

# RESIDENTIAL

Submittal

Package



*Lake County, Ohio*

Lake County Building Inspection

105 Main St., Building B,

Second Floor

Painesville, Ohio 44077

440-350-2636

## 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 **Jurisdictions**. 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.

### JURISDICTIONS

Concord Township

Painesville City

Fairport Harbor Village

Painesville Township

Grand River Village

North Perry Village

Kirtland City

Perry Township

Kirtland Hills

Perry Village

Lakeline Village - Residential Only

Timberlake Village - Residential Only

Leroy Township

Waite Hill- Residential Only

Madison Township

Wickliffe - All Commercial and Residential  
Electric Only

Madison Village

Willoughby Hills

Mentor-on-the-Lake

Willowick

## 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 ensure 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.

**TWENTY-FOUR (24)-HOUR NOTICE:** A minimum of 24 hours is required for ALL INSPECTIONS. Inspection requests must be received by 3:00 p.m. for an inspection the following business day; however, there may be times when we our schedule fills up quickly and more notice may be needed.

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

**RE-INSPECTION FEES:** A re-inspection 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.

### **Contractor Registrations**

- Contractors must register annually using the appropriate form provided by the Lake County Building Department - bonding and insurance is not required.
- It is the contractor's responsibility to follow all local municipality rules, regulations and registration requirements. This registration does not take the place of any local municipal requirements, please check with the local municipality for any additional requirements.

The following contractors are registered annually (January-December):

- General
- Electrical - requires copy of State of Ohio Electrical License
- HVAC - requires copy of State of Ohio HVAC 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
- Plumbing - requires copy of State of Ohio Plumbing Certificate

### SUBMITTING FOR A RESIDENTIAL BUILDING PERMIT

1. SUBMIT (2) TWO COMPLETE SETS OF PLANS along with a completed Application for Residential Building Permit Plan Review. A submittal fee is required to be paid upon submittal of plans.
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.

#### 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 must 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
- F. Exterior Wall Envelope: The residential construction documents shall provide details of the exterior wall envelope as required, including flashing, intersections with dissimilar materials, comers, 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 2019 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 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 this code, data substantiating all required fire-resistance ratings including details showing how penetrations will be made for electrical, mechanical, plumbing, and communication conduits, pipes, and systems, and the materials and methods for maintaining the required structural integrity, fire-resistance rating, and firestopping.
  - 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 2019RCO 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: As required by this code, 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.
4. ZONING PERMIT - Check with the local zoning inspector for requirements. Bring a copy of the zoning permit to the Building Dept if required. If a Zoning permit is not required please provide the name and number of the person you spoke to.
  5. SITE PLANS - Submit required number of site plans to the local zoning inspector, Lake County Soil & Water, Lake County Engineer/Stormwater Management, 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 State of Ohio and Lake County Health District requirements, contact the Lake County Health District at 440-350-2543. 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 District, 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 Building Department, Tel: 440-350-2636.



Lake County, Ohio

LAKE COUNTY BUILDING DEPARTMENT  
105 MAIN ST., BUILDING B, SECOND FLOOR, PAINESVILLE, OHIO 44077  
TEL: 440-350-2636 440-918-2636 800-899-LAKE Ext. 2636 FAX: 440-350-2660  
[www.lcbd@lakecountyohio.gov](mailto:www.lcbd@lakecountyohio.gov)

## LOCAL ZONING OFFICES

### Concord Township

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

### Fairport Harbor Village

Fairport Harbor  
105 Main St  
Painesville OH 44077 Tel:  
440-350-2740

### 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: 440-254-4601

### 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 City

66 Mentor Ave  
Painesville OH 44077  
Tel: 440-392-5931

### Painesville Township

Painesville Twp.  
55NyeRoad  
Painesville OH 44077  
Tel: 440-352-1443

### North Perry Village

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

### Perry Township

3 740 Center Road  
Perry OH 44081  
Tel: 440-259-5140

### Perry Village

3758 Center Road  
Perry OH 44081  
Tel: 440-259-2671

### 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,  
YOU MUST CONTACT THE  
LAKE COUNTY STORMWATER MANAGEMENT  
DEPARTMENT.  
LOCATED AT 105 MAIN ST, PAINESVILLE PHONE  
NUMBER (440)350-2770**

**CONCORD TWP  
GRAND RIVER VILLAGE  
KIRTLAND CITY  
KIRTLAND HILLS  
LAKELINE  
MADISON TOWNSHIP  
MADISON VILLAGE  
MENTOR-ON-THE-LAKE  
PAINESVILLE TOWNSHIP  
PERRY TWP (LAKE COUNTY ENGINEER)  
PERRY VILLAGE  
WILLOUGHBY HILLS  
WILLOWICK**

**IF YOU ARE BUILDING IN THE AREA BELOW, CALL MUNICIPALITY FOR  
INFORMATION ON LOCATIONS BELOW**

**LEROY TWP  
NORTH PERRY VILLAGE  
PAINESVILLE CITY  
WAITE HILL  
WICKLIFFE**

**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.



# LAKE COUNTY BUILDING DEPARTMENT

105 MAINST., BUILDING B, SECOND FLOOR,  
PAINESVILLE, OHIO 44077  
Tel: 440-350-2636 440-918-2636 Fax: 440-350-2660  
www.lcbd@lakecountyohio.gov

## APPLICATION FOR RESIDENTIAL BUILDING PERMIT PLAN REVIEW

DATE OF SUBMISSION: \_\_\_\_\_

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

- All submittals must include TWO (2) complete sets of drawings including plot plan and a complete description of all work to be performed. There is also a plan submittal fee (See fee sheet or call the Building Dept.)
- 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.
- 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.
- 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.
- It is the duty of the general contractor/ homeowner to ensure 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.**
- 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.
- 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.
- 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.**  
By signing this application, you and the entity you represent are agreeing to be obligated and pay for any additional review time and other fees associated with this project. You are further agreeing that failure to pay within 30 days of being billed may result in legal action and refusal of all future applications or permits until your account is brought current.

**HOMEOWNER:**

PRINTED NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
TEL# ( \_\_\_\_\_ FAX# ( \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**GENERAL CONTRACTOR:** (If different than homeowner)

PRINTED NAME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
NAME OF FIRM: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
TEL# ( \_\_\_\_\_ EMAIL: \_\_\_\_\_

# LAKE COUNTY BUILDING DEPARTMENT

## APPLICATION FOR RESIDENTIAL BUILDING PERMIT PLAN REVIEW

READ INSTRUCTIONS BEFORE COMPLETING FORM - Page 1 of 2 - PLEASE PRINT OR TYPE

DATE SUBMITTED: \_\_\_\_\_

STREET ADDRESS OF CONSTRUCTION: \_\_\_\_\_ S/L # \_\_\_\_\_

CITY/TOWNSHIP: \_\_\_\_\_ PERM PARCEL #: \_\_\_\_\_

**PROJECT TYPE:** (Check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> New Dwelling   | <input type="checkbox"/> Demolition  |
| <input type="checkbox"/> Addition   | <input type="checkbox"/> Frame   |
| <input type="checkbox"/> Alteration   | <input type="checkbox"/> Brick   |
| <input type="checkbox"/> Accessory Structure  | <input type="checkbox"/> Pool  |
| <input type="checkbox"/> Deck   | <input type="checkbox"/> Finished Basement   |
| <input type="checkbox"/> Basement <input type="checkbox"/> w/plumbing <input type="checkbox"/> w/o plumbing | <input type="checkbox"/> Change of use   |
| <input type="checkbox"/> Crawlspace   | <input type="checkbox"/> Garage <input type="checkbox"/> car <input type="checkbox"/> Attached <input type="checkbox"/> Detached |
| <input type="checkbox"/> Slab   | <input type="checkbox"/> Other _____   |

NUMBER OF STORIES \_\_\_\_\_

NUMBER OF FIREPLACES \_\_\_\_\_ FIREPLACE TYPE \_\_\_\_\_ WOODBURNER \_\_\_\_\_ HEATING SYSTEM \_\_\_\_\_

FUEL TYPE \_\_\_\_\_ NUMBER OF FUEL PIPING OUTLETS \_\_\_\_\_

IS CONSTRUCTION IN THE FLOODPLAIN  YES  NO

FIRE PROTECTION SYSTEM: Fire Sprinkler None  Partial  Total

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: \_\_\_\_\_

**NEW DWELLINGS**

Square Footage  
1<sup>st</sup> Floor \_\_\_\_\_  
2<sup>nd</sup> Floor \_\_\_\_\_  
Finished Basement \_\_\_\_\_  
Attached Garage Sq Ft \_\_\_\_\_  
Covered Porch(es) \_\_\_\_\_  
Covered Deck(s) \_\_\_\_\_  
TOTAL \_\_\_\_\_ SQ FT

**ADDITONS, ALTERATIONS, MISC**

Square Footage  
1<sup>st</sup> Floor \_\_\_\_\_  
2<sup>nd</sup> Floor \_\_\_\_\_  
Finished Basement \_\_\_\_\_  
TOTAL \_\_\_\_\_ SQ FT



Fixture	Quantity	Fixture	Quantity	Fixture	Quantity
Air Admittance Valve		Ice Bin		Sink – 3 Compartment	
Air Hammer Arrestor		Ice Machine (not refrigerator)		Sink, Bar	
Automatic Clothes Washer		Indirect Waste Connection		Sink, Exam Room	
Bath Tub		Interceptor, Garage/Oil		Sink, Floor	
Backflow Device		Interceptors Grease		Sink, Hand Washing	
Beverage Machines		Interceptors Solid		Sink, Kitchen	
Clean Outs		Laundry Tub		Sink, Service	
Check Valves/Water		Lavatory		Sink, Food Prep	
Coffee Maker		Pedicure Chair		Steamer	
Dish Washer		Piping System, Sanitary		Sump Pump	
Drains, Roof Storm		Piping System, Storm		Tempering Valve	
Drains, Secondary, Roof		Piping System, Water		Trap Primer	
Expansion Tank		Plaster Trap		Urinals	
Eye Washer/Emergency Shower		Pressure Reducer Valve		Vacuum Drain Outlet	
Floor or Trench Drain		Remove & Cap Fixture		Vacuum Drainage System	
Food Cooler connection		Scupper		Vacuum Relief Valve	
Fountain, Drinking/Water Cooler		Sewage/Ejector		Water Closet	
Garbage Disposal		Shampoo Bowl		Water Filter/Treatment	
Hose Bib		Shower		Water Heater	
Hot Water Recirculation System				Whirlpool Tub	
Hub Drain					

## 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: \_\_\_\_\_

<u>Property Address</u>	<u>Parcel Number</u>	<u>Lot Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### **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



# COUNTY OF LAKE

DEPARTMENT OF  
LAKE COUNTY BUILDING INSPECTION  
105 MAIN ST, SECOND FLOOR  
PAINESVILLE, OH 44077

PAINESVILLE  
440-350-2636

CLEVELAND  
440-918-2636

TOLL FREE  
800-899-5253 x2636

## Residential Energy Compliance Declaration Form

**Job Site Address:** \_\_\_\_\_

**Applicant shall indicate the energy compliance option below: Check ONE option below.**

- 1) 2019 RCO Prescriptive, 1101.14 through 1104. (check one of the following);**
- 1a** Simplified prescriptive, 1102.1.
  - 1b** UA Alternative, 1102.1.5. (attach RES-CHECK per 2018 IECC)
- 2) 2019 RCO Simulated Performance Alternative, 1105. (attach Ecotrope, REM/Rate, Energyguage USA, DOE-2, or other)**
- 3) 2019 RCO Energy Rating Index (ERI), 1106. (attach Ecotrope, REM/Rate, Energyguage USA, or other) \***
- \* Air leakage testing (blower door) & verification report required-5 ACH or less.
  - \* Duct leakage (tightness) testing & verification report required, if outside conditioned space.
  - \* Mechanical ventilation required per RCO 1103.6, 1105.2, and 1106.2.
- 4) 2019 RCO OHBA Alternative, 1112. (check one of the following); \*\***
- 4a** Compliance path #1, 1112.1.2
  - 4b** Compliance path #2, 1112.1.2
- \*\* Air leakage testing (blower door) & verification report required-less than 5 ACH.
  - \*\* Duct leakage (tightness) testing & verification report required, if outside conditioned space.
  - \*\* Mechanical ventilation required per RCO 303.4.
- 5) 2018 IECC R (check one of the following); \*\*\***
- 5a** Simplified prescriptive, R402.1
  - 5b** Total UA alternative, R402.1.5. (attach RESCHECK per 2018 IECC)
  - 5c** Simulated Performance Alternative, R405. (attach Ecotrope, REM/Rate, Energyguage USA, or other)
  - Energy Rating Index, R406. (attach Ecotrope, REM/Rate, Energyguage USA, or other)
- \*\*\*Air leakage testing (blower door) & verification report required-3 ACH or less. R402.4.1.2.
  - \*\*\* Duct leakage (tightness) testing & verification report required, if outside conditioned space. R403.3.3.
  - \*\*\* Mechanical ventilation required per R403.6.
- 6) 2019RCO Existing Buildings, 1107, 1108, 1109, 1110, and 1111 Existing buildings (additions, alterations repairs, and change of occupancy / use) shall comply with these sections.**



# COUNTY OF LAKE

DEPARTMENT OF  
LAKE COUNTY BUILDING INSPECTION  
105 MAIN ST, SECOND FLOOR  
PAINESVILLE, OH 44077

PAINESVILLE  
440-350-2636

CLEVELAND  
440-918-2636

TOLL FREE  
800-899-5253 x2636

## **Helpful information for completing LCBD Energy Declaration Form**

### **THIS FORM MUST BE PROVIDED IF ANY OF THE FOLLOWING APPLY:**

**1 – FOR ALL NEW DWELLINGS, 2 – FOR ALL ADDITIONS TO AN EXISTING DWELLING, 3 - FOR ANY INTERIOR ALTERATIONS THAT INCLUDE MODIFICATIONS TO EXTERIOR THERMAL ENVELOPE (EXTERIOR WALLS, INSULATED CEILINGS, INSULATED FLOORS AT UN-CONDITIONED CRAWL SPACES, EXTERIOR WALLS FOR FINISHED BASEMENTS, ETC.).**

### **IF YOUR PROJECT REQUIRES AN ENERGY DECLARATION FORM, YOUR PLAN SUBMITTAL MUST INCLUDE A COMPLETED RESIDENTIAL ENERGY DECLARATION FORM. FAILURE TO SUBMIT THIS FORM MAY RESULT IN DELAY IN PROCESSING/APPROVING YOUR PLANS.**

**OPTION #1 – THIS OPTION IS BEST SUITED FOR NEW DWELLINGS THAT INCORPORATE 2 x 6 EXTERIOR WALL FRAMING. FOUNDATION/SLAB INSULATION MAY BE REQUIRED.**

**OPTIONS 2 AND 3 – THESE OPTIONS ARE BEST SUITED FOR NEW DWELLINGS AND INCORPORATE AN ALTERNATIVE CALCULATION METHOD, THESE OPTIONS MUST INCLUDE CORRESPONDING CALCULATION PACKAGE AND MUST INDICATE AS “PASSED”.**

**OPTION #4 (4a AND 4b) – THESE OPTIONS ARE BEST SUITED FOR NEW DWELLINGS THAT INCORPORATE 2 X 4 EXTERIOR WALL FRAMING. FOUNDATION/SLAB INSULATION MAY BE REQUIRED. (4a REQUIRES R15 IN EXT. WALLS, 4b ALLOWS R13 IN EXT. WALLS. BOTH OPTIONS REQUIRE R49 IN CEILINGS).**

**OPTION # 5 – SEE BELOW:**

**OPTION 5a - THIS OPTION IS BEST SUITED FOR NEW DWELLINGS THAT INCORPORATE 2 x 6 EXTERIOR WALL FRAMING. FOUNDATION/SLAB INSULATION MAY BE REQUIRED.**

**OPTIONS 5b, 5c, AND 5d - THESE OPTIONS ARE BEST SUITED FOR NEW DWELLINGS AND INCORPORATE AN ALTERNATIVE CALCULATION METHOD, THESE OPTIONS MUST INCLUDE A CORRESPONDING CALCULATION PACKAGE AND MUST INDICATE AS “PASSED”.**

**OPTION #6 – THIS OPTION CAN BE USED FOR ALL ADDITIONS, ALTERATIONS, REPAIRS, ETC.**

**NOTE; ALL NEW DWELLINGS ARE REQUIRED TO PASS AN ENVELOPE TIGHTNESS TEST (BLOWER DOOR) CORRESPONDING WITH ACH PER OPTION CHOSEN. DUCT TIGHTNESS TEST IS REQUIRED WHEN DUCTS ARE INSTALLED OUTSIDE THE THERMAL BOUNDARY OF THE BUILDING (UNCONDITIONED CRAWL SPACES, UNCONDITIONED ATTICS, ETC.).**



## 2019 Residential Code of Ohio (RCO) System Description Form

Applicant/General Contractor: \_\_\_\_\_ Homeowner: \_\_\_\_\_

Office Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Homeowner Phone #: \_\_\_\_\_

Project Description: \_\_\_\_\_

Address of Project: \_\_\_\_\_ City/Township: \_\_\_\_\_

### Electrical System Description

**Note:** Provide a detailed electrical diagram for services over 200 amps for review and approval. (See electrical fee schedule)

Service Size (Amps)	Size of Service Entrance Conductors	Panel Location(s)	Number of Sub-Panels	Service Type
<input type="checkbox"/> 100 Amp <input type="checkbox"/> 200 Amp <input type="checkbox"/> Over 200 Amp				<input type="checkbox"/> Overhead  <input type="checkbox"/> Underground

### HVAC System Description

For additions / alterations – Existing System, **Providing Duct Extensions Only.**

Heating Equipment Type, Size & Efficiency. For New or Replacement Systems			Design Heat Loss (BTU/H)	Type of Fuel	Location of Equipment
<input type="checkbox"/> Forced Air <input type="checkbox"/> Boiler <input type="checkbox"/> Heat Pump <input type="checkbox"/> Electric <input type="checkbox"/> Geothermal	BTU/H _____ Eff. _____ BTU/H _____ Eff. _____ BTU/H _____ Eff. _____ BTU/H _____ Eff. _____ KW (BTU/H) _____ Eff. _____			<input type="checkbox"/> Natural Gas <input type="checkbox"/> LP <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Other	<input type="checkbox"/> Basement <input type="checkbox"/> Attic <input type="checkbox"/> Closet <input type="checkbox"/> Crawl Space <input type="checkbox"/> Outdoor
Cooling Equipment Type, Size & Efficiency/ For New & Replacement Systems			Design Heat Gain (BTU/H)	Location of Equipment	
<input type="checkbox"/> AC <input type="checkbox"/> Heat Pump <input type="checkbox"/> Geothermal	BTU/H _____ Eff. _____ BTU/H _____ Eff. _____ KW (BTU/H) _____ Eff. _____			<input type="checkbox"/> Outdoor <input type="checkbox"/> Other _____	
Area of Conditioned Space (sq. ft.)			Duct Size (Supply and Return)		

### New Dwelling Mandatory Mechanical Ventilation (RCO 303.4)

Sizing and ventilation rates shall be the responsibility of the owner. Indicate below type of system being used.

- Continuous whole house per RCO TBL 1505.4.3(1)
- Intermittent whole house per RCO TBL 1505.4.3(2)

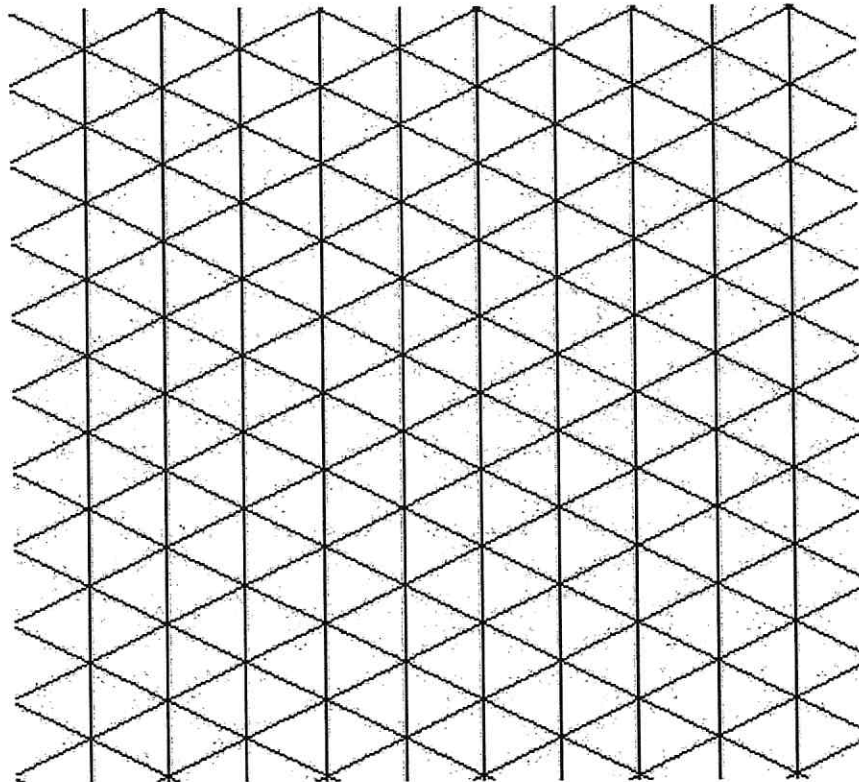
### Fuel Gas System Description

Number of Fuel Gas Outlets	Size of Fuel Gas Main

## Plumbing System Description

ITEM	No.	ITEM	No.	ITEM	No.
Water Closet		Laundry Tub		Pressure Reducing Valve	
Lavatory Sink		Floor Sink		Garbage Disposal	
Hot Tub		Sump Pump		Clothes Washer	
Kitchen Sink		Floor Drain		Dishwasher	
Bathtubs / Showers		Hot Water Heater		Backflow Device	
Water Heater:	Location:	Basement <input type="checkbox"/>	Garage <input type="checkbox"/>	Attic <input type="checkbox"/>	Other <input type="checkbox"/>
	Fuel Type:	Natural Gas / Propane <input type="checkbox"/>	Electric <input type="checkbox"/>	Other _____	
	Capacity:	BTU: _____	Gallons: _____	Tankless <input type="checkbox"/>	
Water Service:	Type:	Copper <input type="checkbox"/>	PVC / Plastic <input type="checkbox"/>	Other _____	
	Size:	3/4" <input type="checkbox"/>	1" <input type="checkbox"/>	1 1/4" <input type="checkbox"/>	1 1/2" <input type="checkbox"/>

**Isometric Plan:** (use separate sheet if needed)





# LAKE COUNTY

DEPARTMENT OF  
LAKE COUNTY BUILDING INSPECTION  
105 MAIN ST, SECOND FLOOR  
PAINESVILLE, OH 44077

PAINESVILLE  
440-350-2636

CLEVELAND  
440-918-2636

TOLL FREE  
800-899-5253 x2636

## Helpful information for completing LCBF Systems Description Form

**IF YOUR PROJECT INCLUDES ALTERATIONS, ADDITIONS, REPLACEMENTS OF/TO ANY OF THE FOLLOWING SYSTEMS, YOUR PLAN SUBMITTAL MUST INCLUDE A COMPLETED SYSTEMS DESCRIPTION FORM. FAILURE TO SUBMIT THIS FORM MAY RESULT IN DELAY IN PROCESSING/APPROVING YOUR PLANS;**

**1-ELECTRICAL SYSTEMS, 2-HVAC SYSTEMS (INCLUDING HYDRONICS), 3-FUEL GAS SYSTEMS (NATURAL GAS, PROPANE, FUEL OIL, ETC), OR 4-PLUMBING SYSTEMS (WATER DISTRIBUTION AND/OR SANITARY DRAINAGE).**

### **ELECTRICAL SYSTEMS DESCRIPTION**

- > NEW DWELLINGS, ADDITIONS/ALTERATIONS WITH SERVICE UPGRADES – COMPLETE ALL SECTIONS.
- > ADDITIONS/ALTERATIONS – COMPLETE ALL SECTIONS AS FOLLOWS;
  - 1) SERVICE SIZE – INDICATE SIZE (IN AMPS) OF EXISTING SERVICE AND NOTE “EXISTING SERVICE”.
  - 2) SIZE OF CONDUCTORS – INDICATE SIZE OF EXISTING SERVICE CONDUCTORS.
  - 3) PANEL LOCATION – LOCATION OF “EXISTING MAIN PANEL”, LOCATION OF “EXISTING SUB PANEL”, AND IF APPLICABLE, LOCATION OF “NEW SUB PANEL”. IF NO INDICATIONS ARE MADE FOR NEW SUB PANEL, IT WILL BE ASSUMED THAT PANELS ARE EXISTING AND PROJECT CONSISTS OF NEW CIRCUITS ONLY.
  - 4) SERVICE TYPE – INDICATE IF NEW OR EXISTING SERVICE IS OVERHEAD OR UNDERGROUND.

### **HVAC SYSTEMS DESCRIPTION**

- > NEW DWELLINGS, REPLACEMENT SYSTEMS, ADDITIONS/ALTERATIONS WITH NEW SYSTEMS – COMPLETE ALL SECTIONS, FOR NEW DWELLINGS MUST ALSO INDICATE MANDATORY VENTILATION TYPE BEING PROVIDED.
- > ADDITIONS/ALTERATIONS – IF EXISTING SYSTEMS ARE TO REMAIN, AND DUCTS ARE BEING RE-LOCATED, AND/OR EXTENDED, CHECK THE BOX “PROVIDING DUCT EXTENSIONS ONLY”. IF HYDRONICS ARE BEING EXTENDED, CHECK THE SAME BOX AND WRITE “HYDRONICS” AFTER THAT LINE ITEM.

### **FUEL GAS DESCRIPTION**

- > INDICATE THE SIZE OF NEW OR EXISTING GAS MAIN.
- > INDICATE THE NUMBER OF NEW, RELOCATED, EXTENDED, FUEL GAS OUTLETS RELATING TO YOUR PROJECT.

### **PLUMBING SYSTEM DESCRIPTION**

FOR ALL NEW DWELLINGS AND ANY ADDITIONS/ALTERATIONS/REPAIRS REQUIRING ALTERATIONS TO, EXTENSIONS OF, REPLACEMENTS OF WASTE AND/OR VENT PIPING, PLAN SUBMITTAL MUST INCLUDE A WASTE/VENT ISOMETRIC DRAWING (SEE REVERSE SIDE FOR AN EXAMPLE). THIS MUST BE INCLUDED.

- 1) PROVIDE NUMBER OF EACH INDIVIDUAL FIXTURE TYPES ASSOCIATED WITH YOUR PROJECT.
- 2) PROVIDE ALL INFORMATION FOR QUANTITY, TYPE, CAPACITY, ETC. OF NEW, REPLACEMENT, OR EXISTING WATER HEATER(S) – IF EXISTING, PLEASE NOTE AT “OTHER”, “EXISTING TO REMAIN”.
- 3) PROVIDE TYPE AND SIZE OF NEW OR EXISTING WATER SERVICE MAIN, IF EXISTING, PLEASE NOTE AT “OTHER”, “EXISTING”.
- ▶ PERMIT IS REQUIRED FOR REPLACEMENT OF TUB AND/OR SHOWER UNIT, AND/OR THEIR ASSOCIATED FAUCETS, VALVES, ETC.
- ▶ PERMIT IS NOT REQUIRED FOR REPLACEMENTS OF OTHER FAUCETS, FIXTURES, ETC. IF THEY ARE TO BE REPLACED LIKE FOR LIKE.

**NOTE; SOME INFORMATION REGARDING THIS FORM MAY NEED TO BE PROVIDED TO YOU BY YOUR SUB-CONTRACTORS. ALL SECTIONS NOTED MUST BE COMPLETED.**



Lake County, Ohio

**LAKE COUNTY BUILDING DEPARTMENT**  
 105 Main St, Second Floor, Painesville, Ohio 44077  
 TEL: 440-350-2636 440-918-2636 800-899-LAKE Ext. 2636 FAX: 440-350-2660  
 www.lakecountyohio.gov - lcbd@lakecountyohio.gov

## BUILDING ENVELOPE TIGHTNESS TEST VERIFICATION FORM

For compliance with the 2019 Residential Code of Ohio (RCO) Section 1102.4.2.1 and Section 1105.2.4.2.1  
*and*  
 2018 International Energy Conservation Code (IECC) Section 402.4.2.1

**JOB SITE ADDRESS:** \_\_\_\_\_

*Street Address & City/Township*

**Instructions:** This form (*fillable pdf*) shall be used to report the Building Envelope Tightness test results to the Lake County Building Department. *This form shall not be used to report the "air exchange rate" where the energy efficiency of the building is based on the standard reference design and proposed design provisions of IECG Section 405: Simulated Performance Alternative. The "air exchange rate" shall be reported in the compliance report required by IECG Section 405.4.2.*

Enter the street address of the test above, indicate below the testing pressure and the Air Changes per Hour (ACH), and (check) Yes= "Y" or No= "N" to the list of conditions of the test.

Testing Pressure \_\_\_\_\_ Pascals

Air Changes per Hour (ACH): \_\_\_\_\_

CONDITIONS OF THE TEST		
Y	N	Check the Yes = "Y" or No = "N" column to <u>ALL</u> of the following questions:
		1. Exterior windows and doors, fireplace and stove doors were closed, but not sealed;
		2. Dampers were closed, but not sealed; including exhaust, intake, makeup air, back draft, and flue dampers;
		3. Interior doors were open;
		4. Exterior openings for continuous ventilation systems and heat recovery ventilators were closed and sealed;
		5. Heating and cooling system(s) were turned off;
		6. HVAC ducts were not sealed; and
		7. Supply and return registers were not sealed.

**I verify the test results and conditions indicated above have been conducted per the above criteria. the Approved Plans, the Certification of Plan Approval, and the 2019 RCO or 2018 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: \_\_\_\_\_



## DUCT TIGHTNESS TEST VERIFICATION FORM

For showing compliance with the 2019 Residential Code of Ohio (RCO) Section 1103.2.2  
and the 2018 International Energy Conservation Code (IECC) Section 403.2.2

**JOB SITE ADDRESS:** \_\_\_\_\_  
*Street Address & City/Township*

**Instructions:** This form (*fillable pdf*) shall be used to report the Duct Tightness test results to the Lake County Building Department. Complete all required information on either Page 1 or Page 2 as applicable for the test shown on the RCO Energy Compliance Declaration Form for this address to [lcdb@lakecountyohio.gov](mailto:lcdb@lakecountyohio.gov), only the applicable page to the Lake County Building Department for review prior to requesting a Final Inspection.

Enter the street address of the test above, then indicate (check) below the chosen compliance option shown on the RCO Energy Compliance Declaration Form for the building (see the Certification of Plan Approval attached to the approved plans).

- 2018 IECC (*complete Page 1 of this form as applicable*)
- 2019 RCO Sections 1101-1104, Prescriptive Method (*complete Page 1 of this form as applicable*)
- 2019 RCO Section 1105 "The Ohio Home Builder's Association (OHBA) Alternative Energy Code Option" (*complete PAGE 2 of this form as applicable*)

### PAGE 1

**This page is for indicating test results for compliance with the 2019 RCO Section 1103.2.2 (Prescriptive Method) and the 2018 IECC Section 403.2.2**

**RCO Section 1103.2.2 and IECC Section 403.2.2 Tests**

**POST-CONSTRUCTION TEST:**

Leakage to Outdoors:		CFM per 100 ft <sup>2</sup> of conditioned floor area
Total leakage:		CFM per 100 ft <sup>2</sup> of conditioned floor area

The system was tested at a pressure differential of 0.1 inch w.g. (25 Pa) across the entire system, including the manufacturer's air handler end closure. All register boots were taped or otherwise sealed during the test.

**ROUGH-IN TEST:**

Total leakage (where the air handler was <b>not</b> installed):		CFM per 100 ft <sup>2</sup> of conditioned floor area
Total leakage (where the air handler was installed):		CFM per 100 ft <sup>2</sup> of conditioned floor area

The system was tested at a pressure differential of 0.1 inch w.g. (25 Pa) across the roughed in system, including the manufacturer's air handler enclosure. All register boots were taped or otherwise sealed during the test.

**I verify the test results and conditions indicated above have been conducted per the above criteria, the Approved Plans, the Certification of Plan Approval, and the 2019 RCO or 2018 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, Ohio

## DUCT TIGHTNESS TEST VERIFICATION FORM

**For showing compliance with the 2019 Residential Code of Ohio (RCO) Section 1105.3.2.2**

**JOB SITE ADDRESS:** \_\_\_\_\_  
*Street Address & City/Township*

**Instructions:** Enter the street address of the test above, then indicate (check) below the chosen compliance option shown on the RCO Energy Compliance Declaration Form for the building (see the Certification of Plan Approval attached to the approved plans):

- 2019 RCO Section 1105 "The Ohio Home Builder's Association (OHBA) Alternative Energy Code Option" then indicate the OHBA Option Compliance Path below (*complete Page 2 of this form as applicable*).
- Compliance Path #1
- Compliance Path #2

### PAGE 2

**This page is for indicating test results for compliance with 2019 RCO Section 1105 "The Ohio Home Builder's Association (OHBA) Alternative Energy Code Option"**

**RCO Section 1105.3.2.2 OHBA Alternative Energy Code Option Tests**

**POST-CONSTRUCTION TEST:**

**Compliance Path #1**

Leakage to Outdoors:		CFM per 100 ft <sup>2</sup> of conditioned floor area
Total leakage:		CFM per 100 ft <sup>2</sup> of conditioned floor area

**Compliance Path #2**

Leakage to Outdoors:		CFM per 100 ft <sup>2</sup> of conditioned floor area
Total leakage:		CFM per 100 ft <sup>2</sup> of conditioned floor area

The system was tested at a pressure differential of 0.1 inch w.g. (25 Pa) across the entire system, including the manufacturer's air handler end closure. All register boots were taped or otherwise sealed during the test.

**ROUGH-IN TEST:**

**Compliance Path #1**

Total leakage (where the air handler was <b>not</b> installed):		CFM per 100 ft <sup>2</sup> of conditioned floor area
Total leakage (where the air handler was installed):		CFM per 100 ft <sup>2</sup> of conditioned floor area

**Compliance Path #2**

Total leakage (where the air handler was <b>not</b> installed):		CFM per 100 ft <sup>2</sup> of conditioned floor area
Total leakage (where the air handler was installed):		CFM per 100 ft <sup>2</sup> of conditioned floor area

The system was tested at a pressure differential of 0.1 inch w.g. (25 Pa) across the roughed in system, including the manufacturer's air handler enclosure. All register boots were taped or otherwise sealed during the test.

**Verify the test results and conditions indicated above have been conducted per the above criteria, the Approved Plans, the Certification of Plan Approval, and the 2019 RCO or 2018 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 BUILDING DEPARTMENT 27**

105 Main St. Second Floor, Painesville, Ohio 44077  
TEL: 440-350-2636, 440-918-2636 FAX: 440-350-2660  
[www.lakecountyohio.gov](http://www.lakecountyohio.gov) – [lcdb@lakecountyohio.gov](mailto:lcdb@lakecountyohio.gov)

**RESIDENTIAL FUEL PIPING PRESSURE ACCEPTANCE TEST CERTIFICATE**

Test Certification shall be submitted to the Lake County Building Department **PRIOR** to final inspection (RCO 108.2.9). Any fuel piping systems regulated by the 2019 RCO will require the permit holder to complete this certificate in its entirety.

DATE OF TEST: \_\_\_\_\_

TIME OF TEST: \_\_\_\_\_

<b><u>PROPERTY OWNER</u></b>	<b><u>PIPING SYSTEM INSTALLER</u></b>
Name:	Company Name:
Address:	Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone:	Representative:
Owner Contact:	State License #:
Telephone:	Telephone:
<b><u>TYPE OF FUEL - (NG) (LP) (OTHER) _____</u></b>	<b><u>PIPING SYSTEM MATERIAL(S)</u></b>
Test Medium:	<i>(CHECK ALL THAT APPLY)</i>
Working Pressure:	Steel Schedule 40:
Number of Fuel Outlets:	CSST:
Test Pressure:	Other:
Test Duration:	
Leak Test Performed?    YES    NO	
Piping system is bonded according to the 2013 RCO Section G2411 and if applicable the manufacture's installation requirements?    YES    NO	

I, hereby certify that the appropriate tests regarding the above system were performed in accordance with 2019 RCO Section G2417 code requirements and found to be compliant:

Date \_\_\_\_\_ (Sign Name) \_\_\_\_\_

(Print Name) \_\_\_\_\_



**LAKE COUNTY BUILDING DEPARTMENT**  
105 Main Street, 2<sup>nd</sup> Floor - Bldg. B, 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)  
[LCBD@lakecountyoohio.gov](mailto:LCBD@lakecountyoohio.gov)

Job Address: \_\_\_\_\_

## **INSPECTION REQUIREMENTS**

- JOB SITE ADDRESS** that is visible from the street and posted during entire construction project.
- JOB PLACARD POSTED IN PLAIN SIGHT**
- APPROVED JOB COPY. CONSTRUCTION DOCUMENTS MUST BE AVAILABLE ON ALL JOBS FOR ALL INSPECTIONS.** If approved construction documents are not on the job site, a re-inspection must be scheduled – **PLEASE NOTE A RE-INSPECTION FEE WILL BE ASSESSED.**
- RE-INSPECTION FEES** – A re-inspection fee will be charged when the inspector must return to the job site that was not ready, building was locked and inspector could not gain access, 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.
- SCHEDULING INSPECTIONS** – Minimum of Twenty-four (24) hour notice is required for **all inspections**. Inspection requests must be received by 3:00 p.m. for inspection the next day. You can call the day of your inspection, between 8:15 a.m. – 9:00 a.m. for an approximate inspection time.
- FOOTING / PADS / PILING / POST HOLE INSPECTIONS:**
  - \* Upon completion of footing forms, reinforcement, etc. and **BEFORE PLACING CONCRETE** schedule a pre-pour inspection.
  - \* A minimum of a **ONE HOUR** window is required when scheduling for inspection.
- FOUNDATION INSPECTION:**
  - \* Upon completion of water proofing and drain proofing, drain tile with stone in place, and prior to backfilling.
- UNDERGROUND PLUMBING, SANITARY INSPECTION:**
  - \* After complete installation of all underground plumbing & sanitary systems components. **Note: Exposure of pipe sleeve and entire building drain and branches must be visible inside and outside of the exterior wall and have full continuous support upon a bed of clean fill (i.e. stone, gravel or sand). The entire underground system must be under test with either an air pressure test (if permitted by the manufacture of the piping) with 5 psi of air for 15 min., 10' head of water if water tested or vacuum test with a -2 vac for 15 min.**



- UNDERGROUND ELECTRIC, MECHANICAL, GAS PIPING, Etc. INSPECTION:**
  - \* After complete underground installations of all electrical conduit, ductwork, hydronic piping, fuel gas piping. ***Note: for electrical conduit and gas piping installations it is only necessary to leave three feet of each end of the trench open for inspection; on connections over 100 feet in length the middle portion of the trench will also need to be left open for inspection.***
  
- UNDER SLAB UTILITIES INSPECTION:**
  - \* After all service equipment, conduit, piping accessories and other ancillary equipment items are in place, but **BEFORE PLACING ANY CONCRETE OR INSTALLING ANY FLOOR SHEATHING, INCLUDING THE SUB FLOOR** schedule a pre-pour and / or pre-sheathing inspection.
  - \* A minimum of a **ONE HOUR** window is required when scheduling for inspection.
  
- CONCRETE SLAB:**
  - \* Upon completion of insulation, vapor barriers, mesh, re-enforcement, isolation joint, etc. but **BEFORE INSTALLING CONCRETE** schedule a pre-pour inspection
  
- ROUGH-IN INSPECTIONS:**
  - \* All additional permits must be on file (electrical, mechanical, plumbing, gas piping, etc.)
  - Rough-in inspection compliance approval for framing / structure, electrical, mechanical, plumbing, gas piping, pre-fabricated fireplaces and any other essential components relevant to the overall construction in any area, is required before concealment.
  - 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 instructions for:
      - Factory made fire places (prefab)
      - 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.
    - **PLUMBING:** Complete plumbing installations including all waste, vent, drain, water distribution. **Note - The entire waste/vent/drain system must be under test with either an air pressure test (if permitted by the manufacture of the piping) with 5 psi of air for 15 min., 10' head of water if water tested or vacuum test with a -2 vac for 15 min.**
  
- MASONRY FIREPLACE INSPECTION:**
  - \* To be inspected at the top of smoke chamber when first flue tile is set and smoke chamber purged.

- ENERGY EFFICIENCY – INSULATION INSPECTION:**
  - \* After all rough inspections and any other work that may be concealed have been inspected for compliance.
  - \* Insulation is completely installed but prior to placement of any drywall or other covering.
  - \* Inspections shall include, but not limited to, inspections for envelope insulation R and U value, fenestration U value, duct system R value, and HVAC and water heating equipment efficiency.
  
- FIRE RESISTANCE RATED CONSTRUCTION INSPECTIONS:**
  - \* Protection of joints and penetrations in fire-resistance-rated assemblies shall not be concealed from view until inspected for compliance.
  - \* After all wallboard is installed and before wallboard joints and fasteners are taped and finished.
  
- ELECTRICAL SERVICE INSPECTION:** (Temporary or Permanent. Please provide work order number)
  - \* **Temporary Power Pole** – prior to utility company hook up.
  - \* **Permanent Electrical Service** – When main panel is installed and grounding is complete with cover off prior to utility company hook up.
  - \* **Service Underground** – When wire / feeder, direct burial warning ribbon and conduit (if required) has been installed. ***Note: it is only necessary to leave three feet of each end of the trench open for inspection; on runs over 100 feet in length the middle portion of the trench will also need to be left open for inspection.***
  - \* **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
  
- DEMOLITION INSPECTION:**
  - \* **Final inspection** – A final inspection is required after all demolition debris, driveway (if applicable) and any other materials from the structure have been removed and all areas disturbed by the demolition are reseeded and prepared for new grass growth.
  
- FINAL INSPECTION:**
  - \* 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.
  - \* **Fuel Piping** – All fuel piping installations must have a fuel piping pressure acceptance test certificate submitted to and approved by the Lake County Building Department. See required Acceptance Test Information.
  - \* **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.
  - \* **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 (440-350-2770); otherwise contact your local city or village engineer.
  - \* **Special Inspections** – All Special Inspection Reports (OB Section 1704) must be submitted and approved to the Lake County Building Department before a final inspection can be scheduled.

☒ **REQUIRED ACCEPTANCE TESTS:**

**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.

All fuel piping Installations must have a **Fuel Piping Pressure Acceptance Test Certificate** submitted to and approved by the Lake County Building Department. (OBC 109.9, RCO 108.2.9)

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.

**Automatic Sprinkler System**- After scheduling tests with the local fire department notify the Lake County Building Department of the date and time of the test and provide Sprinkler Acceptance Test Certificate as required by OBC 901.5 and NFPA 13.

**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.

- After scheduling tests with the local fire department, notify the Lake County Building Department of the date and time of the test.
- Provide Acceptance Test Certificate as required by OBC 901.5

**Automatic Fire-Extinguishing System** – including commercial hood and duct systems, commercial cooking systems, foam systems, Halon systems, clean agent systems, carbon dioxide

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

- **Final inspection** by Lake County Building Department
- **Final Grade/Drainage Inspection Form** from the Lake County Engineers' office or the jurisdiction city/village engineer final grade/drainage inspection form.

**ADDITIONAL, PARTIAL, AFTER/BEFORE HOURS OR WEEKEND INSPECTIONS**

**(Based on inspector availability)**

In the event an additional, partial, after hour or weekend inspection is needed to keep the project moving it can be provided for an additional fee. See fee sheet or call for more information.

Such Inspections would be:

- Additional or partial inspection during regular business hours.
  - Example – partial footer & partial rough inspections.
- Additional, partial, after / before hour weekday inspection. (7:00 am – 8:00 am, 4:30 pm – 5:30 pm)
- Additional, partial weekend and before 7:00 am or after 5:30 inspection.
- Fees to be paid for prior to inspections

**CERTIFICATE OF OCCUPANCY COPIES**

Contact the Lake County Building Department to request a certificate of occupancy.



Lake County, Ohio

**LAKE COUNTY BUILDING DEPARTMENT**  
 105 Main St, Bldg B 2<sup>nd</sup> Floor, Painesville OH 44077  
 TEL: 440-350-2636 440-918-2636 800-899-LAKE Ext. 2636 FAX: 440-350-2660  
 www.lakecountyohio.gov - lcbd@lakecountyohio.gov

### **RESIDENTIAL FEE SCHEDULE**

**A Review Fee is due at time of initial application.**

**The Building Department will not collect for subsequent revisions after permit is issued.**

- Fee schedule as follows
  - Residential review fee.
    - New Dwelling \$120 (Includes up to one (1) hour of review time, additional review time will be charged at the normal rate)
    - Additions & Alterations \$55 (Includes up to one half (0.5) hour of review time, additional review time will be charged at the normal rate)
    - All others \$27.50 (Includes up to one quarter (0.25) hour of review time, additional review time will be charged at the normal rate)
  - Commercial / NON- Residential
    - New Building / Structure \$600 (Includes up to five (5) hours of review time, additional review time will be charged at the normal rate)
    - Additions / Alterations \$110 (Includes up to one and one (1) hour of review time, additional review time will be charged at the normal rate)
    - All others \$55 (Includes up to one half (0.5) hour of review time, additional review time will be charged at the normal rate)
- Fee is nonrefundable (after one year of approval date, if permit has not been picked up and any additional fees paid the file will be closed)
- Failure to obtain approval / permit fee = Twice the cost of the approval / permit

#### **MISCELLANEOUS FEES**

Copies	8 x 11 BW copy \$0.08 each 8 x 14 BW copy \$0.12 each 11 x 17 BW copy \$0.15 each Larger than 11 x 17 BW \$4.00 each
Plans that are not submitted digitally will be charged a digital fee: \$5.00 for permits costing \$0 -\$500.00 \$10.00 for permits costing \$501-\$2,000 \$25 for permits costing over \$2,001	
Additional or partial inspection during regular business hours (Must be paid prior to scheduling inspection)	\$50
Additional, partial, after / before hour weekday inspection. (7:00 am – 8:00 am, 4:30 pm – 5:30 pm) (Must be paid prior to scheduling inspection)	\$75
Additional, partial weekend and before 7:00 am or after 5:30 inspection (Must be paid prior to scheduling inspection) Excludes holiday inspections.	\$225 for up to 3 hours and \$75 per hour thereafter
Credit card payment processing fee	The greater of 2.5% or \$2.00
Contractor registration fee \$120.00 for the 2023 registration year.	



Lake County, Ohio

**LAKE COUNTY BUILDING DEPARTMENT**  
 105 Main St, Bldg B 2<sup>nd</sup> Floor, Painesville OH 44077  
 TEL: 440-350-2636 440-918-2636 800-899-LAKE Ext. 2636 FAX: 440-350-2660  
 www.lakecountyohio.gov - lcbd@lakecountyohio.gov

**RESIDENTIAL BUILDING PERMIT FEES**

Basic Permit Fee – New Dwellings	\$155 plus .07 per sq. ft
Additions / Alterations / Detached Garages / Accessory Buildings	\$75 plus .07 per sq. ft
Decks	\$75
Foundations Only (Manufactured Homes) includes Basic Permit Fee for New Dwellings	\$200
Finished Basements	\$75 plus .07 per sq. ft
Retaining Wall	\$60
Demolitions	\$75
Fireplace, Wood Stove, Chimney, Chimney Liners (existing structure)	\$70
Consultation	\$70
Request for Permit Extension	\$70
Additional fee if Stop Work Order Posted (fee must be paid prior to scheduling final inspection)	\$150
Reinspection Fee - A reinspection shall be required when the inspector must return to work that was not ready	\$70
Residential Appeals Hearing	\$350



Lake County, Ohio

**LAKE COUNTY BUILDING DEPARTMENT**  
 105 Main St, Bldg B Second Floor, Painesville OH 44077  
 TEL: 440-350-2636 440-918-2636 800-899-LAKE Ext. 2636 FAX: 440-350-2660

Permit Fee Sheet Updated 5-16-21

**RESIDENTIAL ELECTRICAL PERMIT FEES**

Basic Permit Fee (Required unless otherwise noted)	\$75
New Dwellings (One, Two or Three-Family) and Additions	.040 per sq. ft
New Service / Change / Upgrade (If over 200 Amps requires Electrical Diagram and Plan Review Fee)	\$50
Temporary Power Pole (Separate Permit required w/Basic Fee)	\$50
Subfeed after Main Disconnect	\$50
Duplex Outlets, Receptacles, Switches, Fixtures	\$1.00
Power Outlets (Ranges, Dryers, Motors)	\$10
Electric Heat: (Baseboard)	\$10
Heat Pump	\$50
Generators (requires Electrical and Gas Piping Diagrams and Separate Permit w/Basic Fee & Plan Review Fee)	\$55
Transformers: Step up / down (not under Power Co. control)	\$18
Electric to Septic System (Separate Permit required w/Basic Fee)	\$50
Plan Review Fee	\$120 per hour
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.	\$70



**LAKE COUNTY BUILDING DEPARTMENT**  
 105 Main St, Bldg B Second Floor, Painesville OH 44077  
 TEL: 440-350-2636 440-918-2636 800-899-LAKE Ext. 2636 FAX: 440-350-2660  
 www.lakecountyohio.gov - lcdb@lakecountyohio.gov

**RESIDENTIAL MECHANICAL PERMIT FEES**

Basic Permit Fee (Required)	\$75
New Dwellings (One, Two or Three-Family) and Additions	.040 per sq. ft
Heating / Air Conditioning – each system	\$50
Heat Duct Extensions – each system	\$40
Unit Equipment – each system	\$40
Fuel Gas Piping - each gas outlet (Separate Permit required with Basic Fee)	\$10
Hydronic / Hot Water or Steam each system (Separate Permit required with Basic Fee)	\$40
Hydronic / Hot Water or Steam Extensions - each system (Separate Permit required with Basic Fee)	\$40
Plan Review Fee	\$120 per hour
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.	\$70



**LAKE COUNTY BUILDING DEPARTMENT**  
 105 Main St, Bldg B Second Floor, Painesville OH 44077  
 TEL: 440-350-2636    440-918-2636    800-899-LAKE Ext. 2636    FAX: 440-350-2660  
 www.lakecountyohio.gov - lcbd@lakecountyohio.gov

**RESIDENTIAL PLUMBING PERMIT FEES**

Basic Permit Fee (Required)	\$100
Shell Permit Only (No Fixtures or Basic Fee Required)	\$65
Repair Permit Only (No Fixtures or Basic Fee Required)	\$65
Lawn Irrigation Back-Flow (Back-Flow Certificate Required) (Basic Fee Only)	\$100
Water Heater Only	\$40
Fixtures. See attached list.	\$15 Each
Pan Review Fee	\$120 per hour
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.	\$70