



Lake County, Ohio

## 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)

### ADMINISTRATION & STANDARDS

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

#### JURISDICTION

Concord Township

Fairport Harbor Village

Grand River Village

Kirtland City

Kirtland Hills

Lakeline Village – Residential Only

Leroy Township

Madison Township

Madison Village

Mentor-on-the-Lake

Painesville Township

North Perry Village

Perry Township

Perry Village

Timberlake Village – Residential Only

Waite Hill – Residential Only

Wickliffe – All Commercial and Residential Electric Only

Willoughby Hills – Commercial Only

Willowick – Commercial Only



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### PERMIT INFORMATION

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

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

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

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

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

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

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



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### CONTRACTOR REGISTRATIONS

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



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### SUBMITTING FOR A COMMERCIAL BUILDING PERMIT Page 1 of 2

1. **SUBMIT (4) FOUR COMPLETE SETS OF PLANS**, specifications, and data for commercial and/or industrial construction sealed by a State of Ohio Registered Design Professional, along with a completed Application for Commercial Building Permit Plan Review.
  - A. All submittals must include FOUR complete sets of drawings, in accordance with Section 106 of the 2011 Ohio Building Code (OBC), including site 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, Electrical, and Energy Efficiency 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. 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.
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 OBC. Drawings shall also clearly indicate 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. Spaces shall be identified by appropriate code appellations (use).
4. **FIRE AUTHORITY (for commercial and / or industrial construction)** - Pursuant to the 2011 OBC, Section 106: 106.1.2(5), if you are submitting drawings to the Lake County Building Department for a commercial permit applicant, you must also immediately submit one additional 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 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, as 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 and stamp the grade/site plan.
9. **LAKE COUNTY DEPARTMENT OF UTILITIES SEWER & WATER AVAILABILITY NOTICE FORM** (for new structures) – signed by the Lake County Utilities Department.
10. **LAKE COUNTY SOIL & WATER CONSERVATION DISTRICT** - Submit a copy of the Approval Letter from the Lake County Soil and Water District if applicable.
11. **LAKE COUNTY ENGINEER / STORMWATER MANAGEMENT DEPT** – Approval stamped on site plan (See Item # 12) if applicable.
12. **SUBMIT A SITE PLAN** with all required approvals **ON ONE SITE PLAN**: Lake County Engineers / Stormwater Management or your Local Jurisdiction Engineer, Lake County Soil & Water District, and the Lake County Health Department, if applicable.
13. **REVISED / AMENDED DOCUMENTS / INFORMATION SUBMITTED MUST INCLUDE (4) FOUR COMPLETE SETS** sealed by a State of Ohio Registered Design Professional, specifications, and data for commercial and/or industrial construction, along with a completed Application for Commercial Building Permit Plan Review.
14. **STATE 3% PERCENT FEE**: Pursuant to 3781.102 (F) (1) of the Ohio Revised Code all commercial permits and plan reviews shall be charged a 3% state tax.

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



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### **SUBMITTING FOR A RESIDENTIAL BUILDING PERMIT** Page 1 of 3

1. **SUBMIT (2) TWO COMPLETE SETS OF PLANS** along with a completed Application for Residential Building Permit Plan Review.
2. Buildings or structures located in flood hazard areas must contact the Lake County Engineer's Office before applying for a building permit.
3. All plans submitted shall bear sufficient information 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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### **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.





## **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

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### 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

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#### 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

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#### 5. FIREPLACE INSPECTION:

- A. **Masonry** - to be inspected at top of smoke chamber when first flue tile is set and smoke chamber 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

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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).
- C. For residential projects: **Building Envelope Tightness Test Verification Form** (Blower Door) and/or the **Third Party Visual Inspection Form** and the **Duct Tightness Test Verification Form** when required.



## 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.

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### 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.

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.

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.





Lake County, Ohio

## 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](http://www.lakecountyoohio.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

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