

NEW RESIDENTIAL CONSTRUCTION PERMIT APPLICATIONS

Applications for new construction permits are completed in the Building Department office when the contractor or owner submits two sets of construction plans (i.e. all four elevations, floor plans of each level and a wall section), **eight** copies of the topographic survey **which includes two copies of a Tree Savings Plan for all lots which do not have an approved plan, and a REScheck form. AT THE TIME OF APPLICATION, a \$500.00 building review deposit will be due. Any unencumbered funds will be returned.** When the application is completed, the 10-day waiting period begins. At the end of the waiting period and when the plans have been approved, the general contractor or owner pays the permit fees. The excavator then needs to stop by the Building Department for a letter to take to the Cuyahoga County Sanitary Engineers office authorizing the installation of the sanitary sewers for the particular location. **Air conditioning units are required to be installed in the rear.**

INSPECTIONS

Call for inspections 24 hours in advance.

The silt fence is to be installed prior to excavation.

TREE PROTECTION

Required tree protection measures are in place prior to building permit being issued.

TEMP. ELECTRIC POLE

Verify conductors ground rod and GFCI.

Address and subplot number must be listed on temporary pole.

SILT FENCE:

Proper silt fence installation per approved topographic survey performed prior to the footer inspection.

FOOTER:

Conducted just prior to concrete being poured. Temporary construction driveway must be in place at this time.

POURED FOUNDATIONS WALLS:

A pre-pour inspection is necessary to inspect rebar installation prior to pouring after forms are set.

DRAIN TILE:

Rigid 1500 lbs. crush or heavier. Elbows primed and glued.

Cleanouts per Ohio Plumbing Code.

FOUNDATION:

Prior to backfill - check parging, tarring and solid top courses.

DOWNSPOUT:

Schedule 40 or 3034 is acceptable. Cleanouts per Ohio Plumbing Code.

GRAVEL:

Minimum 3/4" size carried to within 12" of grade.

UNDERGROUND PLUMBING:

Pipes to be water or air tested prior to pouring concrete with 10' head or 5 PSI on all drains and waste and a minimum 50 PSI on copper supply lines

ROUGH HEATING:

All duct work and cold air returns installed.

ROUGH PLUMBING:

Pipes to be water or air tested as above. Mid-story supports and nail plates to be installed.

ROUGH ELECTRIC:

All wiring of boxes and smoke detectors including joists supports per National Electric Code.

FRAMING

Conducted after rough mechanicals are approved.

INSULATION:

After all rough inspections are approved.

ELECTRIC UNDERGROUND:

Verify lateral depth and loop at base of meter.

CONCRETE:

All concrete. Driveways to be 4" thick. 6" in public apron to back of sidewalk. Sidewalk to be 5' wide with 3/8" slope over a minimum of 3" stone base. Need pre-pour inspection of basement floors. Pour 4" of concrete over 6 mill visqueen.

FINAL INSPECTION:

Carpentry, heating, electrical and plumbing completely installed and operational.

BUILDERS GRADE:

Builder to meet with a representative of the City Engineer's office after yard has been graded in strict accordance with the topographic survey approved by, the City Engineer. Deviation from the approved topography shall require re-submission to the City Engineer for re-approval. A re-inspection fee will be charged for each inspection after the initial meeting.

LANDSCAPING:

Permit to be obtained by person performing work including sprinkler system.

FINAL GRADE:

Conducted after landscaper has completed work. Landscaper must not alter direction of overland flow of storm water or fill in, to any extent, any drainage swale.

Updated 3-18-10

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