



Lake County, Ohio

LAKE COUNTY BUILDING DEPARTMENT

27 WOODLAND ROAD, PAINESVILLE, OHIO 44077

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

www2.lakecountyohio.org/buildinginspection

ADMINISTRATION & STANDARDS

Under the authority of the Board of Commissioners, 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 Jurisdiction. 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.

JURISDICTION

Concord Township

Fairport Harbor Village

Grand River Village

Kirtland City

Kirtland Hills

Lakeline Village – Residential Only

Leroy Township

Madison Township

Madison Village

Mentor-on-the-Lake

Painesville Township

North Perry Village

Perry Township

Perry Village

Timberlake Village – Residential Only

Waite Hill – Residential Only

Wickliffe – All Commercial and Residential Electric Only

Willoughby Hills – Commercial Only

Willowick – Commercial Only



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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 insure 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.

PLUMBING PERMITS must be obtained from the Lake County General Health District, 33 Mill Street, Painesville, Ohio Tel: 440-350-2543.

TWENTY-FOUR (24)-HOUR NOTICE is required for **ALL INSPECTIONS**. **Inspection Requests must be received by 3:00 p.m. for an inspection the next day.** You can call on the day of your inspection, between 8:00 a.m. – 9:15 a.m. for an approximate inspection time.

APPROXIMATE TIME OF INSPECTION: You can call on the day of your inspection, between 8:00 a.m. – 9:15 a.m. for an approximate inspection time.

REINSPECTION FEES – A Reinspection 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.
- Contractors need to check with the local jurisdiction where they are working for any requirements at the local level.
- The following contractors are registered annually (January – December) at a fee of \$100:
 - **General**
 - **Electrical** - requires copy of State of Ohio Electrical License
 - **HVAC** - requires copy of State of Ohio HVAC License
 - **Commercial Gas Piping** - requires copy of State of Ohio HVAC or Plumbing License
 - **Residential Gas Piping** - requires copy of current registration with another City / County Building / Health Dept or State of Ohio HVAC or Plumbing 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



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SUBMITTING FOR A COMMERCIAL BUILDING PERMIT Page 1 of 2

1. **SUBMIT (4) FOUR COMPLETE SETS OF PLANS** sealed by a State of Ohio Registered Design Professional, specifications, and data for commercial and/or industrial construction, along with a completed Application for Commercial Building Permit Plan Review.
 - a. All submittals must include FOUR complete sets of drawings, including plot plan, elevations, floor plans, elevator enclosures, complete wall sections showing footer, foundation, floor, walls, and roof construction indicating all structural members, size, spacing, material, etc. Mechanical and Electrical drawings and specifications must be included. The name and address of author shall be plainly printed in the lower right hand corner of all plans or drawings.
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 to determine compliance with the Ohio Building Code. Drawings shall also indicate clearly the principle use or occupancy of the building or structure. Where more than one type of use or occupancy is intended, the location and floor area for such uses or occupancies shall be clearly shown on plans.
4. **FIRE AUTHORITY (for commercial and / or industrial construction)** - Pursuant to the 2007 Ohio Building Code, Section 106: 106.1.2(5), if you are submitting drawings to the Lake County Building Department for a commercial permit applicant must also immediately submit one set of construction documents and the Local Fire Department Submittal Form supplied by the Building Department to the local Fire Official for approval. The Submittal Form completed by the local Fire Official must be returned to the Building Department before the building permit will be issued.
5. **ZONING PERMIT** - Check with the local zoning inspector for requirements. Bring a copy of the zoning permit to the Building Dept.
6. **SITE PLANS** - Submit required number of site plans to the local zoning inspector, Lake County Soil & Water, Lake County Engineer/Stormwater Management, Lake County Health District, and the Lake County Utilities for approvals, if necessary.
7. **WATER SUPPLY (for new structures)** - 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.



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8. **SANITARY SEWERS/ SEPTIC SYSTEMS** - If public sanitary sewers are not accessible, an individual disposal system must be installed in accordance with the Ohio State and County Health Departments' requirements. Contact the Lake County Health District or the EPA office. If a septic system is to be installed, the Lake County Health District (See Item # 11) must approve the grade/site plan.
9. **LAKE COUNTY DEPARTMENT OF UTILITIES SEWER & WATER AVAILABILITY NOTICE FORM** (for new structures) – signed by the Lake County Utilities Department.
10. **LAKE COUNTY SOIL & WATER CONSERVATION DISTRICT** - Submit a copy of the Approval Letter from the Lake County Soil and Water District if applicable.
11. **LAKE COUNTY ENGINEER / STORMWATER MANAGEMENT DEPT** – Approval stamped on site plan (See Item # 12) if applicable.
12. **SUBMIT A SITE PLAN** with all required approvals **ON ONE SITE PLAN**: Lake County Engineers / Stormwater Management or your Local Jurisdiction Engineer, Lake County Soil & Water District, and the Lake County Health Department, if applicable.
13. **REVISED / AMENDED DOCUMENTS / INFORMATION SUBMITTED MUST INCLUDE (4) FOUR COMPLETE SETS** sealed by a State of Ohio Registered Design Professional, specifications, and data for commercial and/or industrial construction, along with a completed Application for Commercial Building Permit Plan Review.
14. **STATE 3% PERCENT FEE**: Pursuant to 3781.102 (F) (1) of the Ohio Revised Code all commercial permits and plan reviews shall be charged a 3% state tax.

PLUMBING PERMITS must be obtained from the Lake County General Health District, 33 Mill Street, Painesville, Ohio Tel: 440-350-2543.



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EFFECTIVE DECEMBER 01, 2009

Revised 12/1/09

- **JOB SITE ADDRESS** posted during entire construction process.
- **JOB CARD** posted in plain sight (Green for Building) (Orange - for Electrical only).
- **APPROVED JOB COPY PLANS MUST BE AVAILABLE ON ALL JOBS FOR ALL INSPECTIONS.** If approved prints are not on the job site, a reinspection must be scheduled – PLEASE NOTE **REINSPECTION FEES**.
- **REINSPECTION FEES** – A Reinspection 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.
- **TWENTY-FOUR (24)-HOUR NOTICE** is required for **ALL INSPECTIONS**. Inspection Requests must be received by 3:00 p.m. for an inspection the next day. You can call on the day of your inspection, between 8:00 a.m. – 9:15 a.m. for an approximate inspection time.

1. FOOTING / PADS / PILINGS INSPECTION:

- A. Upon completion of Footing Forms, Reinforcement, etc. but BEFORE INSTALLING CONCRETE.
- B. A minimum of ONE-HOUR window is required when scheduling for inspection.
- C. Earliest pour time is 10:00 a.m.

2. FOUNDATION INSPECTION:

- A. Upon completion of water proofing, drain tile with cover stone in place, and prior to backfilling.

3. SLAB INSPECTION:

- A. **AFTER** Satisfactory Notification of all U.G. PLUMBING APPROVALS from the Lake County General Health District, 33 Mill Street, Painesville, Ohio Tel 440-350-2543.
- B. Upon completion of insulation, vapor barriers, mesh, etc. but BEFORE INSTALLING CONCRETE.
- C. A minimum of ONE-HOUR window is required when scheduling for inspection.
- D. Earliest pour time is 10:00 a.m.

4. FIREPLACE INSPECTION:

- A. **Masonry** - to be inspected at top of smoke chamber when first flue tile is set and smoke chamber parged.
- B. **Prefab** - rough in before enclosing. Prefab fireplace inspection should be done at the same time as the structural, electrical, and mechanical rough in inspection.



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5. **STRUCTURE, ELECTRICAL, MECHANICAL, FIRE ALARM, FIRE SPRINKLER ROUGH-IN INSPECTION:**

- A. **AFTER** Satisfactory Notification of all **PLUMBING ROUGH APPROVALS** from the Lake County General Health District, 33 Mill Street, Painesville OH Tel 440-350-2543.
- B. All Additional Permits must be on file (electrical, mechanical, gas piping, etc).
- C. Rough-in, in any area, before concealment.
- D. Structure, electrical, mechanical roughs, and fireplace shall be inspected at the same time.
 - **Framing:** Complete framing inspections shall be made after the roof deck or sheathing, all framing, fire blocking and bracing are in place and pipes, chimneys and vents to be concealed are complete and the rough electrical, heating wires, pipes and ducts are approved. Protection of joints and penetrations in fire-resistance-rated assemblies shall not be concealed from view until inspected and approved.
 - **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.

6. **ENERGY EFFICIENCY – INSULATION INSPECTION:**

- A. After any Rough Plumbing, Rough Framing, Electrical, Mechanical, and any other work that may be concealed has been inspected and approved.
- B. Insulation is completely installed but prior to placement of any drywall or other covering.
- C. Inspections shall include, but not be limited to, inspections for envelope insulation *R* and *U* value, fenestration *U* value, duct system *R* value, and HVAC and water heating equipment efficiency.

7. **FIRE RESISTANCE RATED CONSTRUCTION INSPECTION:**

- A. Protection of joints and penetrations in fire-resistance-rated assemblies shall not be concealed from view until inspected and approved.
- B. After all wallboard is installed and before wallboard joints and fasteners are taped and finished.

8. **ELECTRICAL SERVICE INSPECTION: (Temporary or Permanent)**

- A. **Temporary Power Pole** - prior to the utility company hook up.
- B. **Permanent Electrical Service** - when main panel is installed and grounding is complete with cover off prior to the utility company hook up.
- C. **Approval** is faxed the next business day to the utility company. The Electrical Contractor / homeowner is responsible for scheduling hook up with the appropriate utility company.



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9. **REQUESTING FINAL INSPECTION FOR OCCUPANCY / CERTIFICATE OF OCCUPANCY INSPECTION:**

- Upon completion of all phases of any construction. Final inspection is required upon completion and approval of all phases of any construction prior to occupancy.
- AFTER** Satisfactory Notification of the **FINAL PLUMBING APPROVAL** from the Lake County General Health District, 33 Mill Street, Painesville, Ohio Tel 440-350-2543.
- For All New Residential New Dwellings - **AFTER** Satisfactory Notification of **FINAL GRADING APPROVAL** from the local jurisdiction's engineer. If in a township, contact the Lake County Engineer's Office (550 Blackbrook Rd, Painesville Twp 440-350-2770); otherwise contact your local city or village engineer.
- For All New Residential New Dwellings with septic systems in Kirtland City and Perry Village - **AFTER** Satisfactory Notification of **FINAL SEPTIC APPROVAL** from the Lake County General Health District, 33 Mill Street, Painesville, Ohio Tel 440-350-2543.
- For commercial projects, after submittal of all required **ACCEPTANCE TEST CERTIFICATES** to the Lake County Building Department. See Acceptance Test Information in Section 10.
- After submittal and review of all Special Inspection Reports according to OBC Section 1704.
- After payment of any reinspection fees.

TWENTY-FOUR (24)-HOUR NOTICE is required for **ALL INSPECTIONS**. You can call on the day of your inspection, between 8:00 a.m. – 9:15 a.m. for an approximate inspection time.

CERTIFICATE OF OCCUPANCY COPIES

- Contractors / Owners may contact the Lake County Building Department one week after a final inspection has been approved to request a copy of the certificate of occupancy.



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10. ACCEPTANCE TESTS

A. Automatic Sprinkler Systems

1. After scheduling tests with the local fire department, notify the building department of the date and time of the test.
2. Provide Sprinkler Acceptance Test Certificate as required by NFPA 13.

B. Piping Installations - prior to acceptance and initial operation shall be inspected and pressure tested to determine that the materials, design, fabrication, and installation practices comply with the requirements of this code.

1. Provide the Lake County Building Department Fuel Piping Pressure Acceptance Test Certificate (OBC 109.9, RCO 109.8).

C. 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.

1. After scheduling tests with the local fire department, notify the building department of the date and time of the test.
2. Provide Fire Alarm Acceptance Test Certificate as required by NFPA 72.

D. Automatic Fire-Extinguishing System - including commercial hood and duct systems, commercial cooking systems, dry-chemical systems, foam systems, Halon systems, clean-agent systems, carbon dioxide systems, etc.

1. After scheduling tests with the local fire department, notify the building department of the date and time of the test.
2. Provide Acceptance Test Certificate as required by the Ohio Building Code.