



## 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: \_\_\_\_\_

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



DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF BUILDING ENGINEERING & INSPECTION  
**APPLICATION FOR SITE/GRADE PLAN REVIEW**

**DATE:** \_\_\_\_\_

Owner: \_\_\_\_\_

Project Address/Sublot No. \_\_\_\_\_

Engineer/Surveyor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Site Plan - R1 and RMF Per Unit **\$600.00**

Site Plan - OB, LB, GB, IR, CM, IND **\$1200.00**

The City Engineer shall estimate the cost of the site plan review. If the estimated cost exceeds the deposit, the applicant shall be informed by the City Engineer's office and the estimated costs shall be directed to be deposited to the City of Wickliffe, prior to the Engineer's examination of such site plan.

Fee \$600.00 (RES.) Estimate \$ \_\_\_\_\_ Add'l Deposit \_\_\_\_\_

Fee \$1200.00 (Other) Return to Applicant if any \$ \_\_\_\_\_

The applicant shall be charged for the actual costs incurred by the City Engineer for the review of the site plan, inspection of the site, and checking of the grade, and any and all other expenses associated with the site plan review. Such costs shall be computed on the basis and in accordance with the legislation governing the right of compensation for the City Engineer at the time. Any deficiency between the actual costs of the services rendered by the City Engineer and the deposit paid by the applicant, shall be paid to the City prior to the approval of the final site plan. Any excess of the deposit over the actual costs of the City Engineer and permit fee shall be returned to the applicant.

Deposited By: \_\_\_\_\_

**Refund To: (if any)** \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_



FOR CITY ENGINEER  
INSPECTION CHECK LIST

SITE PLAN RECEIVED/DATE: \_\_\_\_\_

Approved By: \_\_\_\_\_  
City Engineer

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

Foundation Grade Check Received/Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Paving Sub-Base Grade Check Received/Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Final Site Plan Received/Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

No construction permits or certificate of zoning compliance shall be issued until such time as the City Engineer has approved the submitted site plan pursuant to City Ordinance 1107.02 (a).

At such time as the builder or other permit holder has constructed the foundation or slab, he/she shall request through the Building Commissioner (440) 943-7115, that the City Engineer check the grade. **NO further construction shall be permitted** until the Engineer has checked such foundation and found it to be in accordance with the approve site plan.

When the subbase of the hard surface paved area and other areas that require grade changes have been completed, the permit holder shall again request (440) 943-7115 that the City Engineer check the grade. **NO further construction shall be permitted** until the City Engineer has checked and approved these elevations.

By my signature, I certify that I have read and fully understand the intent of this document.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



# PRESCRIPTIVE PACKAGE WORKSHEET

DATE: \_\_\_\_\_

Builder Name: \_\_\_\_\_

Builder Address: \_\_\_\_\_

Building Address: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Zone Number **13**

Package Number: \_\_\_\_\_

## PROPOSED

Window Area

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

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

$$\text{Maximum Window Area} \%$$

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

APPLICATION FOR APPROVAL UNDER  
**MUNICIPAL EROSION AND SEDIMENT CONTROL RULES**

LAKE COUNTY SOIL AND WATER CONSERVATION DISTRICT

ALL NECESSARY INFORMATION MUST BE PROVIDED ON THIS FORM. THE REVIEW AND INSPECTION FEE SHALL BE SUBMITTED WITH THE EROSION AND SEDIMENT CONTROL (ESC) PLANS, ESC PLANS SHALL NOT BE REVIEWED UNTIL THE FEE HAS BEEN PAID.

**1. OWNER INFORMATION**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**2. AGENT/CONTRACTOR/HOMEBUILDER INFORMATION**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**3. SITE LOCATION INFORMATION**

Facility/Site Name \_\_\_\_\_ Township \_\_\_\_\_

Address \_\_\_\_\_ Project Type \_\_\_\_\_  
(subdivision, commercial, single lot, etc.)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**4. SOIL-DISTURBING ACTIVITY INFORMATION**

Total Project Area (in acres) \_\_\_\_\_ Proposed Start Date (mo/day/yr) \_\_\_\_\_

Estimated Completion Date (mo/day/yr) \_\_\_\_\_

**5. RECEIVING WATER INFORMATION**

Receiving Water Body \_\_\_\_\_ Watershed Name \_\_\_\_\_

**6. ADDITIONAL NATURAL RESOURCE PERMITS (if applicable)**

Ohio Environmental Protection Agency NPDES Permit # \_\_\_\_\_ Or NOI (date sent) \_\_\_\_\_

U.S. Army Corps of Engineers Section 404 Permit # \_\_\_\_\_ Or NWP # \_\_\_\_\_

Other Pertinent Natural Resource Permits Required:

**7. PAYMENT INFORMATION**

**Make Checks Payable to: Lake SWCD**

Date of Check \_\_\_\_\_ Check Number \_\_\_\_\_ Amount \_\_\_\_\_

**8. CERTIFICATION**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision and are to the best of my knowledge and belief, true, accurate, and complete.

Printed Name \_\_\_\_\_ Affiliation \_\_\_\_\_

Signature \_\_\_\_\_ 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