



APPLICATION FOR RESIDENTIAL BUILDING PERMIT PLAN REVIEW

Date of Submission:

READ THE FOLLOWING INSTRUCTIONS AND INFORMATION BEFORE COMPLETING THIS

1. All submittals must include TWO (2) complete sets of drawings including plot plan and a complete description of all work to be performed.
2. All plans submitted shall bear sufficient information to determine compliance with the Residential Code of Ohio. Drawings shall also indicate clearly the principle use of the building or structure. The floor area for such uses shall be clearly shown on plans.
3. Drawings must include elevations, floor plans, elevator enclosures, complete wall sections showing footer, foundation, floor, walls and roof construction indicating all structural members, size, spacing, material, etc.
4. The proposed work must be done in accordance with approved plans, specifications, codes and standards. **Separate permits which may be required for the proposed project include: electrical, HVAC, plumbing, sewer, concrete, etc., and can be paid by general contractor at the time of initial building permit issued. HOWEVER, all subcontractors must be registered the same as the general contractor, including bond, insurance and \$100.00 fee.**
5. It is the duty of the General Contractor/Homeowner to insure that all required inspections are scheduled and all work installed has been approved by the City prior to proceeding to the next phase of construction. Electrical permits are obtained at the Lake County Building Department and inspection by same. Electrical contractors must be registered, bonded and insured in the City of Wickliffe prior to starting any work. Fee is same as general contractor, \$100.00. The General Contractor/Homeowner is responsible to obtain a FINAL inspection at the completion of the project.
6. The permit becomes null and void if work or construction authorized is not commenced within twelve (12) months, or if construction work is suspended or abandoned for a period of 180 consecutive days at any time after work is commenced.
7. I hereby certify that I have read and examined this application and that all information is true, accurate and complete. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. I authorize the City of Wickliffe Building Department to enter this property for the purpose of site inspections for the duration of this project.
8. FALSIFICATION OF A PUBLIC DOCUMENT IS A VIOLATION OF THE OHIO REVISED CODE, SECTION 2921.13(A)(5), A MISDEMEANOR OF THE FIRST DEGREE AND PUNISHABLE BY UP TO SIX (6) MONTHS AND A FINE OF \$1000.00 OR BOTH.

HOMEOWNER:

Print Name: _____

Signature: _____

Address: _____

City/State/Zip: _____

Tel#: _____ Fax: _____

GENERAL CONTRACTOR:

Print Name: _____

Signature: _____

Address: _____

City/State/Zip: _____

Tel#: _____ Fax: _____



The City of Wickliffe

Mayor & Safety Director
John A. Barbish

Council President
Edward A. Levon

Council at Large
Matthew C. Jaworski
Maria L. Salotto

Ward 1
Thomas M. Bogo, Sr.

Ward 2
Jason M. Biondolillo

Ward 3
Joseph D. Sakacs

Ward 4
Sherry Koski

Director of Law
Scott J. Zele
(440) 943-7104

Director of Public Service
Joseph J. D'Ambrosio
(440) 943-7125

Director of Finance
Debra S. Doles
(440) 943-7117

Building Commissioner
Raymond F. Sack
(440) 943-7115

Chief of Police
Andy E. Ice
(440) 943-1234

Chief of Fire
James G. Powers
(440) 943-7140

City Engineer
Peter J. Formica
(440) 530-2210

Director of Recreation
Community Center
Anthony E. Stopp
(440) 943-7120

Economic Development
Manager
Nicola Drake
(937) 345-0242

CERTIFICATE OF PLAN APPROVAL

Date: _____

Name: _____

Address: _____

City/State/Zip: _____

Construction documents submitted with application for plan approval were reviewed for compliance with applicable provisions of the 2019 Residential Code of Ohio and referenced Standards. Plans have been determined to be in compliance with applicable code regulations are approved.

The project consist of:

The following items are intended to provide the applicant with useful information regarding the approved project.

1. All electrical permits shall be obtained at Lake County Building Department along with inspection approval. Contractor must be registered/bonded/insured and pay fee for registration at Wickliffe Building Department.
2. Plumbing/sewer and any or all other required permits and inspections shall be obtained at Wickliffe Building Department.
3. **RCO 108.2** At the time that the certificate of plan approval is issued, the residential building official shall provide to the owner or owner's rep. a list of all required inspections for each project. The required inspection list shall be created from the applicable inspections set forth in sections 108.2.1 to 108.2.11. The residential building official, upon notification from the owner of the owner's agent that the work is ready for inspection, shall cause the inspections set forth in the required inspection list to be made by an appropriate certified residential inspector in accordance with the approved residential construction documents. (see attached list for required inspections).
4. **R.C.O. 308.4** Provide safety glazing in hazardous locations indicated in this

Permit No. _____
Plan No. _____

C.D. _____
T.L.D. _____
GARAGE _____
DEMO _____
GRADE SET _____

A.C.O. _____
PLAN REV. _____

CITY OF WICKLIFFE
DEPARTMENT OF PUBLIC SAFETY | DIVISION OF BUILDING & HOUSING

APPLICATION FOR PERMIT

(Permit will include ONLY such work as detailed in this application)

DO NOT FILL IN

Total Floor Area _____
Basement _____
1st Floor _____
2nd Floor _____
3rd Floor _____
Garage _____
Dwelling _____
Total Fees \$ _____

Wickliffe, O., _____, 20____

To the Commissioner of Building & Housing:

I, _____ (Owner) hereby make application for a PERMIT to erect or build a structure as described in this application and the accompanying drawings which are a part of this application.

LOCATION AND DESCRIPTION OF LOT

Address: _____ Sublot No. _____
Allotment _____ Side of Street _____ Ward _____
Between _____ Street or Ave. and _____ Street or Ave.
Being _____ feet front and _____ feet deep on the _____ side
Being _____ feet rear and _____ feet deep on the _____ side
Map Page _____

DWELLINGS ONLY

Purpose or Use _____ Length _____ Width _____ Stories _____
Construction _____ Class _____ Grade _____ Number of Families Occupying Building _____
Total No. of Rooms _____
Suite Size – 1R _____ 2R _____ 3R _____ 4R _____ 5R _____ 6R _____ 7R _____ 8R _____
Roof Covering _____ Heating System _____ Fuel _____
Number of Stairs _____ Footings _____ Foundation _____
Shortest distance to buildings on adjoining lots _____ Shortest distance to buildings on the same lot _____
Additional Description _____

_____ Estimated cost \$ _____

MISCELLANEOUS – PRIVATE GARAGES, SHEDS, ETC.

Purpose _____ No. of Cars _____
Length _____ Width _____ Stories _____ Height _____
Material _____ Class _____ Grade _____
Shortest distance to buildings on the same lot _____ Shortest distance to buildings on adjacent lots _____
Additional Description _____

_____ Estimated cost \$ _____

DESCRIPTION OF BUILDING

Purpose _____ Length _____ Width _____ Stories _____
Occupancy on first floor _____ Occupancy on floors above _____
Brick or Frame _____ Roof Construction _____
Total number of units occupy building _____
Suite Size – 1R _____ 2R _____ 3R _____ 4R _____ 5R _____ 6R _____ 7R _____ 8R _____
Character of Soil _____ Footings _____ Foundation _____
Heating System _____ Will a Ventilating System be installed? _____ Type _____
Fuel _____ Area of Flue _____ Height above grade _____
No. of Stairs _____ Construction _____ Enclosure _____
No. of Elevators _____ Type _____ Enclosure _____
Will Sprinkler System be installed? _____ Kind _____
No. of Stand Pipes to be installed? _____ Where located? _____
Shortest distance to buildings on the same lot _____ Shortest distance to buildings on adjacent lots _____
Estimated Cost \$ _____ Class _____
Additional Description _____

_____ Estimated cost \$ _____

ALTERATION OR ADDITION

The present building is a _____ Story _____ structure, used or occupied as _____
By _____ families, and is _____ feet long and _____ feet wide. Class _____
The proposed Alteration or Addition consists of _____

Length of Addition _____ Width _____ Stories _____ Class _____
Addition to be Used or Occupied as _____
Number of New Stairs or Fire Escapes _____
Will external or internal supports be removed or rebuilt _____
Est. Cost of Alteration \$ _____ Est. Cost of Additions \$ _____ Total Est. Cost \$ _____

The acceptance of the Permit herein applied for shall constitute an agreement on (my)(our) part to abide by all the conditions herein contained, and to comply with all ordinances of the City of Wickliffe and the laws of the State of Ohio relating to the work to be done thereunder; and said agreement is a condition of said permit.

It is a further condition of this permit that _____

Contractor _____ Owner _____
Address _____ Address _____
Phone _____ Phone _____

Approved: _____ Building Commissioner

Square Footage Form

PLEASE FILL OUT AND SUBMIT WITH BUILDING PLANS

GENERAL CONTRACTOR/OWNER NAME: _____

ADDRESS OF CONSTRUCTION: _____

NEW DWELLINGS

1st Floor Square Footage _____

2nd Floor Square Footage _____

FINISHED Basement Sq Ftg _____

ATTACHED Garage Sq Ftg _____

Covered Porch (es) Sq Ftg _____

Covered Deck (s) Sq Ftg _____

Total Sq Ftg _____

(TOTAL OF COLUMN)

ADDITIONS, ALTERATIONS, GARAGES, ACCESSORY BUILDINGS, MISCELLANEOUS

1st Floor Square Footage _____

2nd Floor Square Footage _____

FINISHED Basement Sq Ftg _____

Total Sq Ftg _____

(TOTAL OF COLUMN)

APPLICATION FOR RESIDENTIAL BUILDING PERMIT PLAN REVIEW

READ INSTRUCTIONS BEFORE COMPLETING FORM - Page 2 of 2 - PLEASE PRINT OR TYPE

DATE SUBMITTED: _____ PLUMBING: YES ☐ NO ☐

STREET ADDRESS OF CONSTRUCTION: _____ S/L # _____

CITY/TOWNSHIP: _____ PERM PARCEL #: _____

IS CONSTRUCTION IN THE FLOODPLAIN: YES ☐ NO ☐

PROJECT TYPE: (Check all that apply) NEW DWELLING ☐ ADDITION ☐ ALTERATION ☐

DECK ☐ POOL ☐ CHANGE OF USE ☐ DEMOLITION ☐ FRAME ☐ BRICK ☐ CRAWL SPACE ☐

SLAB ☐ BASEMENT ☐ FINISHED BASEMENT w/plumbing ☐ w/o plumbing ☐

NUMBER OF STORIES _____ GARAGE SIZE _____ CAR DETACHED ☐ ATTACHED ☐

NUMBER OF FIREPLACES _____ FIREPLACE TYPE _____ WOODBURNER _____

HEATING SYSTEM _____ FUEL TYPE _____ NUMBER OF FUEL PIPING OUTLETS _____

EST CONSTRUCTION COST: _____ ZONING PERMIT #: _____

WELL OR PUBLIC WATER: _____ APPROVED WELL LOG #: _____

UTILITIES APPROVAL DATE: _____ SEPTIC APPROVAL DATE: _____

STORMWATER APPROVAL DATE: _____ SOIL & WATER APPROVAL DATE: _____

PROPOSED STRUCTURE:

DETAILED WORK DESCRIPTION: _____

Identify Square Footage For Proposed Addition:

Basement: _____ 1st Flr: _____ 2nd Flr: _____ 3rd Flr: _____

TOTAL SQ. FT. OF ALL FLOORS: _____

EXISTING STRUCTURE:

DETAILED WORK DESCRIPTION OF ALTERATION: _____

Identify Square Footage For Proposed Alteration:

Basement: _____ 1st Flr: _____ 2nd Flr: _____ 3rd Flr: _____

TOTAL SQ. FT. OF ALL FLOORS: _____

Identify ENTIRE Square Footage For This Project:

Basement: _____ 1st Flr: _____ 2nd Flr: _____ 3rd Flr: _____

TOTAL SQ. FT. OF ALL FLOORS: _____

FIRE PROTECTION SYSTEM: Fire Sprinkler None ☐ Partial ☐ Total ☐

ALL FEES ARE NONREFUNDABLE



PRESCRIPTIVE PACKAGE WORKSHEET

DATE: _____

Builder Name: _____

Builder Address: _____

Building Address: _____

Submitted By: _____

Phone Number: _____

Zone Number **13**

Package Number: _____

PROPOSED

Window Area

$$100 \times \frac{\text{Window Area}}{\text{Gross Wall Area}} = \frac{\text{Proposed Window Area}}{\text{Gross Wall Area}} \%$$

R-Value

Description

Comments

Proposed R-Value

Ceiling

R - _____

Well

R - _____

Floor (Over Unconditioned Space)

R - _____

Floor (Over Outside Air)

R - _____

Basement Well

R - _____

Slab Floor

R - _____

U-Value

Description

Comments

Proposed U-Value

Window

U - _____

Door

U - _____

Heating Efficiency

_____ AFUE/HSPF _____

Efficiency of Proposed Heating Equipment

Make & Model Number (If High Efficiency)

REQUIRED

_____ %

Maximum Window Area

Minimum R-Value

R - _____

R - _____

R - _____

R - _____

R - _____

R - _____

Maximum U-Value

U - _____

U - 0.35

☐

High

☐

Normal

(Check One)

Statement of Compliance

This home meets the requirements of the CABO Model Energy Code - 1992 Edition.

Builder/Designer

Company Name

Date

Building Official

Jurisdiction

Date

2019 Residential Code of Ohio (RCO) Systems Description Form

General Contractor: _____ Homeowner: _____

Office Phone # _____ Cell Phone # _____ Homeowner Phone # _____

Project Description: _____

Address of Project: _____ City/Township: _____

Electrical Design a,b

<u>Service Size (Amps)</u>	<u>Size of Service Entrance Conductors</u>	<u>Panel Location(s)</u>	<u>Number of Sub-Panels</u>	<u>Location</u>
☐ 100 Amp ☐ 200 Amp ☐ Over 200 Amp				☐ Overhead ☐ Underground
☐ Upgrading Service From _____ To _____				
☐ Existing Service			☐ Adding Sub-Panel	

a. Provide a detailed electrical diagram for services over 200 amps for review and approval (see electrical fee schedule).

b. Provide detailed electrical and gas piping diagrams for generator installations (see electrical fee schedule).

HVAC Design

<u>Heating Equipment Type, Size & Efficiency</u>	<u>Design Heat Loss (Btu/h)</u>	<u>Type of Fuel</u>	<u>Location of Equipment</u>
☐ Forced Air Btu/h _____ Eff. _____ ☐ Boiler Btu/h _____ Eff. _____ ☐ Heat Pump Btu/h _____ Eff. _____ ☐ Electric kW _____ Eff. _____ ☐ Geothermal kW (Btu/h) _____ Eff. _____ ☐ Duct Extension Only		☐ Natural Gas ☐ LP ☐ Oil ☐ Electric ☐ Other _____	☐ Basement ☐ Attic ☐ Closet ☐ Crawl Space ☐ Outdoor

<u>Cooling Equipment Type, Size & Efficiency</u>	<u>Design Heat Gain (Btu/h)</u>	<u>Location of Equipment</u>
☐ AC Btu/h _____ Eff. _____ ☐ Heat Pump Btu/h _____ Eff. _____ ☐ Geothermal kW(Btu/h) _____ Eff. _____		☐ Outdoor ☐ Other _____

<u>Area of Conditioned Space (sq. ft.)</u>	<u>Duct Size (Supply and Return)</u>

Fuel Gas Design

<u>Number of Fuel Gas Outlets</u>	<u>Size of Fuel Gas Main</u>	<u>Piping Materials</u>
		☐ Steel Pipe Sch. 40 ☐ CSST ☐ Other _____



The City of Wickliffe

Mayor
William A. Margalis

Council President
David J. Krych

Council at Large
Mark A. Iafelice
Sherry Koski

Ward 1
James A. Bala

Ward 2
Edward C. Matyja

Ward 3
Ronald P. Ely

Ward 4
Edward A. Levon

Director of Law
William C. Gargiulo
343-7104

Director of Public Service
Jon Kerniskey
140-943-7125

Director of Finance
Martin J. Germ
140-943-7117

Building Commissioner
Raymond F. Sack
140-943-7115

Chief of Police
Randy E. Ice
40-943-1234

Chief of Fire
James G. Powers
40-943-7140

City Engineer
Peter J. Formica
40-951-9000

Director of Recreation
Timothy E. Stopp
40-943-7120

City Programs
Director
Patricia A. Fowler
40-943-7100

Senior Center Director
Laureen Webster
40-373-5015

Economic Development
Director
Jason Laver
16-408-6969

2019 RESIDENTIAL CODE OF OHIO (RCO)

ENERGY COMPLIANCE DECLARATION FORM

2019 Residential Code of Ohio 1101.2 Compliance

Compliance shall be demonstrated by meeting the requirements of *one of the following options*:

1. The "International Energy Conservation Code"; or
2. Sections 1101 through 1104 of this chapter; or
3. Section 1105 – "The Ohio Home Builder's Association (OHBA) Alternative Energy Code Option:

Applicants shall indicate the energy compliance option below:

2009 International Energy Conservation Code (IECC)

Please check one of the following:

REScheck based on the 2009 IECC: _____

Prescriptive method based on 2009 IECC Table 402.1.1 _____

Prescriptive method based on U-Factor alternative 2009 IECC 402.1.3. _____

Prescriptive method based on Total UA alternative 2009 IECC 402.1.4 _____

Simulated performance alternative 2009 IECC 405 _____

2019 RCO Sections 1101-1104, Prescriptive Method

Please check one of the following:

Testing option per 1102.4.2.1 (blower door) _____

Visual inspection option per 1102.4.2.2 (third party)
inspection _____

**2019 RCO Section 1105 "The Home Builder's Association
Alternative Energy Code Option"**

Please check one of the following:

Compliance Path #1 _____

Compliance Path #2 _____

*Air leakage testing (blower door) will take effect January 1, 2013

*Duct tightness testing will take effect January 2, 2014

Lake County Department of Utilities Sewer and Water Availability Notice

The following property or properties have been reviewed for the availability of water or sanitary sewer service only:

Contractor: _____

Subdivision: _____ City/Twp: _____

<u>Property Address</u>	<u>Parcel Number</u>	<u>Lot Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

FOR UTILITIES OFFICE USE ONLY

Lake County Utility Services Available

- ☐ L.C.D.U. Sanitary Sewer Service is available for the above property or properties
- ☐ L.C.D.U. Domestic Water Service is available for the above property or properties

Lake County Utility Services NOT Available

- ☐ L.C.D.U. Sanitary Sewer Service is NOT available for the above property or properties
- ☐ L.C.D.U. Domestic Water Service is NOT available for the above property or properties

Comments: _____

Utility Services from Alternate Provider

- ☐ Sanitary Sewer Service may be available from an alternate service provider
- ☐ Domestic Water Service may be available from an alternate service provider

Reviewed By: _____ Date: _____

MUNICIPAL REVIEW AND INSPECTION FEES

FULL SWP3 PLAN

Commercial, Industrial, Residential Subdivision	10 acres or less	\$300.00
	More than 10 to and including 20 acres	\$500.00
	More than 20 to and including 50 acres	\$700.00
	More than 50 acres	\$1,000.00
Non-Residential Individual Development Site	Individual Development greater than one acre	\$250.00
Multi-Family Development Site	Any acreage development site	\$250.00
A Non-Residential lot within a Common Plan of Development	Any lot one acre or greater within a Common Plan of Development	\$100.00
General Clearing/Grading Recreational Multi-Family Development within a Common Plan of Development	Any lot one acre or greater withing a Common Plan of Development	\$100.00

ABBREVIATED SWP3 PLAN

All new, single-family residential projects	Any acreage project	\$10.00
Any residential additions, accessory buildings, or general clearing	Projects greater than 1/10 of an acre	\$10.00
Non-Residential Individual Development Site	Project greater than 1/10 acre and less than one acre	\$10.00

CITY OF WICKLIFFE, BUILDING DEPARTMENT

INSPECTION PROCEDURE LIST

As you complete particular sections of your construction, you must call (440) 943-7115 and request inspection BEFORE proceeding to next phase. Otherwise, you may be required to tear down a portion of your work to show visible proof that a concealed section is up to Code. **Call 24 hours in advance, or at times before 9:00 am the same day, so inspection can be properly scheduled.**

Below is the order of inspection required and is **MANDATORY:**

Must comply with 2013 Ohio Residential Code including compliance with Energy Code 1101.2.

City Engineer will take a grade reading before footers are poured to make sure top of block is consistent with proposed grade level for new construction. Call 440 951-9000/ask for Pete Formica

Footer Inspection – before concrete footings are poured

Foundation Inspection – before backfilling

Slab Inspection – before it is poured

Framing Inspection – after roofing, framing, fire blocked and bracing are in place

Rough Plumbing/Rough Heating/Rough Electrical

Rough Electrical – (reminder all permits/inspections thru Lake County Bldg) call 440 918-2636, they need at least 24 hour notice. All electrical contractors to register with the City also.

Insulation/Drywall

Final Plumbing/Final Heating/Final Electric by Lake County Bldg. Dept.

Final Sewer Dye Test (make sure sanitary and storm tees are exposed)

Final As Built/Site Plan (after rough grading is complete by Engineer), submit 3 sets of as-built certification is approved by City Engineer, otherwise no final refund on deposit, or temporary occupancy permit will be issued.

Fireplace Inspections are as follows:

Foundation/First Flue/Prior to Facing Fireplace/Final

Pre Fab or Wood Stoves required Framing & Final Inspections.