CITY OF MAYFIELD HEIGHTS

Building Department ~ 6154 Mayfield Road, Mayfield Heights, OH 44124
Phone: 440-442-2626 Fax: 440-442-7662

APPLICATION FOR PLANS APPROVAL/BUILDING PERMIT

PLAN REVIEW DEPOSIT - PERMIT FEES

A $500.00 minimum plan review deposit is required *at the time of submittal*. The unused portion will be returned to the applicant after plans are approved. Additional fees will be charged to the applicant. (plan review fee is $75.00 per hour)

PERMIT FEES: (after plans have been approved) See Page 4 PERMIT FEES ***WILL NOT*** BE TAKEN FROM DEPOSITS.

The fees for sub-trade, fire alarms, specialized permits and sprinkler additions and/or alterations are additive. See Page 4.

READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING THE REVERSE SIDE.

1. **FIRE ALARM AND SPRINKLER PLANS:** ***4 SETS*** of all drawings and supplementary information must be submitted with application.

2. **NEW CONSTRUCTION/ALTERATIONS:** ***4 SETS*** of all drawings, including plot plans as needed, elevations, floor plans, plans for elevator enclosures, complete wall sections showing footer, foundation, floor, wall and roof construction, indicating all structural members, size spacing, material, etc. as it pertains to your job. **Two copies of specs** must be submitted unless specifications appear on the plans. The name and address of the author and seal shall be plainly printed in the lower right hand corner on all plans.

3. Exterior alterations may be subject to approval by the Architectural Board of Review. A separate submittal is required.

4. Plot plans must indicate basic site dimensions/property lines, location of project on site, other structures on the site and basic dimensions, locations of nearest structures on adjoining lots & other pertinent site information.

5. A complete index of drawings shall appear on the top sheet of the submitted drawings.

6. ALL PLANS SUBMITTED SHALL PROVIDE SUFFICIENT INFORMATION AND DETAIL TO DETERMINE FULL COMPLIANCE WITH THE REQUIREMENTS OF THE OHIO BUILDING CODE.

7. All mechanical systems shall be installed in accordance with the applicable sections of the current OBC for the Use Group indicated.

8. All electrical wiring and equipment shall be installed in accordance with the current approved edition of the National Electrical Code. All electrical wiring and equipment shall also comply with the requirements of the OBC for the Use Group indicated.

IMPORTANT NOTICES

SECTION 303.02 TO 519.25 R.C. INCLUSIVE These Sections of the Revised Code provide for municipal, township, and county zoning. Many municipalities, townships, and counties have availed themselves of the provisions. Therefore, it is suggested that you contact the appropriate municipal, township, or county zoning before construction is begun.

SECTION 3791.04 R.C. (EXTRACTED AND PARAPHRASED) It is unlawful to enter into a contract for or begin the construction of a new building/structure, the alteration of or addition to an existing building/structure, and/or changing the occupancy of an existing building/structure before receiving approved plans from the Building Department. Inspection/construction of the building/structure must be in accordance with the approved plans, and with the other provisions stated in Chapters 3781 and 3791 of the Ohio Revised Code.

SECTION 4703.18 R.C. (EXTRACTED AND PARAPHRASED) The first sheet of each set of plans submitted to the Building Department shall be signed and sealed in a conspicuous place on the sheet by the person drawing the plans.

FLOOR AREA CALCULATIONS: To calculate floor area: measure to outside walls for dimension, include supported canopies as measured from the center lines of the furthest columns or supports, do not include roofs or canopies which cantilever from the building.

Application is hereby submitted for a permit to erect or alter a structure as described in the application and the accompanying drawings which are a part of this application. The acceptance of the permit herein applied for shall constitute an agreement on the part of the undersigned to abide by all the conditions herein contained, and to comply with all ordinances of the City, laws of the State and any special requirements, relating to the work to be done thereunder, and said agreement is a condition of said permit.

JOB ADDRESS:			Mayfield Heights, OH 44124
JOB NAME:		DEPARTMENT:	
Bldg. No.	Suite No.	Floor	Bldg. Descr. (store, church, etc.)

PROPERTY OWNER: _____

_____

OWNER'S ADDRESS _____

CITY, STATE ,ZIP _____ PHONE _____

COMPLETE A-I FOR BUILDING ADDITIONS OR ALTERATIONS:

A. Square Feet	**Basement:**	**1st floor:**	**2nd floor :**	**3rd floor :**	**other :**
B. WALLS:	☐ Masonry	☐ Wood Frame	☐ Metal	☐ Other (Specify) _____	
C. ROOF:	☐ Wood Frame	☐ All Metal	☐ Reinforced Concrete	☐ Heavy Timber	☐ Other
D. FLOORS:	☐ Wood on Wood Joists	☐ Concrete on Steel Joists	☐ Reinforced Concrete	☐ Slab	☐ Other
E. CEILINGS:	Exposed Joists: ☐ Steel ☐ Wood	☐ Plaster on lath.	☐ Fire Rated dry wall or tile	Rating in hours _____	

F. Show any firewalls, their thickness and openings _____.

G. Does addition block exits from present Building? If so, how _____.

H. Describe current or proposed use of building and/or space:

_____

I. Does existing building have a fire suppression system? ☐ YES ☐ NO ☐ SUBMITTAL IS NEW CONSTRUCTION

COMPLETE THE FOLLOWING FOR ALL PROJECTS:

- ☐ LIFE SAFETY CODE REVIEW (see Item 5D)
- ☐ OBBC CODE COMPLIANCE
- ☐ FIRE ALARM
- ☐ SPRINKLER SYSTEM
- ☐ OTHER _____

1 - PLANS PREPARED BY: Ohio Registration No.

Ohio Registered Architect _____

Ohio Professional Engineer _____

Ohio Sprinkler Sys. Designer _____

Other: _____

2 - NATURE OF JOB:

☐ Change of Use ☐ Addition ☐ Alteration

☐ Article 32 ☐ New

3 - TYPE OF CONSTRUCTION:

☐ 1 A ☐ 1 B ☐ 2 A ☐ 2 B ☐ 2 C

☐ 3 A ☐ 3 B ☐ 4 ☐ 5 A ☐ 5 B

4 - CURRENT OBBC USE GROUP CLASS:

_____

5 A - PROPOSED OBBC USE GROUP CLASSIFICATION:

☐ A1A ☐ A1B ☐ A2 ☐ A3 ☐ A4 ☐ A5

☐ B ☐ E ☐ F1 ☐ F2 ☐ H ☐ I1

☐ I2 ☐ I3 ☐ M ☐ R1 ☐ R2 ☐ R3

☐ S1 ☐ S2 ☐ U

B - If building is Use Group S, what is the nature of the materials to be stored?

☐ Combustibles ☐ Non-combustibles

C - If building is Use Group R1, R2, or R3, specify the number of apartments or units. _____

D - If building is Use Group I2, specify the number of beds: _____

6 - DESIGN LOADS

Roof snow load	_____	P.S.F. Section 1610
Roof live load	_____	P.S.F. Section 1609
Wind Load	_____	P.S.F. Section 1611

Ponding water weight on flat roofs if drains are blocked: _____ P.S.F. Rule 1069.5
(weight of water = 62.43 lb./ft)

Floor live loads other than slabs on grade:	_____	Table 1606.1
Corridors	_____	P.S.F.
General floor	_____	P.S.F.
Stairs	_____	P.S.F.
Other	_____	P.S.F.

*JOB DESCRIPTION (Give a detailed description of the work to be performed) :

_____

_____

_____

- **Project for: _☐_ a new occupant _☐_ an existing occupant _☐_ a vacant space _☐_ other.**
- **Estimate the cost of work covered by the application: $ _____**
- **Size of addition/alteration area where work is being performed: _____ sq. ft.**

FIRE ALARM SUBMITTAL: Total # of Devices _____

FIRE ALARM PERMIT FEES: *New*: $206.00 (including 3%) *Upgrade/Alteration/Addition:* $103.00 (including 3%)

FIRE PROTECTION SUBMITTAL: Total Number of Heads _____

FIRE PROTECTION PERMIT FEES: (sprinklers & hood suppression) $100.00 + $5.00 per head (plus 3%)

HOOD PERMIT FEES: (without suppression): $103.00 (including 3%)

ENGINEER: _____ PHONE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

ARCHITECT: _____ PHONE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTRACTOR: _____ PHONE _____

ADDRESS: _____

CITY _____ STATE _____ ZIP_____

APPLICATION SUBMITTED BY:

NAME _____ FIRM _____

ADDRESS _____

CITY,STATE,ZIP _____ PHONE_____

PLANS DRAWN BY:

NAME _____ FIRM _____

ADDRESS _____

CITY, STATE, ZIP _____ PHONE_____

DESIGNER/ARCHITECTS FAX NUMBER (***MUST BE PROVIDED***): _____

(OR) EMAIL ADDRESS _____

It is hereby specifically agreed that the undersigned will notify or inform the Contractor to notify the Building Department to inspect the following: footings, foundations, waterproofing, sewers and drain tile before backfilling; firewalls, framing, plumbing, piping, wiring and ducts before lathing and plastering; chimneys and flues before mason is finished; fireplaces, mantels, fixtures, furnaces, boilers, incinerators and any other things specified by the Building Department.

SIGNATURE OF APPLICANT _____

PRINT NAME _____

TITLE _____ DATE _____

PERMIT FEES:

FIRE ALARM PERMIT FEES: *New*: $206.00 (including 3%) *Upgrade/Alteration/Addition:* $103.00 (including 3%)

FIRE PROTECTION: (sprinklers & hood suppression) $100.00 + $5.00 per head (plus 3%)

HOOD: (without suppression): $103.00 (including 3%)

BUILDING PERMITS:

Alterations/Additions (500 sq. ft. or more): $500.00 plus $5.00 for each $1,000 or fraction of estimated cost of construction (plus 3%)

Alterations/Additions (less than 500 sq. ft.): $250.00 plus $5.00 for each $1,000 or fraction of estimated cost of construction (plus 3%)

New Construction: Base Fee: {up to 10,000 sq. ft. = $1,000.00} {10,001-20,000 sq. ft. = $2,000.00} {20,001/+. = $3,000.00}
plus $5.00 for each 100 square feet of floor area. (plus 3%)

Fees for sub-trades, fire alarms, specialized permits and sprinkler additions and/or alterations are not included in building permit fees.

Permit fees will not be taken from plan review deposits.

09/2013