

# BUILDING PERMIT APPLICATION PROCEDURES FOR NEW RESIDENTIAL CONSTRUCTION

## 1. SUBMIT TO BUILDING DEPARTMENT

- ☞ 5 COMPLETE SETS OF BUILDING PLANS INCLUDING WALL SECTIONS, FOUNDATIONS, & DECK STRUCTURALS IF APPLICABLE
- ☞ 5 SITE PLANS INCLUDING TOPOGRAPHY (SEE APPENDIX #1)
- ☞ 1 COMPLETED BUILDING PERMIT APPLICATION
- ☞ 1 C A B O MODEL ENERGY CODE – ASK INSULATION COMPANY
- ☞ OHIO RESIDENTIAL PLAN SUBMITTAL FORMS – PART A & B COMPLETED
- ☞ 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
- ☞ APPLICATION FEE \$101.00

\*\*\*\*\* **ALLOW TWO WEEKS FOR REVIEW** \*\*\*\*\*

## 2. UPON PLAN APPROVAL:

- \$ YOU WILL BE NOTIFIED OF THE AMOUNTS OF BUILDING PERMIT FEES, WATER TAP, SEWER FEES, ENGINEERING FEES AND ELECTRIC TEMP FEE
- \$ PAY APPLICABLE FEES: MADE PAYABLE TO "CITY OF CUYAHOGA FALLS"

## 3. WHEN CONSTRUCTION STARTS:

- ☎ CALL FOR REQUIRED INSPECTIONS (LIST WILL PRINT WITH PERMIT)

## 4. WHEN CONSTRUCTION IS COMPLETED:

- SITE INCOMPLETE - A TEMPORARY OCCUPANCY CERTIFICATE WILL BE ISSUED **AFTER ENGINEERING'S SITE INSPECTION** (HAS TIME LIMIT)
- SITE IS COMPLETE - A PERMANENT OCCUPANCY CERTIFICATE WILL BE ISSUED & DEPOSIT REFUNDED **AFTER ENGINEERING'S SITE INSPECTION.**

REVISED MARCH 27, 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**

<b>PROJECT ADDRESS:</b>		
DEPOSIT REFUND TO:		LOT #
DEPOSIT	PERMIT/PLAN #	
SITE FEE	APPLICATION FEE	\$ 101.00
PERMIT FEE	CHECK #	
STATE 1%	MC/VISA #	
ELEC FEE	CASH	
ENG FEE	JOB COST \$	
WATER FEE	CASH CHECK #	
TOTAL FEE	MC/VISA #	

**PROJECT DESCRIPTION:**

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**BUILDING TENANT:**

<b>OWNER:</b>	<b>CONTRACTOR:</b>
COMPANY	COMPANY
ADDRESS	ADDRESS
CITY/STATE/ZIP	CITY/STATE/ZIP
TELEPHONE	TELEPHONE

**PLANS PREPARED BY**

<b>NAME</b>	<b>REGISTRATION NUMBER</b>
FIRM	OHIO REG ARCHITECT
ADDRESS	OHIO PROF ENGINEER
CITY/STATE/ZIP	OHIO SPRINKLER SYS DES
TELEPHONE NO.:	OTHER
	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. Construction Class \_\_\_\_\_ OBC 601, T601

C. Area	Existing Sq Ft	New Const Sq Ft	Area of Work	Occupant Load	Live Load
Basement					
1 <sup>st</sup> Floor					
2 <sup>nd</sup> Floor					
Garage					
<b>TOTAL</b>					

- D. 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: \_\_\_\_\_

EFFECTIVE IMMEDIATELY, ALL NEW SUBDIVISION PLATS SHALL BE REFERENCED TO THE STATE OF OHIO STATE PLANE 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, available from the Engineering Department.
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, also whether it is a finished basement.
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 and temporary pole.

## **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.

APPENDIX #1

# 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 DWELLING 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.

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

OCTOBER 25, 2005

# Ohio Residential Plan Submittal Form *Part A*

Address of Project	City/Township	Project Description		
Contractor/DBA	Address	State License No	Phone No	Cell Phone No
Owner	Address	Phone No		Cell Phone No
Electrical Design				
Service Size	Panel Location in dwelling	Size of Service Entrance Cable	<input type="checkbox"/> Overhead <input type="checkbox"/> Underground	

Provide additional details or drawings below

HVAC Design			
Equipment Type/Size	Location of Equipment	Type of Fuel	Heat Loss/Gain

Provide additional details or drawings below

As the legal owner/agent of the property above, I am performing the electrical/HVAC work described above.

\_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**NOTE: Per section 106.1 the Residential Building Official may require additional drawings, technical data or documentation in order to verify compliance.**

## Building Department Only

Residential Plans Examiner/Building Official	Date of Approval	Application/Permit No

# Ohio Residential Plan Submittal Form *Part B*

## Referenced Code Text

<b>ELECTRICAL</b>				<b>MECHANICAL</b>																					
<p><b>NEC 110.3</b> All electrical equipment shall be installed and used in accordance with the listing requirements and manufacturer's instructions.</p>				<p><b>M1401.1</b> Heating and cooling equipment and appliances shall be installed in accordance with the manufacturer's installation instructions and the requirement's of the Residential Code.</p>																					
<b>Service</b>				<b>Sizing</b>																					
<p><b>Size of Service in Amperes:</b></p> <table border="1"> <thead> <tr> <th></th> <th>Copper</th> <th>Aluminum</th> <th>Service Rating</th> <th rowspan="4"> <b>NEC 310-15</b> Conductor Sizes 120/240 VOLT 3-Wire, Single-Phase, Dwelling Services/Feeders                             </th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>4 AWG</td> <td>2 AWG</td> <td>100 Amps</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1 AWG</td> <td>2/0 AWG</td> <td>150 Amps</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2/0 AWG</td> <td>4/0 AWG</td> <td>200 Amps</td> </tr> </tbody> </table>					Copper	Aluminum	Service Rating	<b>NEC 310-15</b> Conductor Sizes 120/240 VOLT 3-Wire, Single-Phase, Dwelling Services/Feeders	<input type="checkbox"/>	4 AWG	2 AWG	100 Amps	<input type="checkbox"/>	1 AWG	2/0 AWG	150 Amps	<input type="checkbox"/>	2/0 AWG	4/0 AWG	200 Amps	<p><b>M1401. 3</b> Heating and cooling equipment shall be sized based on building loads calculated in accordance with ACCA Manual J or other approved heating and cooling calculation methodologies.</p>				
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<p><b>NEC 250.50</b> All grounding electrodes that are present at each building or structure served shall be bonded together to form the grounding electrode system. Conductor size per NEC 250.66.</p> <p><b>NEC 250.52</b> Permitted Electrodes include:</p> <ol style="list-style-type: none"> <li>1. Metal underground water pipe in direct contact with earth for 10 feet or more</li> <li>2. Metal frame of the building</li> <li>3. Concrete-encased electrode</li> <li>4. Rod, pipe &amp; plate electrodes</li> </ol>				<p style="text-align: center;"><b>Gages of Metal Ducts &amp; Plenums Used for Htg/Cooling</b></p> <table border="1"> <thead> <tr> <th>Types of Ducts</th> <th>Size (inches)</th> <th>Minimum Thickness (inch)</th> <th>Equiv. Galvanized Sheet Gage</th> <th>Approx. Aluminum B &amp; S Gage</th> </tr> </thead> <tbody> <tr> <td>Round Ducts &amp; Enclosed Rectangular</td> <td>14 or less over 14</td> <td>0.013 0.016</td> <td>30 28</td> <td>26 24</td> </tr> <tr> <td>Exposed Rectangular Ducts</td> <td>14 or less over 14</td> <td>0.016 0.019</td> <td>28 26</td> <td>24 22</td> </tr> </tbody> </table>					Types of Ducts	Size (inches)	Minimum Thickness (inch)	Equiv. Galvanized Sheet Gage	Approx. Aluminum B & S Gage	Round Ducts & Enclosed Rectangular	14 or less over 14	0.013 0.016	30 28	26 24	Exposed Rectangular Ducts	14 or less over 14	0.016 0.019	28 26	24 22		
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<b>General Circuitry</b>				<b>Access &amp; Installation</b>																					
<p><b>NEC 210.11</b> and <b>422.12</b> In addition to the branch circuits installed to supply general illumination and receptacle outlets in dwelling units, the following minimum requirements apply: Two 20-amp circuits for the kitchen receptacles, One 20-amp circuit for the laundry receptacles, One 20-amp circuit for the bathroom receptacles and One separate, individual branch circuit for central heating equipment</p>				<p><b>M1401.2</b> Heating and cooling equipment shall be located with respect to building construction and other equipment to permit maintenance, servicing and replacement. Clearances shall be maintained to permit cleaning of heating and cooling surfaces; replacement of filters, blowers, motors, controls and vent connections; lubrication of moving parts; and adjustments</p>																					
<p><b>NEC 210.52</b> Receptacles installed in the kitchen to serve countertop surfaces shall be supplied by not less than two separate small appliance branch circuits.</p>				<p><b>M1601.3.2</b> Metal ducts shall be supported by 0.5-inch (12.7 mm) wide 18-gage metal straps or 12-gage galvanized wire at intervals not exceeding 10 feet (3048 mm) or other approved means. Nonmetallic ducts shall be supported in accordance with manufacturer's installation instructions.</p>																					
<p><b>NEC 210.52</b> Generally, receptacle outlets in habitable rooms shall be installed so that no point measured horizontally along the floor line in any wall space is more than 6' from a receptacle outlet. A receptacle shall be installed in each wall space 2 feet or more in width.</p>				<p><b>M1401.4</b> Equipment installed outdoors shall be listed and labeled for outdoor installation.. Supports and foundations shall prevent excessive vibration, settlement or movement of equipment. Supports and foundations shall be level and conform to manufacturer's installation instructions.</p>																					
<p><b>NEC 210.52</b> At kitchen countertops, receptacle outlets shall be installed so that no point along the wall line is more than 24 inch measured horizontally from a receptacle outlet in that space. Countertop spaces separated by range tops, sinks or refrigerators are separate spaces.</p>				<p style="text-align: center;"><b>Plumbing</b></p> <p>Provide layout of plumbing fixtures on floor plan. Plumbing shall conform to the Residential Code.</p>																					
<p><b>NEC 210.52 &amp; 406.8</b> At least one receptacle, accessible at grade level and no more than 6.5' above grade, shall be installed at the front and back of a dwelling</p>																									
<p><b>NEC 210.12</b> All branch circuits supplying 125-volt, 15 and 20 ampere outlets in dwelling unit bedrooms shall be protected by a listed arc-fault circuit interrupter device.</p>																									
<p><b>NEC 210.8</b> Ground-fault circuit-interrupter (GFCI) protection shall be provided for all 125-volt, 15 and 20 amp receptacle outlets installed outdoors, in boathouses, garages, unfinished accessory buildings, crawl spaces at or below grade level, unfinished basements, bathrooms, at kitchen countertops and within 6' of the outside edge of the sink in laundry rooms, utility rooms, and at wet-bars.</p>																									