.2 Visual Inspection Option and Table 1102.4.2 or 2009 IECC Section 402.4.2.1 Visual Inspection Option and Table 402.4.2

Job site Address: _____

✓ IN COMPLIANCE	COMPONENT	CRITERIA
☐	Building Envelope	The correct building envelope insulation R-value / U-factor, fenestration U-factor, and duct system R-value, are installed.
☐	Air barrier and thermal barrier	Exterior thermal envelope insulation for framed walls is installed in substantial contact and continuous alignment with building envelope air barrier. Breaks or joints in the air barrier are filled or repaired. Air-permeable insulation is not used as a sealing material. Air-permeable insulation is inside of an air barrier.
☐	Ceiling/attic	Air barrier in any dropped ceiling/soffit is substantially aligned with insulation and any gaps are sealed. Attic access (except unvented attic), knee wall, door, or drop down stair is sealed.
☐	Walls	Corners and headers are insulated. Junction of foundation and sill plate is sealed. Correct R-value insulation and U-factor Fenestration is installed.
☐	Windows and doors	Space between window/door jambs and framing is sealed.
☐	Rim joists	Rim joists are insulated and include an air barrier.
☐	Floors (including above garage and cantilevered floors)	Insulation is installed to maintain permanent contact with underside of subfloor decking. Air barrier is installed at any exposed edge of floor/insulation.
☐	Crawlspace walls	Insulation is permanently attached to walls. Exposed earth in unvented crawlspaces is covered with Class I vapor retarder with overlapping joints taped.
☐	Shafts, penetrations	Duct shafts, utility penetrations, knee walls and flue shafts opening to exterior or unconditioned space are sealed.
☐	Narrow cavities	Batts in narrow cavities are cut to fit, or narrow cavities are filled by sprayed/blown insulation.
☐	Garage separation	Air sealing is provided between the garage and conditioned spaces.
☐	Recessed lighting	Recessed light fixtures are airtight, IC rated and sealed to drywall. Exception - fixtures in conditioned spaces.
☐	Plumbing and wiring	Insulation is placed between outside and pipes. Batt insulation is cut to fit around wiring and plumbing, or sprayed/blown insulation extends behind piping and wiring.
☐	Shower/tub on exterior wall	Showers and tubs on exterior walls have insulation and an air barrier separating them from the exterior wall.
☐	Electrical/phone boxes on exterior walls	Air barrier extends behind boxes or air sealed type boxes are installed.
☐	Common wall	Air barrier is installed in common wall between dwelling units.
☐	HVAC register boots	HVAC register boots that penetrate building envelope are sealed to subfloor or drywall.
☐	Fireplace	Fireplace walls include an air barrier.

By signing below, I verify the components listed above have been installed per the above criteria, the Approved Plans, the Certification of Plan Approval, and the 2013 RCO or 2009 IECC as applicable. NOTE: This completed form is required to be submitted to the Lake County Building Department for review prior to requesting a final inspection.

Verifier (Print Name): _____ **Company:** _____

(Signature): _____ **Address:** _____

Date: _____ **City/State:** _____

Phone: _____

Lake County Department of Utilities
Sewer and Water Availability Notice

The following property or properties have been reviewed for the **availability** of water or sanitary sewer service **only**:

Contractor: _____

Subdivision: _____ City/Twp: _____

Property Address	Parcel Number	Lot Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

FOR UTILITIES OFFICE USE ONLY

Lake County Utility Services Available

☐ L.C.D.U. Sanitary Sewer Service is available for the above property or properties

☐ L.C.D.U. Domestic Water Service is available for the above property or properties

Lake County Utility Services NOT Available

☐ L.C.D.U. Sanitary Sewer Service is NOT available for the above property or properties

☐ L.C.D.U. Domestic Water Service is NOT available for the above property or properties

Comments: _____

_____

Utility Services from Alternate Provider

☐ Sanitary Sewer Service may be available from an alternate service provider

☐ Domestic Water Service may be available from an alternate service provider

Reviewed By: _____ Date _____

Lake County Department of Utilities Fax Number: (440) 350-5784. Lake County Building Department Fax Number: (440) 350-2660

Lake County Building Department

Square Footage Form

PLEASE FILL OUT AND SUBMIT WITH BUILDING PLANS

GENERAL CONTRACTOR/OWNER NAME:_____

ADDRESS OF CONSTRUCTION:_____

NEW DWELLINGS

1st Floor Square Footage _____

2nd Floor Square Footage _____

FINISHED **Basement Sq Ftg** _____

ATTACHED **Garage Sq Ftg** _____

Covered Porch (es) Sq Ftg _____

Covered Deck (s) Sq Ftg _____

Total Sq Ftg _____ **(TOTAL OF COLUMN)**

ADDITIONS, ALTERATIONS, GARAGES, ACCESSORY BUILDINGS, MISCELLANEOUS

1st Floor Square Footage _____

2nd Floor Square Footage _____

FINISHED **Basement Sq Ftg** _____

Total Sq Ftg _____ **(TOTAL OF COLUMN)**

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INSPECTION REQUIREMENTS

- **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.**

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www.lakecountyohio.gov/buildinginspection

INSPECTION REQUIREMENTS

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.**

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
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INSPECTION REQUIREMENTS

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**

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INSPECTION REQUIREMENTS

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.

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INSPECTION REQUIREMENTS

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).

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INSPECTION REQUIREMENTS

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, Ohio

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www.lakecountyohio.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

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.**

REVISED 4/2013

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.

REVISED 11-2008

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

RESIDENTIAL BUILDING PERMIT FEES

Basic Permit Fee – New Dwellings	$120 + .04 per sq ft
Additions / Alterations / Detached Garages / Accessory Buildings	$50 + .04 per sq ft
Decks	$50
Foundations Only (Manufactured Homes) includes Basic Permit Fee for New Dwellings	$170
Finished Basements	$50 + .04 per sq ft
Retaining Wall	$50
Demolitions	$50
Fireplace, Wood Stove, Chimney, Chimney Liners (existing structure)	$50
Hot Tubs/ Swimming Pools (over 24" deep) No electrical	$50
Hot Tubs/ Swimming Pools (over 24" deep) with electrical	$75
Consultation	$50
Request for Permit Extension	$50
Additional Fee if Stop Work Order Posted Fee must be paid prior to scheduling final inspection.	$120
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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RESIDENTIAL ELECTRICAL PERMIT FEES

Basic Permit Fee (Required unless otherwise noted)	$50
New Dwellings (One, Two or Three-Family) and Additions	.025 per sq ft
New Service / Change / Upgrade (If over 200 Amps requires Electrical Diagram and Plan Review Fee)	$35
Temporary Power Pole (Separate Permit required w/Basic Fee)	$35
Subfeed after Main Disconnect	$35
Duplex Outlets, Receptacles, Switches, Fixtures	$0.50
Power Outlets (Ranges, Dryers, Motors)	$5
Electric Heat: (Baseboard)	$8
Heat Pump	$40
Generators (requires Electrical and Gas Piping Diagrams and Separate Permit w/Basic Fee & Plan Review Fee)	$45
Transformers: Step up / down (not under Power Co. control)	$15
Electric to Septic System (Separate Permit required w/Basic Fee)	$30
Plan Review Fee	$50
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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Lake County, Ohio

RESIDENTIAL MECHANICAL PERMIT FEES

Basic Permit Fee (Required)	$50
Heating - each system	$35
Air Conditioning – each system	$35
Heat Duct Extensions – each system	$25
Unit Equipment – each system	$25
Fuel Gas Piping - each gas outlet (Separate Permit required with Basic Fee)	$4
Hydronic / Hot Water or Steam each system (Separate Permit required with Basic Fee)	$25
Hydronic / Hot Water or Steam Extensions - each system (Separate Permit required with Basic Fee)	$25
Plan Review Fee	$50
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