



## CITY OF MAYFIELD HEIGHTS – BUILDING DEPARTMENT

6154 Mayfield Road, Mayfield Heights, OH 44124

Phone: 440-442-2107 Fax: 440-442-7662

### **COMMERCIAL PLANS APPROVAL/BUILDING PERMIT APPLICATION**

#### **SUBMITTAL REQUIREMENTS - DEPOSIT**

A \$500.00 minimum plan review deposit is required *at the time of submittal*. \*Cash or check made payable to the City of Mayfield Heights. PERMIT FEES **WILL NOT** BE TAKEN FROM DEPOSITS. The unused portion will be returned to the applicant after plans are approved. Any additional fees will be charged to the applicant. (plan review fee is \$80.00 per hour)

- Four (4) sets of drawings with the name and address of the author and seal plainly printed in the lower right-hand corner of all plans.
- Two (2) copies of specs.

**EXTERIOR ALTERATIONS/ADDITIONS** are subject to approval by the Architectural Board of Review.

#### **PERMIT FEES**

##### **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} {10,001-20,000 sq. ft. = \$2,000} {20,001/+ sq. ft. = \$3,000}  
*plus* \$5.00 for each 100 square feet **or fraction of** floor area. (plus 3%)

\*Fees for sub-trades, fire alarms, and fire protection are not included in building permit fees.

##### **FIRE ALARM PERMITS:**

*New:* \$206.00 (including 3%)

*Upgrade/Alteration/Addition:* \$103.00 (including 3%)

##### **FIRE PROTECTION PERMITS:** (sprinklers & hood suppression)

\$100.00 + \$5.00 per head (plus 3%)

**HOOD – With Fire Suppression:** \$100.00 + \$5.00 per head (plus 3%)

**HOOD – Without Fire Suppression:** \$103.00 (including 3%)

\*Permit payments are accepted in cash, check made payable to The City of Mayfield Heights or credit card.

\*Permit fees will not be taken from plan review deposits.



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**APPLICATION FOR COMMERCIAL PLANS APPROVAL/BUILDING PERMIT**

<b>JOB ADDRESS:</b>			
<b>JOB NAME:</b>			
Bldg. No:	Suite No:	Floor:	Bldg. Descr. (store, church, etc):
<b>PROPERTY OWNER:</b>			
OWNER'S ADDRESS:			
CITY, STATE, ZIP:			PHONE:

SCOPE OF PROJECT:		TYPE OF PROJECT	
	Building General (New/Addition/Alterations)		New Construction
	Mechanical (HVAC/Electrical/Plumbing)		Building Addition
	Sprinkler System		Building Repairs/Alterations
	Fire Alarm		Change of Occupancy/Use

<b>TOTAL SQUARE FOOTAGE:</b>	
Basement:	
First Floor:	
Additional Floors:	
Total Square Footage:	

FIRE PROTECTION SYSTEMS TYPE:			
	Building Sprinkler		Smoke Detection
	Limited Area Sprinkler		Fire Detection
	Building Fire Alarm		N/A
	Hood Suppression		Other:

PROPOSED OBBC USE GROUP CLASSIFICATION:															
	A-1		A-4		E		H-1		H-4		I-3		R-1		R-4
	A-2		A-5		F-1		H-2		I-1		I-4		R-2		S-1
	A-3		B		F-2		H-3		I-2		M		R-3		S-2
U Mixed use groups? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Separated <input type="checkbox"/> Non-separated															

CONSTRUCTION TYPE:									
	1		2A		3A		4		5B
	1B		2B		3B		5A		

Included with my submittal is energy code compliance. (not required for fire submittals)

Building Permit No: \_\_\_\_\_

Date Issued: \_\_\_\_\_

**JOB DESCRIPTION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project for:** \_\_\_ new occupant \_\_\_ existing occupant \_\_\_ vacant space other: \_\_\_\_\_

**Estimated Cost of Construction:** \_\_\_\_\_

**FIRE ALARM SUBMITTAL:** Total # of Devices: \_\_\_\_\_

**FIRE PROTECTION SUBMITTAL:** Total Number of Heads: \_\_\_\_\_

**REGISTERED DESIGN PROFESSIONAL:**

Architect: Ohio Registration No: \_\_\_\_\_

Engineer: Ohio Registration No: \_\_\_\_\_

Certified Fire Protection System Designer: Ohio Registration No: \_\_\_\_\_

**COMPANY:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**EMAIL ADDRESS (MUST BE PROVIDED):** \_\_\_\_\_

**(OR) FAX NUMBER** \_\_\_\_\_

**CONTRACTOR:**  to be determined

**COMPANY:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**APPLICANT:**

**COMPANY:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

The acceptance of the permit herein applied for shall constitute an agreement on the part of the applicant to abide by all the conditions herein contained and to comply with all the ordinances of the City of Mayfield Heights and the laws of Ohio relating to the work to be done hereunder; and said agreement is a condition of said permit.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**TITLE** \_\_\_\_\_ **DATE** \_\_\_\_\_