

SUBMITTING FOR A RESIDENTIAL BUILDING PERMIT

1. **Submitting at the Window.**
2. SUBMIT 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.
3. **Submitting an online application.** www.lakecountyohio.gov/building-inspection/
4. On the home page on the left side is a link for Document Submittal. You will upload your application and all documents. Once we receive the submittal, we will call you for the submittal fee. Once your plans have been approved you will be notified by email and once, we have everything needed you will call with payment and the permit, and your job copy will be emailed to you. You will need to print everything and have it on your job site for when the inspectors come out.
5. Buildings or structures located in flood hazard areas must contact the Lake County Engineer's Office before applying for a building permit.
6. 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 principal use of the building or structure. The floor area for such use shall be clearly shown on the 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. **grades:** an: 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 doorswings, 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 the 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.