



LAKE COUNTY BUILDING DEPARTMENT

105 MAIN ST., BLDG. B 2nd FLOOR, PAINESVILLE, OH 44077

TEL: 440-350-2636 440-918-2636 800-899-LAKE Ext. 2636 FAX: 440-350-2660

www.lakecountyohio.gov/building-inspection

COMMERCIAL BUILDING PERMIT SUBMITTAL CHECKLIST

THIS CHECKLIST MUST BE COMPLETED PRIOR TO ISSUANCE OF A COMMERCIAL PERMIT

APPLICATION & PLAN SUBMITTAL (Please allow 3 to 4 weeks for review. OBC Allows up to 30 business days).

- Completed **Application for Commercial Building Permit Plan Review**
- Electronic plan submission** through www.lakecountyohio.gov/building-inspection or emailed to lcdb@lakecountyohio.gov
- Plans sealed by a State of Ohio Registered Design Professional
- Plans comply with **2024 Ohio Building Code (OBC) Section 106**

Plans must include:

- Site plan
- Building elevations
- Floor plans
- Elevator enclosures (if applicable)
- Wall sections showing footers, foundation, floors, walls and roof construction indicating all structural member details (size, spacing, materials)
- Square footage of structure and project
- Mechanical, Electrical and Plumbing
- Energy compliance documentation

Plan sheet requirements:

- Design professional's name and address on drawings
 - Job site address on all sheets
 - Sheet numbers on all pages
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BUILDING INFORMATION

- Primary use/occupancy classification** clearly identified
 - Multiple occupancies shown**, including locations and floor areas (if applicable)
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FLOOD HAZARD AREAS

Projects located within flood hazard areas must contact the Lake County Engineer's office before applying for a building permit

FIRE DEPARTMENT REVIEW

- Construction documents submitted to Local Fire Department
 - Local Fire Department Submittal Form completed and signed
 - Signed form returned to Lake County Building Department
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LOCAL ZONING APPROVAL

- Zoning permit obtained
 - Copy of zoning permit submitted to Building Department
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SITE PLAN APPROVALS (IF APPLICABLE)

- Local Zoning Inspector approval
 - Lake County Soil & Water Conservation District approval or city used consultants' approval
 - Lake County Engineer / Stormwater Management approval or city used consultants' approval
 - Lake County Health District approval
 - Lake County Utilities Department review
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WATER SUPPLY (NEW STRUCTURES)

Public water connection confirmed

OR

Approved well log from Lake County Health District

SANITARY SEWER / SEPTIC (NEW STRUCTURES)

Public sanitary sewer connection confirmed

OR

Septic system approval from Lake County Health District

Health District stamped site/grade plan (if septic system is required)

UTILITIES (NEW STRUCTURES)

Sewer & Water Availability Notice Form signed by Lake County Utilities (for new structures)

ADDITIONAL AGENCY APPROVALS (NEW STRUCTURES)

Lake County Soil & Water Conservation District approval letter (if applicable)

Lake County Engineer / Stormwater Management stamped site plan (if applicable)

FINAL SITE PLAN

One consolidated site plan submitted showing all required agency approvals

REVISIONS (IF APPLICABLE)

Revised documents submitted electronically

New Commercial Building Permit Plan Review Application submitted clearly describing proposed changes to include a full set of revised plans

FEES

State 3% Fee per Ohio Revised Code 3781.102(F)(1)
