

# Commercial Submittal Package



*Lake County, Ohio*

Lake County Building Department

105 Main St, Bldg B Second Floor

Painesville, Ohio 44077

440-350-2636

[www.lakecountyohio.gov](http://www.lakecountyohio.gov)

[lcdb@lakecountyohio.gov](mailto:lcdb@lakecountyohio.gov)

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## APPLICATION FOR COMMERCIAL BUILDING PERMIT PLAN REVIEW

DATE OF SUBMISSION: \_\_\_\_\_

**READ THE FOLLOWING INSTRUCTIONS AND INFORMATION BEFORE COMPLETING THIS TWO (2) PAGE FORM**

1. All drawings and specifications, including plot plans must be submitted electronically through our website ([www.lakecountyohio.gov](http://www.lakecountyohio.gov)) or by emailing our office (LCBD@lakecountyohio.gov). There is also a plan submittal fee due that **must** be paid at the time of submission. (See fee sheet or call the Building Dept for amount due.) Someone from our office will contact you within 24 business hours to take payment via credit card or electronic check over the phone.
2. All submittals must include 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.
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. 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, gas piping, hydronics, and refrigeration (these fees are paid by the general contractor at the time the initial building permit is issued). HOWEVER, YOU WILL STILL BE RESPONSIBLE FOR HAVING YOUR SUBCONTRACTORS COMPLETE & SUBMIT THE APPROPRIATE PERMIT APPLICATIONS.** Additionally, separate drawings, approvals and fees that may be needed include: hood, hood suppression, fire alarm, and fire sprinkler.
5. It is the duty of the General Contractor 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 is responsible to obtain a final inspection at the completion of the project.
6. This permit becomes 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.
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 Lake County 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, PUNISHABLE BY UP TO SIX (6) MONTHS IMPRISONMENT AND A FINE OF \$1,000 OR BOTH. By signing the application you and the entity you represent are agreeing to be obligated and pay for any additional review time and other fees associated with this project. You are further agreeing that failure to pay within 30 days of being billed may result in legal action and refusal of all future applications**

**OWNER:**

NAME: \_\_\_\_\_  
 NAME OF FIRM: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 TEL#: \_\_\_\_\_ FAX#: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

**SUBMITTER:**

NAME: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_  
 NAME OF FIRM: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 TEL#: \_\_\_\_\_ FAX#: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

**DESIGN PROFESSIONAL:**

NAME: \_\_\_\_\_  
 NAME OF FIRM: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 TEL#: \_\_\_\_\_ FAX#: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

**GENERAL CONTRACTOR:**

PRINTED NAME: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_  
 NAME OF FIRM: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 TEL#: \_\_\_\_\_ FAX#: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

**Plans Prepared By:**      **Name / Ohio Reg. No.**

Registered Architect \_\_\_\_\_  
 Registered Engineer \_\_\_\_\_

LAKE COUNTY BUILDING DEPARTMENT

APPLICATION FOR COMMERCIAL BUILDING PERMIT PLAN REVIEW

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

PROJECT NAME: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

ADDRESS OF CONSTRUCTION: \_\_\_\_\_

CITY/TOWNSHIP: \_\_\_\_\_ PERM PARCEL #: \_\_\_\_\_

IN THE FLOODPLAIN: YES NO PLUMBING: YES NO

SEPTIC - New/Existing: Yes No WELL - New/Existing: Yes No

EST. COST OF CONSTRUCTION: \_\_\_\_\_ SUBMITTAL FEE AMOUNT ENCLOSED: \_\_\_\_\_

PROJECT TYPE: (Check all that apply) [ ]NEW [ ]ADDITION [ ]ALTERATION [ ]CHANGE OF USE [ ]DEMOLITION [ ]OTHER \_\_\_\_\_

DETAILED WORK DESCRIPTION: \_\_\_\_\_

IDENTIFY SQUARE FOOTAGE FOR THIS PROJECT: TOTAL SQ. FTG OF ALL FLOORS: \_\_\_\_\_

Basement: \_\_\_\_\_ 1st Flr: \_\_\_\_\_ 2nd Flr: \_\_\_\_\_ 3rd Flr: \_\_\_\_\_ 4th Flr: \_\_\_\_\_ Other: \_\_\_\_\_

ZONING PERMIT #: \_\_\_\_\_ FIRE DEPT. COMM. DATE RECEIVED: \_\_\_\_\_

WELL OR PUBLIC WATER: \_\_\_\_\_ APPROVED WELL LOG #: \_\_\_\_\_

UTILITIES APPROVAL DATE: \_\_\_\_\_ SEPTIC APPROVAL DATE: \_\_\_\_\_

STORMWATER APPROVAL DATE: \_\_\_\_\_ SOIL & WATER APPROVAL DATE: \_\_\_\_\_

PROPOSED STRUCTURE:

Use Group (Check all that apply)

- [ ]A1 [ ]A2 [ ]A3 [ ]A4 [ ]A5 [ ]B [ ]E [ ]F1 [ ]F2 [ ]H1 [ ]H2 [ ]H3 [ ]H4 [ ]H5 [ ]I1 [ ]I2 [ ]I3 [ ]I4 [ ]M [ ]R1 [ ]R2 [ ]R3 [ ]R4 [ ]S1 [ ]S2 [ ]U

Mixed Use Option(s) / Separate Structure(s)

[ ]Non-Separated [ ]Separated - Hour Rating \_\_\_\_\_ [ ]Fire Wall - Hour Rating \_\_\_\_\_

Type of Construction:

- [ ]1A [ ]1B [ ]2A [ ]2B [ ]3A [ ]3B [ ]4 [ ]5A [ ]5B

Fire Protection & Alarm Systems:

Fire Suppression [ ]None [ ]Partial [ ]Total [ ]Required [ ]Non-Required

Fire Alarm [ ]None [ ]Partial [ ]Total [ ]Required [ ]Non-Required

EXISTING STRUCTURE:

Use Group: (Check all that apply)

- [ ]A1 [ ]A2 [ ]A3 [ ]A4 [ ]A5 [ ]B [ ]E [ ]F1 [ ]F2 [ ]H1 [ ]H2 [ ]H3 [ ]H4 [ ]H5 [ ]I1 [ ]I2 [ ]I3 [ ]I4 [ ]M [ ]R1 [ ]R2 [ ]R3 [ ]R4 [ ]S1 [ ]S2 [ ]U

[ ]Non-Separated [ ]Separated- Hour Rating \_\_\_\_\_ [ ]Fire Wall- Hour Rating \_\_\_\_\_

Type of Construction:

- [ ]1A [ ]1B [ ]2A [ ]2B [ ]3A [ ]3B [ ]4 [ ]5A [ ]5B [ ]Fire

Protection & Alarm Systems:

Fire Suppression [ ]None [ ]Partial [ ]Total [ ]Required [ ]Non-Required

Fire Alarm [ ]None [ ]Partial [ ]Total [ ]Required [ ]Non-Required

ALL FEES ARE NONREFUNDABLE

# LAKE COUNTY BUILDING DEPARTMENT

105 Main St, Bldg B Second Floor

Painesville, Ohio 44077

Tel: 440-350-2636 440-918-2636

Fax: 440-350-2660

## JURISDICTIONS

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 City

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

Willowick

## **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 local jurisdiction where they are working for any requirements at the local level.

The following contractors are registered annually (January –December):

- 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
- Plumbing - requires copy of State of Ohio Plumbing License

## **SUBMITTING FOR A COMMERCIAL BUILDING PERMIT Page 1 of 2**

1. **SUBMIT ALL PLANS ELECTRONICALLY (via our website at [lakecountyohio.gov](http://lakecountyohio.gov) or office email at [lcbbd@lakecountyohio.gov](mailto:lcbbd@lakecountyohio.gov)),** specifications, and data for commercial and/or industrial construction sealed by a State of Ohio Registered Design Professional, along with a completed Application for Commercial Building Permit Plan Review.
  - A. All submittals must be in accordance with Section 106 of the 2017 Ohio Building Code (OBC), including site 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, electrical, and energy efficiency 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. 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.
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 OBC. Drawings shall also clearly indicate 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. Spaces shall be identified by appropriate code appellations (use).
4. **FIRE AUTHORITY (for commercial and / or industrial construction)** - Pursuant to the 2017 OBC, Section 106: 106.1.2(5), if you are submitting drawings to the Lake County Building Department for a commercial permit applicant, you must also immediately submit one additional 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 FOR OTHER AGENCIES** - 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, as 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.

**SUBMITTING FOR A COMMERCIAL BUILDING PERMIT Page 2 of 2**

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 and stamp 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.

If you are building in the following areas you must contact Lake County Soil & Water District located at 125 East Erie Street, Painesville, 440-350-2730.

Before we can issue a building permit we will need either soil and water's approval letter or an exemption stamp on the site plan.

CONCORD TOWNSHIP  
FAIRPORT HARBOR VILLAGE  
KIRTLAND CITY  
LEROY TOWNSHIP  
MADISON TOWNSHIP  
MENTOR ON THE LAKE  
NORTH PERRY VILLAGE  
PAINESVILLE TOWNSHIP  
PERRY TOWNSHIP  
PERRY VILLAGE  
WAITE HILL VILLAGE  
WICKLIFFE  
WILLOUGHBY HILLS  
WILLOWICK

If you are building in the following areas you must contact Lake County Engineer/Stormwater management department located at 550 Blackbrook, Painesville, 440-350-2770.

Before we can issue a building permit we will need the engineer/stormwater managements' approval stamp on the plan.

CONCORD TOWNSHIP  
GRAND RIVER VILLAGE  
LEROY TOWNSHIP  
KIRTLAND CITY  
KIRTLAND HILLS  
LAKELINE  
MADISON TOWNSHIP  
MADISON VILLAGE  
MENTOR ON THE LAKE  
PAINESVILLE TOWNSHIP  
PERRY TOWNSHIP  
PERRY VILLAGE  
TIMBERLAKE VILLAGE  
WILLOUGHBY HILLS  
WILLOWICK





Lake County, Ohio

## LAKE COUNTY BUILDING DEPARTMENT

105 MAIN ST, BLDG B 2<sup>ND</sup> FLOOR, PAINESVILLE, OHIO 44077

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

Website: [www.lakecountyohio.gov/building-inspection](http://www.lakecountyohio.gov/building-inspection) - E-mail: [lcbd@lakecountyohio.gov](mailto:lcbd@lakecountyohio.gov)

### LOCAL ZONING OFFICES

#### Concord Township

7229 Ravenna Road  
Concord OH 44077 Tel:  
Tel: 440-354-7506

[Concordtwp.com](http://Concordtwp.com)

#### Fairport Harbor Village

220 Third St  
Fairport Harbor OH 44077  
Tel: 440-352-3620

[Fairportharbor.org](http://Fairportharbor.org)

#### Grand River Village

205 Singer Avenue  
PO Box 663  
Grand River OH 44045  
Tel: 440-357-5222

[zoning@grandriverohio.com](http://zoning@grandriverohio.com)

#### Kirtland City

9301 Chillicothe Rd  
Kirtland OH 44094  
Tel: 440-256-3332

[Kirtlandohio.com](http://Kirtlandohio.com)

#### Kirtland Hills

8026 Chillicothe Road  
Kirtland Hills OH 44060  
Tel: 440-974-9090

[Kirtlandhills.org](http://Kirtlandhills.org)

#### Lakeline Village

33801 Lake Shore Blvd  
Lakeline OH 44095  
Mayor- 440-946-6189

#### Leroy Township

6684 Paine Rd  
Leroy Twp OH 44077  
Tel: 216-296-2931

[zoning@leroyohio.com](http://zoning@leroyohio.com)

#### Madison Township

2065 Hubbard Road  
Madison OH 44057  
Tel: 440-428-1120

[info@madisontownship.net](mailto:info@madisontownship.net)

#### Madison Village

126 West Main Street  
Madison OH 44057  
Tel: 440-428-7526

[info@madisonvillage.org](mailto:info@madisonvillage.org)

#### Mentor-on-the-Lake

5860 Andrews Rd  
Mentor on the Lake OH 44060  
Tel: 440-257-7216

[cityhall@citymol.org](mailto:cityhall@citymol.org)

#### Painesville City

66 Mentor Ave  
Painesville OH 44077  
Tel: 440-392-5931

[Permits@painesville.com](mailto:Permits@painesville.com)

#### Painesville Township

55 Nye Road  
Painesville OH 44077  
Tel: 440-352-1443

[Painesvilletwp.com](http://Painesvilletwp.com)

#### North Perry Village

4449 Lockwood Road  
N. Perry Village OH 44081  
Tel: 440-259-4994

[Northperry.org](http://Northperry.org)

#### Perry Township

3740 Center Road  
Perry OH 44081  
Tel: 440-259-5140

[perrytwp@ncweb.com](mailto:perrytwp@ncweb.com)

#### Perry Village

3758 Center Road  
Perry OH 44081  
Tel: 440-259-2671

[Perryvillage.zoning@gmail.com](mailto:Perryvillage.zoning@gmail.com)

#### Timberlake Village

11 Eastshore Boulevard  
Timberlake OH 44095  
Tel: 216-316-0896

[Buildinginspector@villageoftimberlake.com](mailto:Buildinginspector@villageoftimberlake.com)

#### Waite Hill

7215 Eagle Road  
Waite Hill OH 44094  
Tel: 440-942-1612

[Waitehill@waitehilloh.gov](mailto:Waitehill@waitehilloh.gov)

#### Wickliffe

28730 Ridge Road  
Wickliffe OH 44092  
Tel: 440-943-7115

[Cityofwickliffe.com](http://Cityofwickliffe.com)

#### Willoughby Hills

City of Willoughby Hills  
35405 Chardon Road  
Willoughby Hills OH 44094  
Tel: 440-975-3550

[building@willoughbyhills-oh.gov](mailto:building@willoughbyhills-oh.gov)

#### Willowick

31230 Vine Street  
Willowick OH 44095  
Tel: 440-516-3000

[Cityofwillowick.com](http://Cityofwillowick.com)

# LAKE COUNTY BUILDING DEPARTMENT

105 Main St, Bldg B Second Floor, Painesville, Ohio 44077

(440)350-2636 FAX (440)350-2660

E-MAIL: [lcdb@lakecountyohio.gov](mailto:lcdb@lakecountyohio.gov)

[www.lakecountyohio.gov/buildinginspection/](http://www.lakecountyohio.gov/buildinginspection/)

Pursuant to the 2011 Ohio Building Code, Section 106: 106.1.2(5), if you are submitting drawings to the Lake County Building Department for permits for any of the following you must also immediately submit a set of drawings to the Local Fire Department for review. (PLEASE SPECIFY TYPE OF DRAWINGS)

New Buildings  
Additions  
Alterations

Fire Alarms  
Fire Sprinklers  
Fire Suppression  
Grease Hood

Once the drawings have been submitted to the Local Fire Department, the Fire Official will review the drawings and submit notification and any comments he/she may have regarding the drawings to the Lake County Building Department.

**PLEASE COMPLETE THE BOTTOM PORTION OF THIS PAGE FOR EACH SUBMITTAL.**

PROJECT TYPE: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

ADDRESS OF CONSTRUCTION: \_\_\_\_\_  
\_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

CONTRACTOR'S CONTACT NUMBER: \_\_\_\_\_

CONTRACTOR'S FAX NUMBER: \_\_\_\_\_

CONTRACTOR'S E-MAIL ADDRESS: \_\_\_\_\_

## **FIRE DEPARTMENT USE ONLY**

DATE RECEIVED: \_\_\_\_\_ DATE MAILED/FAXED: \_\_\_\_\_

FIRE OFFICIAL'S COMMENTS: \_\_\_\_\_

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

SIGNATURE / NAME

TITLE

PHONE NUMBER

## LAKE COUNTY BUILDING DEPARTMENT

105 Main St  
Bldg B 2<sup>nd</sup> Floor

Painesville, Ohio 44077

TEL: 440-350-2636 440-918-2636 FAX: 440-350-2660

### LOCAL FIRE DEPARTMENT CONTACTS

#### Concord Township

Fire Prevention  
Concord Twp. Fire Dept  
11600 Concord-Hambden Rd  
Concord Twp OH 44077  
Tel: 440-350-1856  
concordinspectors@concordtwp.com

#### Leroy Township

Fire Prevention  
Leroy Fire Department 13028  
Leroy-Center Rd  
Painesville Twp OH 44077  
Tel: 440-254-4124  
firechief@leroyfire.org

#### North Perry Village / Perry Township / Perry Village

Fire Prevention  
Perry Joint Fire District  
3742 Center Road  
Perry OH 44081  
Tel: 440-259-2880  
Fax: 440-259-3680  
dchiappone@perryfire.info  
tsitz@perryfire.info

#### Fairport Harbor Village

Fire Prevention  
Fairport Harbor Fire Dept  
220 Third Street  
Fairport Harbor OH 44077  
Tel: 440-352-3620/352-6922 Fax:  
440-352-8872  
firechief@fairportharbor.org

#### Madison Township / Madison Village

Fire Prevention  
Madison Joint Fire District  
840 River St  
Madison OH 44057  
Tel: 440-428-1522  
Fax: 440-428-2227  
info@madisonfire.org

#### Wickliffe

Captain James Isom  
Fire Prevention  
Training Coordinator  
Wickliffe Fire Department  
29885 Euclid Ave  
Wickliffe OH 44092  
Tel: 440-943-7130  
Fax: 440-943-7144  
jisom@wickliffefire.org

#### Grand River Village

Chief Nate Peters  
Grand River Fire Dept  
205 Singer Avenue  
PO Box 663  
Grand River OH 44045  
Tel: 440-352-9133  
npeters@grandriverohio.com

#### Mentor-on-the-Lake

Fire Prevention  
City of Mentor on the Lake  
Fire Department  
5860 Andrews Rd  
Mentor on the Lake OH 44060  
Tel: 440-257-7223  
Fax: 440-257-4241  
firedept@citymol.org

#### Willoughby Hills

Willoughby Hills Fire Dept  
Dan Clayton  
35405 Chardon Road  
Willoughby Hills OH 44094  
Tel: 440-918-8710  
Fpb.whfd@gmail.com

#### Kirtland City

#### Kirtland Hills

Fire Prevention Bureau  
Kirtland Fire Department  
9301 Chillicothe Rd  
Kirtland OH 44094  
Tel: 440-256-3332  
Fax: 440-256-4707  
thutton@kirtlandfire.com

#### City of Painesville

Fire Prevention  
28 Mentor Ave  
Painesville, OH 44077  
Tel: 440-392-5848  
Fax: 440-392-0912  
fireprevention@painesville.com

#### Willowick

Willowick Fire Dept  
30435 Lakeshore Blvd  
Willowick OH 44095  
Tel: 440-585-1202  
Fax: 440-585-4112  
doconnell@cityofwillowick.com

#### Painesville Township

Fire Prevention  
Painesville Twp Fire Dept  
55 Nye Road  
Painesville OH 44077  
Tel: 440-352-1443  
Fax: 440-352-8169  
eburchak@painesvilletwp.com  
mshoff@painesvilletwp.com

# 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



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

## INSPECTION REQUIREMENTS

- JOB SITE ADDRESS** that is visible from the street and posted during entire construction project.
- JOB PLACARD POSTED IN PLAIN SIGHT**
- APPROVED JOB COPY. CONSTRUCTION DOCUMENTS MUST BE AVAILABLE ON ALL JOBS FOR ALL INSPECTIONS.** If approved construction documents are not on the job site, a re-inspection must be scheduled – **PLEASE NOTE A RE-INSPECTION FEE WILL BE ASSESSED.**
- RE-INSPECTION FEES** – A re-inspection fee will be charged when the inspector must return to the job site that was not ready, building was locked and inspector could not gain access, approved construction documents 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.
- SCHEDULING INSPECTIONS** – Minimum of Twenty-four (24) hour notice is required for **all inspections**. Inspection requests must be received by 3:00 p.m. for inspection the next day. You can call the day of your inspection, between 8:15 a.m. – 9:00 a.m. for an approximate inspection time.
- FOOTING / PADS / PILING / POST HOLE INSPECTIONS:**
  - \* Upon completion of footing forms, reinforcement, etc. and **BEFORE PLACING CONCRETE** schedule a pre-pour inspection.
  - \* A minimum of a **ONE HOUR** window is required when scheduling for inspection.
- FOUNDATION INSPECTION:**
  - \* Upon completion of water proofing and drain proofing, drain tile with stone in place, and prior to backfilling.
- UNDERGROUND PLUMBING, SANITARY INSPECTION:**
  - \* After complete installation of all underground plumbing & sanitary systems components. **Note: Exposure of pipe sleeve and entire building drain and branches must be visible inside and outside of the exterior wall and have full continuous support upon a bed of clean fill (i.e. stone, gravel or sand). The entire underground system must be under test with either an air pressure test (if permitted by the manufacture of the piping) with 5 psi of air for 15 min., 10' head of water if water tested or vacuum test with a -2 vac for 15 min.**
- UNDERGROUND ELECTRIC, MECHANICAL, GAS PIPING, Etc. INSPECTION:**
  - \* After complete underground installations of all electrical conduit, ductwork, hydronic piping, fuel gas piping. **Note: for electrical conduit and gas piping installations it is only necessary to leave three feet of each end of the trench open for inspection; on connections over 100 feet in length the middle portion of the trench will also need to be left open for inspection.**

**UNDER SLAB UTILITIES INSPECTION:**

- \* After all service equipment, conduit, piping accessories and other ancillary equipment items are in place, but **BEFORE PLACING ANY CONCRETE OR INSTALLING ANY FLOOR SHEATHING, INCLUDING THE SUB FLOOR** schedule a pre-pour and / or pre-sheathing inspection.
- \* A minimum of a **ONE HOUR** window is required when scheduling for inspection.

**CONCRETE SLAB:**

- \* Upon completion of insulation, vapor barriers, mesh, re-enforcement, isolation joint, etc. but **BEFORE INSTALLING CONCRETE** schedule a pre-pour inspection

**ROUGH-IN INSPECTIONS:**

- \* **All additional permits must be on file (electrical, mechanical, plumbing, gas piping, etc.)**  
Rough-in inspection compliance approval for framing / structure, electrical, mechanical, plumbing, gas piping, pre-fabricated fireplaces and any other essential components relevant to the overall construction in any area, is required before concealment.

**In addition to the approved construction documents, the following items listed below must be on site for the framing inspection:**

- Roof truss design drawings (depiction of each individual truss), and the truss layout drawing.
- Manufacturer instructions for:
  - Factory made fireplaces (prefab)
  - Corrugated stainless steel tubing (CSST)
  - (Manufacturer's instructions for other equipment or appliances as required)
- **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.
- **PLUMBING:** Complete plumbing installations including all waste, vent, drain, water distribution.  
***Note - The entire waste/vent/drain system must be under test with either an air pressure test (if permitted by the manufacture of the piping) with 5 psi of air for 15 min., 10' head of water if water tested or vacuum test with a -2 vac for 15 min.***

**MASONRY FIREPLACE INSPECTION:**

- \* To be inspected at the top of smoke chamber when first flue tile is set and smoke chamber parged.

**ENERGY EFFICIENCY – INSULATION INSPECTION:**

- \* After all rough inspections and any other work that may be concealed have been inspected for compliance.
- \* Insulation is completely installed but prior to placement of any drywall or other covering.
- \* Inspections shall include, but not limited to, inspections for envelope insulation R and U value, fenestration U value, duct system R value, and HVAC and water heating equipment efficiency.

**FIRE RESISTANCE RATED CONSTRUCTION INSPECTIONS:**

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

**ELECTRICAL SERVICE INSPECTION:** (Temporary or Permanent. Please provide work order number)

- \* **Temporary Power Pole** – prior to utility company hook up.
- \* **Permanent Electrical Service** – When main panel is installed and grounding is complete with cover off prior to utility company hook up.
- \* **Service Underground** – When wire / feeder, direct burial warning ribbon and conduit (if required) has been installed. **Note: it is only necessary to leave three feet of each end of the trench open for inspection; on runs over 100 feet in length the middle portion of the trench will also need to be left open for inspection.**
- \* **Approval** is emailed the next business day to the utility company. The electrical contractor/owner is responsible for scheduling hook up with the appropriate utility company

**DEMOLITION INSPECTION:**

- \* **Final inspection** – A final inspection is required after all demolition debris, driveway (if applicable) and any other materials from the structure have been removed and all areas disturbed by the demolition are reseeded and prepared for new grass growth.

**FINAL INSPECTION:**

- \* A final inspection and approval is required upon completion and approval of all phases of any construction **prior to occupancy**. Note: On the final inspection, the covers of all electrical panels must be removed.
- \* **Final Plumbing** – Drainage and Vent Final Test. Water may be added to a water closet bowl or trap tailpiece extension until the water level is at least one inch higher than the original trap seal. Per 2024 OPC section 312.4 & 312.4.2:  
For Non Residential / Commercial plumbing installations a final water column test is required if any of the following conditions exist
  1. New installation more than 5000 sq feet in combined floor area
  2. More than one story of construction
  3. More than two plumbing areas (bathroom groups, kitchen, laundry room etc.)**Exception:** Installation(s) that are connecting to existing waste and vent systems that the new installation is not able to be isolated for testing will not be required to have a final water column test.
- \* **Fuel Piping** – All fuel piping installations must have a fuel piping pressure acceptance test certificate submitted to and approved by the Lake County Building Department. See required Acceptance Test Information.
- \* **Energy Efficiency** - All required energy efficiency verification and test reports (visual inspection, duct leakage test, blower door test, etc.) must be submitted and approved by the Lake County Building Department.
- \* **Final Grading** – Contact your local jurisdiction’s engineer to request a final grading inspection/approval. If in a township, contact the Lake County Engineer’s office (440-350-2770); otherwise contact your local city or village engineer.
- \* **Special Inspections** – All Special Inspection Reports (OB Section 1704) must be submitted and approved to the Lake County Building Department before a final inspection can be scheduled.

**REQUIRED ACCEPTANCE TESTS:**

- Fuel Piping Installations** – Prior to acceptance and initial operation, fuel piping shall be inspected and pressure tested to determine that the materials, design, fabrication and installation practices comply with the requirements of this code.
  - All fuel piping Installations must have a **Fuel Piping Pressure Acceptance Test Certificate** submitted to and approved by the Lake County Building Department. (OBC 109.9, RCO 108.2.9)
- For residential projects: **Building Envelope Tightness Test Verification Form** (Blower Door) and the **Duct Tightness Test Verification Form** when required.
- Automatic Sprinkler System**- After scheduling tests with the local fire department notify the Lake County Building Department of the date and time of the test and provide Sprinkler Acceptance Test Certificate as required by OBC 901.5 and NFPA 13.
- 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.
  - After scheduling tests with the local fire department, notify the Lake County Building Department of the date and time of the test.
  - Provide Acceptance Test Certificate as required by OBC 901.5
- Automatic Fire-Extinguishing System** – including commercial hood and duct systems, commercial cooking systems, foam systems, Halon systems, clean agent systems, carbon dioxide

**CONFIRMATION OF APPROVALS REQUIRED TO ISSUE A CERTIFICATE OF OCCUPANCY**

- **Final inspection** by Lake County Building Department
- **Final Grade/Drainage Inspection Form** from the Lake County Engineers' office or the jurisdiction city/village engineer final grade/drainage inspection form.

**ADDITIONAL, PARTIAL, AFTER/BEFORE HOURS OR WEEKEND INSPECTIONS**  
**(Based on inspector availability)**

In the event an additional, partial, after hour or weekend inspection is needed to keep the project moving it can be provided for an additional fee. See fee sheet or call for more information.

Such Inspections would be:

- Additional or partial inspection during regular business hours.
  - Example – partial footer & partial rough inspections.
- Additional, partial, after / before hour weekday inspection. (7:00 am – 8:00 am, 4:30 pm – 5:30 pm)
- Additional, partial weekend and before 7:00 am or after 5:30 inspection.
- Fees to be paid for prior to inspections

**CERTIFICATE OF OCCUPANCY COPIES**

Contact the Lake County Building Department to request a certificate of occupancy.





**LAKE COUNTY BUILDING DEPARTMENT**  
 105 Main St, Bldg B 2<sup>nd</sup> Floor  
 Painesville, OH 44077

TEL: 440-350-2636    440-918-2636    800-899-LAKE Ext. 2636    FAX: 440-350-2660  
 Website: [www.lakecountyohio.gov](http://www.lakecountyohio.gov) – E-mail: [lcdb@lakecountyohio.gov](mailto:lcdb@lakecountyohio.gov)

## COMMERCIAL FEE SCHEDULE

**A Review Fee is due at time of initial application.**

**The Building Department will not collect for subsequent revisions after permit is issued.**

- Fee schedule as follows
  - Residential review fee.
    - New Dwelling \$120 (Includes up to one (1) hour of review time, additional review time will be charged at the normal rate)
    - Additions & Alterations \$60 (Includes up to one half (0.5) hour of review time, additional review time will be charged at the normal rate)
    - All others \$60.00 (Includes up to one quarter (0.25) hour of review time, additional review time will be charged at the normal rate)
  - Commercial / NON- Residential
    - New Building / Structure \$600 (Includes up to five (5) hours of review time, additional review time will be charged at the normal rate)
    - Additions / Alterations \$120 (Includes up to one and one (1) hour of review time, additional review time will be charged at the normal rate)
    - All others \$60 (Includes up to one half (0.5) hour of review time, additional review time will be charged at the normal rate)
- Fee is nonrefundable (after one year of approval date, if permit has not been picked up and any additional fees paid the file will be closed)
- Failure to obtain approval / permit fee = Twice the cost of the approval / permit

### **MISCELLANEOUS FEES**

Copies	8 x 11 BW copy \$0.08 each 8 x 14 BW copy \$0.12 each 11 x 17 BW copy \$0.15 each Large than 11 x 17 BW \$4.00 each
Plans that are not submitted digitally will be charged a digital fee: \$5.00 for permits costing \$0 -\$500.00 \$10.00 for permits costing \$501-\$2,000 \$25 for permits costing over \$2,001	
Additional or partial inspection during regular business hours (Must be paid prior to scheduling inspection)	\$50
Additional, partial, after / before hour weekday inspection. (7:00 am – 8:00 am, 4:30 pm – 5:30 pm) (Must be paid prior to scheduling inspection)	\$75
Additional, partial weekend and before 7:00 am or after 5:30 inspection (Must be paid prior to scheduling inspection)	\$225 for up to 3 hours and \$75 per hour thereafter
Credit card payment processing fee	The greater of 2.5% or \$2.00
Contractor registration fee \$120.00 for the 2023 registration year.	



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**COMMERCIAL BUILDING PERMIT FEES**

Basic Permit Fee (Required unless otherwise noted)	\$205
Plan Review Fee	\$120 per hr.
New Buildings & Additions (greater than 5,000 sq ft) (includes Electrical and Mechanical Fees) No Basic Fee required.	Building Valuation Data
New Buildings & Additions (Less than or equal to 5,000 sq ft) Townhouses / Alterations / Structures / Industrialized Units / Relocating Building / Retaining Walls (sq ft of wall face)	Basic Fee (\$205) + .070 per sq. ft
Foundations Only for Building / Structures less than 2,000 sq ft	Basic Fee (\$205) + .070 per sq. ft
Demolitions	\$100
Miscellaneous – Carnivals, Weekend Fairs, Temporary Structures (Tent or Canopies) – includes plan review – no basic fee required	\$250
Signs (Basic fee includes first sign - wall or ground mount). Additional sign \$20.00 each.	Basic Fee (\$205)
Request for Partial Occupancy (payable prior to issuance of partial certificate of occupancy)	Basic Fee (\$205)
Predesign Meeting (payable prior to meeting)	Basic Fee (\$205)
Request for Permit Extension	Basic Fee (\$205)
Additional Fee if Stop Work Order Posted (must be paid prior to scheduling final inspection)	Basic Fee (\$205)
Reinspection Fee - A reinspection shall be required when the inspector must return to work that was not ready, approved prints not on job site, building was locked, 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.	\$70



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**COMMERCIAL ELECTRICAL PERMIT FEES**

Basic Permit Fee (Required unless otherwise noted)	\$105
Plan Review Fee	\$120 per hr.
New Buildings / Additions (greater than 5,000 sq. ft.) (includes Electrical and Mechanical Fees) No Basic Fee required.	Building Valuation Data
New Buildings, Additions, Misc Structures (less than or equal to 5,000 sq. ft.) Alterations / Townhouses / Structures / Industrialized Units. Requires Basic Fee	\$105 (Basic Fee) + see items below
New Service: Less than 600 Amps 600 to 1200 Amps Over 1200 Amps	\$50 \$60 \$115
Temporary Power Pole (Separate Permit required w/Basic Fee)	\$50
Subfeed after Main Disconnect	\$50
Duplex Outlets, Receptacles, Switches, Fixtures	\$1.00
Power Outlets / Motors/X-Ray Machines	\$10
Heat Pump	\$60
Transformers: Step up / down (not under Power Co. control)	\$18
Pole Lighting per Pole	\$10
Miscellaneous – Carnivals, Weekend Fairs (Tents, Canopies)	\$60
Electric to Septic System (Separate Permit required w/Basic Fee)	\$60
Generators (Electrical and Gas Piping Diagrams and Separate Permit required w/Basic Fee and Plan Review Fee)	\$65
Signs (Separate Permit required w/Basic Fee)	\$20
Reinspection Fee - A reinspection shall be required when the inspector must return to work that was not ready, approved prints not on job site, building was locked, 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.	\$70



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**COMMERCIAL MECHANICAL PERMIT FEES**

Basic Permit Fee (Required unless otherwise noted)	\$105
Plan Review Fee	\$120 per hr.
New Buildings / Additions (greater than 5,000 sq. ft.) (includes Electrical and Mechanical Fees) No Basic Fee required.	Building Valuation Data
New Buildings, Additions, Misc Structures (less than or equal to 5,000 sq. ft.) Alterations / Townhouses / Structures / Industrialized Units. Requires Basic Fee	\$105 (Basic Fee) + see items below
Heating & Air Conditioning ≤ 7,500 sq ft each system > 7,500 sq ft each system	\$70 \$90
Heat Pump – each system	\$60
Heat Duct Extensions – each system	\$50
Unit Equipment (Exhaust Fans, Etc.)	\$50
VAV Boxes – each	\$8
Kitchen Hoods (Separate Permit required w/Basic Fee and Plan Review Fee)	\$200
Fuel Gas Piping – each gas outlet (Separate Permit required w/Basic Fee)	\$10
Hydronic / Hot Water or Steam Extensions - each system (Separate Permit required w/Basic Fee)	\$50
Hydronic / Hot Water, Steam, Chillers (Separate Permit required w/Basic Fee) ≤ 7,500 sq ft each system > 7,500 sq ft each system	\$70 \$90
Refrigeration (Separate Permit required w/Basic Fee)	\$75
Reinspection Fee - A reinspection shall be required when the inspector must return to work that was not ready, approved prints not on job site, building was locked, 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.	\$70



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**COMMERCIAL FIRE PROTECTION PERMIT FEES**

Basic Permit Fee (Required unless otherwise noted)	\$205
Plan Review Fee	\$120 per hr.
Sprinkler up to 20 Heads	Basic Fee Only (\$205)
Sprinkler over 20 Heads	Basic Fee (\$205) + \$.050 per sq ft
Alternative Automatic Fire - Extinguishing Systems (Suppression Systems)	Basic Fee Only (\$205)
Fire Alarm System up to 50 devices	Basic Fee Only (\$205)
Fire Alarm System over 50 devices	Basic Fee (\$205) + \$.050 per sq. ft
Reinspection Fee - A reinspection shall be required when the inspector must return to work that was not ready, approved prints not on job site, building was locked, 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.	\$70



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**COMMERCIAL PLUMBING PERMIT FEES**

Basic Permit Fee (Required unless otherwise noted)	\$155
Plan Review Fee	\$120 per hr.
Shell Permit Only (No Fixtures or Basic Fee Required)	\$65
Repair Permit Only (No Fixtures or Basic Fee Required)	\$65
Lawn Irrigation Back-Flow (Back-Flow Certification Required)	\$40
Water Heater Only.	\$40
Fixtures. See attached list.	\$15 Each
Reinspection Fee - A reinspection shall be required when the inspector must return to work that was not ready, approved prints not on job site, building was locked, 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.	\$70