



LAKE COUNTY BUILDING DEPARTMENT
105 Main St, Bldg B 2nd Floor, Painesville OH 44077
TEL: 440-350-2636 440-918-2636 800-899-LAKE Ext. 2636 FAX: 440-350-2660
Website: www.lakecountyohio.gov/building-inspection
E-mail: lcdb@lakecountyohio.gov

SUBMITTING FOR A RESIDENTIAL BUILDING PERMIT

1. SUBMIT AT THE WINDOW OR ONLINE

A. WINDOW SUBMITTAL: SUBMIT (2) TWO COMPLETE SETS OF PLANS along with a completed Application for Residential Building Permit Plan Review. A submittal fee is required to be paid upon submittal of plans.

B. ONLINE SUBMITTAL: On the left side of the home page is a link for Document Submittal. You will upload your application and all documents. We will call you for the submittal fee when we receive the submittal. Once your plans have been approved you will be notified by email of the fee and any outstanding requirements. When all requirements are met you will call with the payment. The permit and your job copy will be emailed to you after your payment is received. You will need to print everything and have it on your job site for when the inspectors come out.

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 such as indicating the location, nature and extent of the work proposed to determine compliance with the Residential Code of Ohio (RCO). Drawings shall be dimensioned and drawn upon suitable material to clearly indicate clearly the principle use of the building or structure. The floor area for such uses shall be clearly shown on plans.

Each set of plans shall include the following:

- A. Job address and other information: The job site address shall appear on all sheets/pages of the set of plans. Each sheet/page of the set of plans shall be identified by sheet number.
- B. General: The plans shall reflect the orientation of the building as shown on the site plan. Plans reflecting a reverse orientation will not be accepted. The plans shall be specific and show only information relative to the actual construction. Details, layouts and construction options not related to the actual construction shall not be shown or shall be clearly demarcated to indicate they are not related to the project construction. These conditions are grounds for not approving the plans or inspections.
- C. Site Plan: A site plan showing a north orientation arrow, the size and location of new residential construction and all existing structures on the site, all property and interior lot line locations with setback and side yard dimensions and distances from buildings to lot lines, the locations of the nearest streets, the established street grades, the locations, types and sizes of all utility lines, the location of any fences, and the elevations of all proposed finished grades; and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot.
- D. Index: Index of all drawings must be located on the first sheet if the set of plans.

- E. Floor Plans: Complete floor plans, including plans of full or partial basements and full or partial attics. Floor plans must show all relevant information such as door swings, stairs and ramps, windows, shafts, all portions of the means of egress, etc., and shall be sufficiently dimensioned to describe all relevant space sizes. Wall materials shall be described by cross-hatching (with explanatory key), by notation, or by other clearly understandable method. Spaces must be identified by how each space is intended to be used.
- F. Exterior Wall Envelope: The residential construction documents shall provide details of the exterior wall envelope as required, including flashing, intersections with dissimilar materials, comers, end details, control joints, intersections at roof, eaves, or parapets, means of drainage, water-resistive membrane, all elevations necessary to completely describe the exterior of the residential building including floor to floor dimensions, and details around openings. See the 2019 RCO Energy Compliance Declaration Form.
- G. Sections: Cross sections, wall sections, details including typical connections as required to fully describe the residential building construction showing wall, ceiling, floor and roof materials. Residential construction documents shall describe the exterior wall envelope in sufficient detail to determine compliance with the RCO.
- H. Structure: Complete structural description of the residential building including size and location of all structural elements used in the design of the residential building and other data as required to fully describe the structural system.
- I. Rating: The fire-resistance ratings of all structural elements as required by this code, data substantiating all required fire-resistance ratings including details showing how penetrations will be made for electrical, mechanical, plumbing, and communication conduits, pipes, and systems, and the materials and methods for maintaining the required structural integrity, fire-resistance rating, and firestopping.
- J. System Descriptions: Description of the mechanical, plumbing and electrical systems, including: materials; location and type of fixtures and equipment; materials, and sizes of all ductwork; location and type of heating, ventilation, air conditioning and other mechanical equipment and all lighting and power equipment. See the 2019 RCO System Descriptions Form.
- K. Additional Information: Additional graphic or text information as may be reasonably required by the residential building official to allow the review of special or extraordinary construction methods or equipment.
- L. Manufacturer's Installation Instructions: As required by this code, shall be available on the job site at the time of inspection.
- M. Amended (Revised) Construction Documents: If substantial changes to the residential building are contemplated after first document submission, or during construction, those changes must be submitted in duplicate with an Application for Residential Building Permit Plan Review to the Lake County Building Department for review and approval.

4. ZONING PERMIT - Check with the local zoning inspector for requirements. Bring a copy of the zoning permit to the Building Dept if required. If a Zoning permit is not required please provide the name and number of the person you spoke to.
5. 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.
6. WATER SUPPLY (for new dwelling) – 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.
7. SANITARY SEWERS/ SEPTIC SYSTEMS (for new dwellings) –If public sanitary sewers are not accessible, an individual disposal system must be installed in accordance with the Ohio State and County Health District’s requirements. Contact the Lake County Health District. If a septic system is to be installed, the Lake County Health District (See Item # 11) must approve the grade/site plan.
8. LAKE COUNTY DEPARTMENT OF UTILITIES SEWER & WATER AVAILABILITY NOTICE FORM (for new dwellings) signed by the Lake County Utilities Department.
9. LAKE COUNTY SOIL & WATER CONSERVATION DISTRICT (for new dwellings) - Submit a copy of the Approval Letter from the Lake County Soil and Water District if applicable.
10. LAKE COUNTY ENGINEER I STORMWATER MANAGEMENT DEPT (for new dwellings) - Approval stamped on site plan (See Item # 11) if applicable.
11. SUBMIT A SITE PLAN with all required approvals ON ONE SITE PLAN: Lake County Engineers I Stormwater Management, Lake County Soil & Water District, and the Lake County Health District, if applicable.
12. STATE 1% PERCENT FEE: Pursuant to 3781.102 (F) (2) of the Ohio Revised Code all residential permits and plan reviews shall be charged a 1% state tax.