

BUILDING PERMIT APPLICATION PROCEDURES FOR NEW COMMERCIAL CONSTRUCTION

1. SUBMIT TO BUILDING DEPARTMENT

- ☞ 5 COMPLETE SETS OF BUILDING PLANS INCLUDING STRUCTURALS, ELECTRIC AND HVAC DRAWINGS (ONLY **TWO** SPEC BOOKS NEEDED)
- ☞ 5 SITE PLANS INCLUDING TOPOGRAPHY (SEE APPENDIX #1)
- ☞ 1 COMPLETED BUILDING PERMIT APPLICATION FOR THE STRUCTURE
- ☞ 1 COMPLETED PERMIT APPLICATION FOR THE PARKING LOT (IF APPLICABLE)
- ☞ HEAT LOSS CALCULATIONS
- ☞ SANITARY SEWER TIE-IN OR SEPTIC TANK APPROVAL FROM SUMMIT COUNTY HEALTH DEPARTMENT IF CONSTRUCTION OUTSIDE CUYAHOGA FALLS SEWER DISTRICT (SEPTIC SYSTEM OR SUMMIT CO SEWER)
- ☞ WELL OR WATER APPROVAL FROM SUMMIT COUNTY IF OUTSIDE CUYAHOGA FALLS WATER SERVICE AREA
- ☞ PLUMBING PLANS SUBMITTED TO SUMMIT COUNTY BUILDING DEPARTMENT.

***** *ALLOW 2 TO 3 WEEKS FOR INITIAL PLAN REVIEW RESPONSE******

2. UPON PLAN APPROVAL:

- § YOU WILL BE NOTIFIED OF THE AMOUNTS OF BUILDING PERMIT FEES, WATER TAP, SEWER FEES, ENGINEERING FEES, PLANNING FEES (PAYABLE TO "CITY OF CUYAHOGA FALLS").

3. WHEN CONSTRUCTION STARTS:

- ☎ CALL FOR REQUIRED INSPECTIONS (SEE APPENDIX #2)

4. WHEN CONSTRUCTION IS COMPLETED:

- SITE INCOMPLETE - A TEMPORARY OCCUPANCY CERTIFICATE WILL BE ISSUED AFTER ENGINEERING SITE INSPECTION (HAS TIME LIMIT)
- SITE COMPLETE - A PERMANENT OCCUPANCY CERTIFICATE WILL BE ISSUED & DEPOSIT REFUNDED AFTER FINAL ENGINEERING SITE

REVISED FEBRUARY 13, 2007
PETER E. BELL, P.E.
CHIEF BUILDING OFFICIAL

APPLICATION FOR BUILDING PERMIT

CITY OF CUYAHOGA FALLS
2310 SECOND ST
CUYAHOGA FALLS OH 44221
(330) 971-8100 FAX: (330) 971-8394
www.cityofcf.com/building

PROJECT ADDRESS:	
DEPOSIT REFUND TO:	LOT #
DEPOSIT	PERMIT/PLAN #
SITE FEE	APPLICATION FEE
PERMIT FEE	PLAN REVIEW FEE
STATE 1% OR 3%	CHECK #
ENG FEE	JOB COST \$
WATER FEE	CASH CHECK #
TOTAL FEE	MC/VISA #

PROJECT DESCRIPTION:

BUILDING TENANT:

OWNER:	CONTRACTOR:
COMPANY	COMPANY
ADDRESS	ADDRESS
CITY/STATE/ZIP	CITY/STATE/ZIP
TELEPHONE	TELEPHONE

PLANS PREPARED BY	REGISTRATION NUMBER
NAME	OHIO REG ARCHITECT
FIRM	OHIO PROF ENGINEER
ADDRESS	OHIO SPRINKLER SYS DES
CITY/STATE/ZIP	OTHER
TELEPHONE NO.:	FAX NO.:

I/We hereby agree to conform to the Building Code of the City of Cuyahoga Falls, the laws of the State of Ohio, all applicable trade standards, and to all conditions described on the plans and specifications submitted, including any and/or all notations and to all of the rules of the Division of Building Inspection.

APPLICANT'S SIGNATURE	TITLE	DATE
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Printed Name: _____

CODE INFORMATION

- A. Use Group _____ OBC 302
- B. Mixed use: Separated ____ Non-Separated ____ OBC 302.3
- C. Construction Class _____ OBC 601, T601

D. Area	Existing Sq Ft	New Const Sq Ft	Area of Work	Occupant Load	Live Load
Basement					
1st Floor					
2-3-4-5 floors					
Garage					
TOTAL					

E. Suppression New ____ Existing ____ Partial ____ None ____ N/A ____ OBC 901

F. Flood Plain Yes ____ No ____

OFFICE USE ONLY	STREET	ZONING	SETBACK	SEWER	WATER	SIDEWALK	IMPROVED
A							
B							

FINAL INSPECTION/REFUND APPROVED: _____ DATE: _____ AMOUNT: _____

Contractor Signature: _____ Date: _____

Printed Name: _____

DIRECTIVE

CERTIFICATES OF OCCUPANCY

TO ALL CONTRACTORS AND BUILDERS

WHILE YOU MAY BE FAMILIAR WITH MOST PROCEDURES FOR INSPECTIONS BY THE BUILDING DEPARTMENT, THERE APPEARS TO BE ONE THAT MANY ARE OVERLOOKING. ONCE THE FINAL BUILDING INSPECTIONS FOR NEW BUILDINGS, ADDITIONS OR CHANGES OF USE ARE COMPLETED, A REQUEST FROM THE BUILDING DEPARTMENT IS SENT TO THE ENGINEERING DEPARTMENT FOR A FINAL SITE INSPECTION. THIS INSPECTION DETERMINES IF IT IS SAFE FOR THE OCCUPANT OF THE BUILDING TO ACCESS THE BUILDING FROM THE STREET.

NO BUILDING IS TO BE OCCUPIED UNTIL A CERTIFICATE OF OCCUPANCY IS ISSUED BY THE BUILDING DEPARTMENT!

THE CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED UNTIL THE ENGINEERING DEPARTMENT HAS MADE ITS INSPECTION. NORMAL TURNAROUND TIME FOR THIS INSPECTION IS FIVE (5) WORKING DAYS. THIS TIME NEEDS TO BE INCLUDED IN YOUR BUILDING SCHEDULE.

IF YOU HAVE ANY QUESTIONS, CONTACT THE BUILDING DEPARTMENT AT 330/971-8100.

PETER E. BELL, P.E.
CHIEF BUILDING OFFICIAL
BUILDING DEPARTMENT
(DIVISION OF ENGINEERING)

JUNE 26, 2002

PLOT PLAN REQUIREMENTS

A PLOT PLAN FOR A PERMIT TO BUILD MUST SHOW THE FOLLOWING INFORMATION:

1. Elevation at the following points:

- a) First floor of dwelling, garage floor, bottom of footer on all buildings.
- b) Finish curb or crown of the street at point of extension of the lot lines.
- c) Existing and finish grade elevation at each principal corner of each structure.
- d) Finish grade at both sides of abrupt changes in grade, such as retaining walls, steep slopes, etc.
- e) Finish grade at back of sidewalk where applicable.
- f) Finish ground and first floor elevation of adjacent buildings.
- g) Final grading plan.
- h) Topographic survey of property and of all adjacent properties for a distance of 25 feet into the adjacent properties

2. Existing information:

- a) Distances and inverts to the nearest upstream and downstream sanitary manholes and storm sewer manhole or inlet where applicable.
- b) Show the location of waterlines, gas lines, storm sewers and inlets and utility poles.
- c) Show location and dimension of easements if any.
- d) For street indicate location, width of pavement and right-of-way, surface type, curbs and sidewalk.
- e) Drive approaches within 20 feet of property lines.

3. **Proposed information:**

- a) Dimension of front building lines, rear and side yard distances.
- b) Location and all dimensions of the main building including garages and porches and any accessory buildings.
- c) Flow arrows indicating proposed drainage patterns and swales.
- d) Show location of walks, driveways, approaches, steps, terraces, porches fences and retaining walls.
- e) Show paved driveway and material.
- f) Show location and size of sanitary sewer and water service connections. Show details if needed.
- g) Show entry or entrances for which house numbers are needed.
- h) Show storm drainage system including roof water.
- i) Show location and type of erosion control measures.
- j) Show location and elevation of the benchmark used for the site. Said benchmark shall be adjacent to the site.

4. **General**

- a) The scale of the plot plan must be not less than one-inch (1") equals 20 feet (20').
- b) Show lot number, name of allotment or other legal identification, name of builder and name of owner.
- c) Provide dimensions of plot including bearings and distances and north arrow.
- d) All property pins must be set and visible before plot plan is approved.
- e) Engineering Department must approve the plot plan.
- f) Drive approaches shall be a minimum of:
 - 1) 18 foot curb cut for improved streets
 - 2) 20 foot CMP for unimproved streets

Effective immediately, all new subdivision plats shall be referenced to the state of Ohio state plans coordinate system, 1927 datum. All subdivision plats will show perimeter corners with appropriate x and y coordinates reduced to sea level.

Distances shall not be reduced to sea level.

Reference to a known geodetic control station and its reference mark will be clearly stated on the plat along with appropriate combined factor and coordinates.

Directions will also be referenced to the geodetic grid.

An AutoCAD ready, or DXF format, disk will also be supplied to the City Of Cuyahoga Falls reflecting exactly the finished plat.

PERMITS AND CONDITIONS:

Before applying for a Building Permit for a dwelling you MUST:

1. Have the house number.
2. Show the lot number, name of allotment or other legal description, name of builder and name of owner on plot plan.
3. Furnish scaled plot plan showing size of lot and location of buildings on the lot.
4. Show how roof water is disposed of.
5. Furnish basement plan showing thickness of walls, location of furnace, center post footings and other footings and size of chimney.
6. Furnish a complete set of floor plans.
7. Furnish at least two elevations on plans.
8. Furnish complete set of framing plans, showing size and spacing of joists, size of posts, size of beams, etc.
9. Furnish plumbing layout.
10. Furnish heating layout and heat loss,
11. Furnish electric layout including service placement.

CONDITIONS OF THE PERMIT:

- a) Before any work for which a permit is required is started on a new building or on an addition to an existing building, all boundary line intersections of the site, where the building or addition is to be located, shall be marked with permanent markers, except that if it is not possible to maintain such markers during construction, accurately located offset markers may be used. Such markers shall be set so as to be easily located at any time during the construction of the building or structure.
- b) All buildings hereafter constructed shall be set at elevations which will facilitate proper surface water drainage,
 1. The established sidewalk grade must be shown on all applications to build, where required.
 2. The finished first floor elevation shall be a minimum of two (2) feet above the existing sidewalk elevation or two feet six inches (2'6") above the crown of the road measured at the center of the dwelling.
- c) Where no sanitary sewer is available at the building site or lot, the building application must be approved by the Dept. of Health, showing the site is suitable for the installation of a septic tank and leaching device or approved Disposal system. Location of the septic system shall be shown on the plot plan.
- d) The location of all new construction as shown on the approved plot diagram or an approved amendment thereof, shall be strictly adhered to.
- e) It shall be unlawful to reduce or diminish the area of lot or plot of which a plot diagram has been filed and used as the basis for a permit, unless a revised plot diagram showing the proposed change in conditions shall have been filed and approved by the Building Official; provided that this shall not apply when the lot is reduced by reason of a street opening or widening or other public improvement,