



**THE CITY OF NORTH RIDGEVILLE**  
 7307 Avon Belden Road, North Ridgeville, Ohio 44039  
 Telephone: (440) 353-0822 Fax: (440) 353-0823



**Building Department**

**RESIDENTIAL BUILDING - INSTRUCTIONS**

It is the responsibility of the Owner to obtain a building permit for construction, alteration and / or repair of any structures on his property per the City of North Ridgeville Codified Ordinances.

Any activities to be performed should be detailed on page 1 of the Residential Plan Approval Application. The applicant may be a Contractor currently registered with the City or the Owner performing the operations for which this application is made.

It is further the obligation of the Applicant to arrange for all work to be inspected in accordance with the following guidelines. **The request for inspections must be made at least 24 hours in advance.**

It is recommended that OUPS (1-800-362-2764) is contacted 48 hours prior to digging.

**MINIMUM INSPECTIONS REQUIRED :**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Temporary Electric        | <input type="checkbox"/> Underground Electric           | <input type="checkbox"/> Electric Service  |
| <input type="checkbox"/> Water Tap                 | <input type="checkbox"/> Pre-Pour Basement              | <input type="checkbox"/> Final Occupancy   |
| <input type="checkbox"/> Sewer Tap                 | <input type="checkbox"/> Pre-Pour Floor Slab            | <input type="checkbox"/> Sidewalk          |
| <input type="checkbox"/> Footer                    | <input type="checkbox"/> Rough Structure                | <input type="checkbox"/> Final Electric    |
| <input type="checkbox"/> Footer Drain              | <input type="checkbox"/> Rough Electrical               | <input type="checkbox"/> Final Grade       |
| <input type="checkbox"/> Footer Drain Gravel       | <input type="checkbox"/> Rough Plumbing                 | <input type="checkbox"/> Pre-Pour Sidewalk |
| <input type="checkbox"/> Pre-Pour Foundation       | <input type="checkbox"/> Gas Line                       | <input type="checkbox"/> Storm Line        |
| <input type="checkbox"/> Foundation                | <input type="checkbox"/> Rough Mechanical               | <input type="checkbox"/> Pre-Pour Garage   |
| <input type="checkbox"/> Interior Sewer Connection | <input type="checkbox"/> Water Meter                    | <input type="checkbox"/> Pre-Pour Driveway |
| <input type="checkbox"/> Underground Plumbing      | <input type="checkbox"/> Wall Bracing / Ext'r Sheathing | <input type="checkbox"/> Pre-Pour Apron    |
| <input type="checkbox"/> Underground HVAC          | <input type="checkbox"/> Insulation                     | <input type="checkbox"/> Sump Pump Crock   |

**New Dwelling / Additions:** It is the Owner or Applicant's obligation to comply with Building Department Requirements and check with Utility Companies for service location.

The Plans and Specifications shall be in conformity with City of North Ridgeville Codified Ordinances and latest edition of the Residential Code of Ohio, Section 106, and shall include:

- 1. Site Plan:** shall accurately show proposed construction with dimensions, lot dimensions, street address and permanent parcel number, North arrow, setbacks at front, rear and side yards to existing building. Site plan should also show other details such as topographical information, utility easements, terraces, fences or retaining walls. Topographical survey improvement plans are required for New Dwellings or as required by the City Engineer and shall be performed by a registered Surveyor. Minimum scale 1 inch = 20 feet; two sets of drawings required. Plans must show proposed and existing grades and utility locations.
- 2. Floor Plan; Front, Side & Rear Elevations; Wall Sections; Details:** drawn to scale. Plans must show all relevant information; spaces must be identified; size and location of all structural elements of construction in the form of wall sections, framing drawings, details; reference finished floor elevation. Construction documents shall show sufficient detail to determine compliance with the code.
- 3. Plumbing & Mechanical:** should be indicated on the floor plans. Including materials; location and type of fixtures and equipment; materials and sizes of all ductwork; location and type of HVAC and other mechanical equipment; REScheck Energy Code Compliance report.
- 4. Electrical:** should be indicated on the floor plans. Including electric panel, all lighting, receptacles, power equipment, etc.; service location and indication of overhead or underground, size of service entrance cable.
- 5. Before Occupancy Permit is issued:** Owner must submit an as-built topographical survey with details for locations of all underground services or provide a grading bond per City Ordinance until an as-built topographical survey is submitted. This information shall provide details as to size, location and depth of all utilities and drainage systems.



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6. **Water Meter Installation Procedure:** Water Meter Set inspections are performed by the Building Department at the time of Rough Plumbing Inspections. Approved meter set inspection slips are forwarded to North Ridgeville Utility Department. The Utility Department will schedule installation of the water meter at their next available appointment. Damage to water meter and cold weather protection is the responsibility of the Contractor. During Final Occupancy Inspection final water meter readings are taken. With Issuance of Certificate of Occupancy, the water service may be turned over to the homeowner (or shut off if no homeowner has signed up for service with the Utility Department).
7. **Failed Inspections:** Incomplete work, code violations, construction site without address all constitute automatic inspection failure. Water meter sets shall be completed as part of Rough Plumbing Inspection otherwise an automatic failure is recorded and contractor will not proceed past insulation inspection until water meter set is approved. Re-inspections for failed work shall be scheduled and a re-inspection fee of \$50.00 paid before the re-inspection is performed.
8. **Footer Drains:** shall be inspected after foundation wall forms are removed and waterproofing installed, prior to gravel backfill installation.
9. **Sump Crock and Footer Drain:** connections shall be inspected prior to any cover or concrete installation.
10. **Exterior wall sheathing / wall bracing:** shall be inspected prior to installation of any moisture barrier or exterior cover.
11. **Interior wall brace panels:** shall be inspected prior to any wall covering, taping or joint compound is installed.
12. **All construction water outlets** (ie: faucet, hose bibb, boiler tap) shall be protected with Code approved backflow device to protect the City's potable water system
13. **No building sewer** shall be opened up to connect the building drain unless a building department inspector is present.
14. **At completion of project** final grade approval is required with as-built topo. In lieu of final grade approval a cash deposit or bond is required per ordinance 1444.16 until final grade is completed.
15. **One copy of the approved construction documents** shall kept at the work site and shall be open for inspection by the residential building official or the residential building official's designated representative.
16. **Reminder:** While not required for a City Building Permit, you may require approvals from your Home Owner's Association before you commence work requiring a City Building Permit.
17. **State 1% fee:** is charged on all Residential Plan Approval Applications.
18. **Re-Inspection deposit** in the amount of \$250.00 will be paid at issuance of permit. When extra inspections are made necessary by reason of deficient or defective work or otherwise through fault or error on the part of the holder of a permit or his or her employees, and for each and every further inspection for which the holder of the permit or his or her employees is entirely responsible, a fifty dollar (\$50.00) fee shall be charged toward this deposit.



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**RESIDENTIAL PLAN APPROVAL APPLICATION**

CONTRACTOR: \_\_\_\_\_  
 NAME DATE

ADDRESS PHONE

PROPERTY OWNER: \_\_\_\_\_  
 NAME

ADDRESS CITY ZIP PHONE

CONSTRUCTION SITE ADDRESS: \_\_\_\_\_

**(CHECK ALL ACTIVITIES PERTAINING TO THIS APPLICATION)**

**NEW CONSTRUCTION:**  Single Family  Multi-Family # of Units \_\_\_\_\_

Square Feet: Finished Basement: \_\_\_\_\_ 1<sup>st</sup> Fl.: \_\_\_\_\_ 2<sup>nd</sup> Fl.: \_\_\_\_\_ Total: \_\_\_\_\_

Garage:  Attached  Detached  Storage Building Size: W \_\_\_\_\_ x D \_\_\_\_\_ Square Feet: \_\_\_\_\_

Sub Lot # \_\_\_\_\_ Permanent Parcel # \_\_\_\_\_ Water Permit # \_\_\_\_\_

Zoning District : \_\_\_\_\_ Subdivision: \_\_\_\_\_ Model / Plan Name: \_\_\_\_\_

**YARD REQUIREMENTS:** Width at R.O.W. : \_\_\_\_\_ Flood Plain Zone: \_\_\_\_\_

**ADDITION / ALTERATION:** Year Dwelling Built: \_\_\_\_\_ Addition / Alteration Square Footage: \_\_\_\_\_

Dwelling Addition  Garage Addition  Storage Bldg. Addition  Kitchen Remodel  Basement Remodel

**GENERAL PERMITS:**

- Re-Siding  Re-Roofing  Fire Damage Repair  Second water meter
- Demo  Above Ground Pool  In Ground Pool  Lawn Sprinkler
- Gazebo  Other : \_\_\_\_\_
- Fence Style: \_\_\_\_\_ Size: \_\_\_\_\_
- Deck Size: \_\_\_\_\_ Square Feet: \_\_\_\_\_

**GENERAL PERMIT FEES:**

PERMIT	\$ _____
STATE 1%	\$ _____
ADMIN.	\$ _____
TOTAL	\$ _____

**HVAC** Heat:  New  Replacement A/C:  New  Replacement Fireplace:  New  Replacement

Condensing Unit Location:  Rear yard  Left side yard  Right side yard

Furnace Capacity: \_\_\_\_\_ BTU's Water Heater Capacity: \_\_\_\_\_ BTU's

Furnace Fuel Type  Natural Gas  L.P. Gas  Electric  Other \_\_\_\_\_

Water Heater Fuel Type  Natural Gas  L.P. Gas  Electric  Other \_\_\_\_\_

Air Conditioner Capacity \_\_\_\_\_ Tons Ductwork Type:  Sheet metal  Duct board

Gas Meter Location  Front yard  Rear yard  Left side yard  Right side yard

Water Meter Location  Front  Rear  Left side  Right side

The following information must be clearly identified on the Construction drawings: **Furnace location, water heater location, vent termination for dryer, furnace & water heater, water meter location (if slab construction)**

**Indicate 2006 IECC compliance method:** \_\_\_\_\_



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**PLUMBING**

New       Alteration       Service Line

*Indicate fixture count below:*

Water Closet \_\_\_\_\_ Floor Drain \_\_\_\_\_ Bidet \_\_\_\_\_ Backflow Device \_\_\_\_\_  
 Lavatory Sink \_\_\_\_\_ Laundry Tub \_\_\_\_\_ Water Heater \_\_\_\_\_ Clothes Washer \_\_\_\_\_  
 Bath Tub \_\_\_\_\_ Dishwasher \_\_\_\_\_ Sewage Grinder \_\_\_\_\_ Sump Pump \_\_\_\_\_  
 Hot Tub \_\_\_\_\_ Shower \_\_\_\_\_ Garbage Disposal \_\_\_\_\_ Other \_\_\_\_\_

Building Main Drain size: \_\_\_\_\_ inches      Building Water Service size: \_\_\_\_\_ inches

Water Distribution System       Copper       PVC / plastic

**ELECTRICAL**

New       Alteration / Addition       Service Change       Service Entrance

Service Amps \_\_\_\_\_

*Indicate load wattages & amperages for each item applicable below:*

Range \_\_\_\_\_ watts      Cook top \_\_\_\_\_ watts      Oven \_\_\_\_\_ watts  
 Electric Water Heater \_\_\_\_\_ watts      Electric Clothes Dryer \_\_\_\_\_ watts      Gas Clothes Dryer \_\_\_\_\_ watts  
 Dishwasher \_\_\_\_\_ watts      Disposal \_\_\_\_\_ watts      Sump Pump \_\_\_\_\_ watts  
 Sewage Ejector \_\_\_\_\_ watts      Water Pump \_\_\_\_\_ watts      \_\_\_\_\_ watts  
 Air Conditioner \_\_\_\_\_ volts      \_\_\_\_\_ amps      Furnace \_\_\_\_\_ volts      \_\_\_\_\_ amps  
 Electric Space Heater \_\_\_\_\_ volts      \_\_\_\_\_ amps      Heat Pump \_\_\_\_\_ volts      \_\_\_\_\_ amps

**TRADE**

**NAME OF CONTRACTOR**

**REGISTERED**

Masonry	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Carpentry	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Plumbing	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Electrical	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
HVAC	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Decorating	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Floor Covering	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Drywall	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Excavator	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Pool Erector	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Landscaper	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**NOTE:** All contractors submitted regarding this permit, must be registered and approved by the Building Dept. for the current year.

Cost of Construction: \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_

Sidewalk Ordinance received date: \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

Date: \_\_\_\_\_ Approved: \_\_\_\_\_

# CITY of NORTH RIDGEVILLE - RESIDENTIAL BUILDING PERMIT FEES

(State 1% charged to all Residential Permits)

## NEW DWELLING PERMIT FEES:\* (Sewer & Water Tap Fees as Calculated By City Engineer)

DWELLING FEE	\$ 200.00 + \$ 5.00 / 100 sq. ft. area	PLAN EXAM FEE	\$ 80.00
APPLICATION FEE	\$ 75.00	OCCUPANCY FEE	\$ 35.00
PLUMBING FEE	\$ 75.00	RE-INSPECTION DEPOSIT	\$ 250.00
ELECTRIC FEE	\$ 75.00	RE-INSPECTION FEE	\$ 50.00
HEATING FEE	\$ 75.00	FINAL GRADE INSPECTION FEE	\$ 250.00
AIR CONDITIONING FEE	\$ 75.00	PARK FUND FEE	\$ 250.00
DUCT WORK FEE	\$ 50.00	SURFACE DRAINAGE FEE	\$ 500.00
		*ADMINISTRATION FEE	\$ 10.00
SIDEWALK DEPOSIT FEE	\$ 37.15 / ft. Frontage (Refundable except \$ 50.00 Inspection Fee + \$ 25.00 permit fee)		

## ADDITIONS & ALTERATIONS - PERMIT FEES:\*

ADDITION/ALTERATION FEE	\$ 75.00 + \$ 5.00 / 100 sq. ft. area	APPLICATION FEE	\$ 35.00
PLUMBING FEE	\$ 60.00	PLAN EXAM FEE	\$ 35.00
ELECTRIC FEE	\$ 60.00	OCCUPANCY FEE	\$ 35.00
HEATING FEE	\$ 60.00	RE-INSPECTION DEPOSIT	\$ 250.00
AIR CONDITIONING FEE	\$ 60.00	RE-INSPECTION FEE	\$ 50.00
DUCT WORK FEE	\$ 35.00	*ADMINISTRATION FEE	\$ 5.00

## ACCESSORY BUILDINGS & STRUCTURES - PERMIT FEES:\* (Detached Garage, Decks, Pole Barns, Sheds, Gazebo, Pavilion, Handicap Ramp)

BUILDING FEE	\$ 35.00 + \$ 3.00 / 100 sq. ft. area
(PLUMBING / ELECTRIC / HVAC, ETC.)	per Additions / Alterations fees
*ADMINISTRATION FEE	\$ 1.00

## MISC. & GENERAL INSPECTION PERMIT FEES:\* (items marked % require State 1% fee)

AIR CONDITIONING %	\$ 35.00	HOME OCCUPATION INITIAL FEE	\$ 50.00
ALARM SYSTEM (BURGLAR)	\$ 35.00	HOT TUB %	\$ 35.00
ANTENNAE'S / DISHES	\$ 35.00	HOT WATER TANK %	\$ 35.00
BASEMENT FOUNDATION (EXIST. FOUND.) %	\$ 75.00	RE-ROOF %	\$ 35.00
DEMOLISHING APPLICATION FEE	\$ 35.00	SEPTIC SYSTEM - ELECTRIC	\$ 35.00
DEMOLISHING FEE - VIOLATION	\$ 75.00	SEWER LATERAL - (REPLACE SAN. OR STORM)	\$ 35.00
DOOR %	\$ 35.00	SIDING %	\$ 35.00
DRIVEWAY	\$ 35.00	SPRINKLER SYSTEM (LAWN)	\$ 35.00
DRIVEWAY PIPE - CULVERT PIPE	\$ 75.00	SWIMMING POOL - IN GROUND	\$70.00 + \$50.00 Plumbing
ELECTRIC (SERVICE & MISC.) %	\$ 35.00	SWIMMING POOL - ABOVE GROUND	\$ 70.00
FENCE	\$ 35.00	TEMPORARY ELECTRIC %	\$ 35.00
FIREPLACE / WOOD BURNER %	\$ 35.00	WATER METER INSPECTION	\$ 35.00
FIRE / STORM DAMAGE	N/C	WATERPROOFING / DAMPPROOFING %	\$ 35.00
FOOTER TILE REPLACEMENT %	\$ 35.00	WINDOWS %	\$ 35.00
GENERAL INSPECTIONS %	\$ 35.00		
GRADING BOND (WHEN REQUIRED)	\$ 1,000.00	*ADMINISTRATION FEE (all)	\$ 1.00
GUTTERS %	\$ 35.00		
HEATING REPLACEMENT - RESIDENTIAL %	\$ 35.00		

## OTHER FEES:\*\*

PROPERTY SPLIT	\$ 30.00
BOARD OF ZONING & APPEALS	\$75.00 + \$1.00 After 8 Address Notifications
PLANNING COMMISSION: SINGLE LOT	\$100.00 + \$1.00 For Each Address Notification
PLANNING COMMISSION: MULTIPLE LOTS	\$300.00 + \$1.00 For Each Address Notification
SPECIAL MEETING REQUEST BZA & Planning Commission	\$250.00 Special Meeting
**ADMINISTRATION FEE	\$5.00