



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



## Building Department

### Commercial Permit Applications

Generally speaking, permits are required to construct, enlarge, alter, repair, move, or change the occupancy of a building or structure, or portion thereof, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, plumbing system, or other building service equipment, or piping system. Permits are not generally required in the case of ordinary repairs and maintenance.

If your project is for new construction or an addition, it will need to be brought before The [Planning Commission](#) and possibly also the [Board of Zoning Appeals](#). These Boards regulate the development of property in the City and ensure zoning requirements are met.

Most commercial project permits will require a plan review. You will need to submit plans signed and sealed by a State of Ohio Registered Architect or Engineer for the plan review. Expect at least 3 weeks from the time you submit your application until the permit can be picked up.

The review will be made under the current building codes (Ohio Building Code, Ohio Mechanical Code, Ohio Plumbing Code and the National Electric Code).

Your application and drawings go to our Plan Examiner. (NOTE: 2 separate copies of the project civil drawings must be submitted to the City Engineer's office for review.)

After the plan exam is complete the Plan Examiner will send a correction / comment letter to your design professional. The letter will indicate and corrections that must be made to the drawings or additional information required.

Once all drawings are corrected and information requested is received along with a signed copy of the correction letter, a Certificate of plan Approval will be issued. The project information is input into our database and you will receive a call to let you know that your permit is ready and what the fee is.

When you receive your permit, you will be given a list of minimum required inspections. During construction, you or your contractor must contact the building department at least 24 hours prior to any inspections that are required.

All contractors must be registered with the City of North Ridgeville.



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**Building Department**

**APPLICATION FOR CERTIFICATE OF PLAN APPROVAL**

**INSTRUCTIONS FOR COMMERCIAL BUILDING**

Construction documents shall be coordinated and of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the code. Refer to OBC Section 106.

**Index:** An index of drawings shall be on the first page along with all occupancy classifications, types of construction, area in square feet, design occupant load seismic design category and site class.

**Site Plan:** Size and location of the proposed and other buildings on the site, including setback and side yard dimensions, all property and interior lot lines, distance between buildings, distance from property or lot lines, types and sizes of all utility lines, elevations of proposed finished grades. All site plans shall be performed by a Registered Surveyor, Architect or Engineer.

**Floor plans:** Floor plans must show all relevant information and shall be sufficiently dimensioned to describe all relevant space sizes. Spaces must be identified by code appellation. The construction documents shall designate the number of occupants to be accommodated on every floor and in all rooms and spaces.

**Elevations:** The construction documents shall provide sufficient detail to describe the exterior wall envelope and shall include elevations necessary to completely describe the exterior of the building including floor to floor dimensions.

**Sections:** Cross sections, wall sections and details including typical connections as required to fully describe the building construction showing wall, ceiling, floor and roof materials.

**Structure:** Complete structural description of the building, including size and location of all structural elements and a table of live loads used in the design.

**System descriptions:** Complete descriptions of mechanical and electrical systems, including: materials, routing, and sizes of all piping; location and type of plumbing fixtures and equipment; plumbing schematics and isometrics; materials, routing and sizes of all ductwork; location and type of HVAC and other mechanical equipment and all lighting and power equipment.

**Additional Information:** Graphic or text information as may be reasonably required by the building official to allow the review of special or extraordinary construction methods or equipment.

Construction documents shall bear the identification of the person primarily responsible for their preparation. Construction documents shall bear the seal of a registered design professional.

Construction, erection, alteration or equipment of any building shall not proceed until plans and / or specifications have been submitted and approved for compliance with the latest edition of the Ohio Building Code.

**Two (2) complete sets** of plans are required for approval. Distribution of approved sets will be as follows: 1 set to Building Department records, 1 set for retention at the construction site for inspector reference.

**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.

**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 \$100.00 paid before the re-inspection is performed.



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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"/> Pre-Pour Floor Slab | <input type="checkbox"/> Final Occupancy   |
| <input type="checkbox"/> Water Tap                 | <input type="checkbox"/> Rough Structure     | <input type="checkbox"/> Final Electric    |
| <input type="checkbox"/> Sewer Tap                 | <input type="checkbox"/> Rough Electrical    | <input type="checkbox"/> Final Grade       |
| <input type="checkbox"/> Footer                    | <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"/> Interior Sewer Connection | <input type="checkbox"/> Rough Mechanical    | <input type="checkbox"/> Pre-Pour Driveway |
| <input type="checkbox"/> Underground Plumbing      | <input type="checkbox"/> Water Meter         | <input type="checkbox"/> Pre-Pour Apron    |
| <input type="checkbox"/> Underground HVAC          | <input type="checkbox"/> Insulation          | <input type="checkbox"/> Sidewalk          |
| <input type="checkbox"/> Underground Electric      | <input type="checkbox"/> Electric Service    |  |

**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

**No building sewer** shall be opened up to connect the building drain unless a building department inspector is present.

**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.

**One copy of the approved construction documents** shall kept at the work site and shall be open for inspection by the building official or the building official's designated representative.

**Fees:** See fees listed on Commercial Building Permit Fees page (website or handout)

**State 3% fee:** is charged on all Commercial Plan Approval Applications.

**Plan Review Fee** is required to be paid at the time of submission application & plans for plan approval.

**Re-Inspection deposit** 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 fee shall be charged toward this deposit.

**Signage** of any type requires a separate permit application and fee. No signage is approved based on the building plan approval.

**Fire Suppression, Hood suppression and Fire Alarm** systems all require a separate application for plan approval and fee.

**Replacement Equipment:** All applications for replacement equipment, if not equivalent in type, require design professional drawings.



**Building Department**

**APPLICATION FOR CERTIFICATE OF PLAN APPROVAL**

1. **OBC Edition:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

2. **Submitter:** \_\_\_\_\_ **PERMIT NO:** \_\_\_\_\_

3. **Scope of Project**

<input type="checkbox"/> Structural	<input type="checkbox"/> Sprinklers
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Medical Gas
<input type="checkbox"/> Electrical	<input type="checkbox"/> Industrialized Unit
<input type="checkbox"/> Plumbing	<input type="checkbox"/> _____

4. **Square Footage of New Work:**

Basement: \_\_\_\_\_

First Floor: \_\_\_\_\_

Second Floor: \_\_\_\_\_

Other (Mezz., 3, 4...): \_\_\_\_\_

5. **Permanent Parcel number:** \_\_\_\_\_ **Total Square Footage:** \_\_\_\_\_

6. **Exact Location of Project:** \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

7. **Owner's Name:** \_\_\_\_\_

Firm name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

8. **Contractor**

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

9. **Plans Prepared By:**       Architect       Engineer       Other      Ohio Registration No. \_\_\_\_\_

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

10. **Designate Flood Plain Zone:** \_\_\_\_\_

11. **Has Zoning been approved?**       Yes       No       Not Applicable

12. **Describe exact use of Building:** \_\_\_\_\_

13. **Nature of Job / Project:**       New       Addition       Alteration       Change of Use

14. **Description of work being performed:** \_\_\_\_\_

15. **Type of Construction:**       1A       1B       2A       2B       3A       3B       4       5A       5B

16. **Current OBC use group:** \_\_\_\_\_

17. **Occupant Load:** \_\_\_\_\_

18. **Proposed Use Group:**

<input type="checkbox"/> A1	<input type="checkbox"/> A2	<input type="checkbox"/> A3	<input type="checkbox"/> A4	<input type="checkbox"/> A5	<input type="checkbox"/> B	<input type="checkbox"/> E	<input type="checkbox"/> F1	
<input type="checkbox"/> F2	<input type="checkbox"/> H1	<input type="checkbox"/> H2	<input type="checkbox"/> H3	<input type="checkbox"/> H4	<input type="checkbox"/> H5	<input type="checkbox"/> I1	<input type="checkbox"/> I2	<input type="checkbox"/> I3
<input type="checkbox"/> I4	<input type="checkbox"/> M	<input type="checkbox"/> R1	<input type="checkbox"/> R2	<input type="checkbox"/> R3	<input type="checkbox"/> R4	<input type="checkbox"/> S1	<input type="checkbox"/> S2	<input type="checkbox"/> U

19. **IF Use group S what is the nature of materials being stored?**       Combustibles       Non-Combustibles

20. **IF Use Group R1, R2, R3, R4 – Specify number of units:** \_\_\_\_\_

21. **IF Use Group I2 – Specify Number of beds:** \_\_\_\_\_



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

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

**PLUMBING**  New  Alteration  Service Line **Indicate fixture count below:**

Count		Count		Count	
Backflow Device _____	Grease Interceptor _____	Shower _____	Water Heater _____		
Bath Tub _____	Hose Bibb _____	Sink _____	Other _____		
Clothes Washer _____	Laundry Tub _____	Sump Pump _____	Other _____		
Dishwasher _____	Lavatory _____	Tub _____	Other _____		
Drinking Fountain _____	Pressure Reducing Valve _____	Urinal _____	Other _____		
Floor Drain _____	Sewage Ejector _____	Water Closet _____	Other _____		

Water Distribution System  Copper  PVC / plastic

**ELECTRICAL**  New  Alteration / Addition  Service Change: Amps \_\_\_\_\_  Service Entrance

**INFORMATION BELOW IS TO BE COMPLETED BY APPLICANT BEFORE A BUILDING PERMIT WILL BE ISSUED**

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
Steel Erectors	_____	<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.

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

Est. Cost of Construction \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

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

\_\_\_\_\_ Plan Examiner

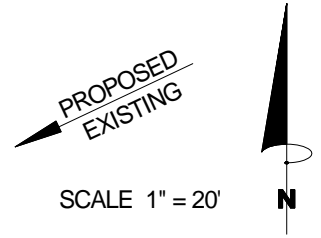
\_\_\_\_\_ Date

\_\_\_\_\_ Chief Building Official

\_\_\_\_\_ Date

# SAMPLE TOPOGRAPHIC SURVEY AND IMPROVEMENT PLAN

BUILDER NAME, ADDRESS & PHONE NUMBER  
 SUBDIVISION NAME, SUBLOT NUMBER, PERMANENT PARCEL NUMBER,  
 HOUSE ADDRESS & AREA OF LOT



ENGINEER or SURVEYOR SEAL with ORIGINAL SIGNATURE,  
 ADDRESS & PHONE NUMBER and DATE PREPARED

SHOW PROPERTY CORNERS MONUMENTED (FOUND or SET)  
 WHERE APPLICABLE

INDICATE EXISTING and PROPOSED ELEVATIONS ON  
 PROPERTY CORNERS and ALONG HIGH POINTS AT SIDE  
 YARDS and OTHER CRITICAL FLOW LOCATIONS (PROPOSED  
 ON TOP / EXISTING BELOW)

INDICATE PROPOSED FINISHED GRADE ELEVATIONS AT  
 BUILDING EXTERIOR, FINISH FLOOR ELEVATION, BOTTOM  
 OF FOOTING and TOP OF FOOTING ELEVATIONS FOR ALL  
 LEVELS (GARAGE, BASEMENT, PORCH, CRAWL SPACES, ETC.)

INDICATE REAR YARD DRAINAGE, SIZE & SLOPE OF LINE,  
 CLEAN OUTS, ETC. AS APPLICABLE

FINISH GRADE AT HOUSE TO CONFORM TO MASTER  
 GRADING PLAN.

ANY SWALES, STREAMS, AND / OR NATURAL WATER  
 COURSES TRAVERSING OR TOUCHING PROPERTY  
 ARE TO BE LOCATED AND ELEVATIONS TAKEN  
 WHERE THEY CROSS THE PROPERTY LINE.

A SUITABLE BENCHMARK SHALL BE ESTABLISHED  
 ON OR ADJACENT TO THE PROPERTY AND ELEVATION  
 GIVEN.

SHOW UTILITIES AT STREET, INVERTS, MANHOLES,  
 CATCH BASINS, DIRECTION OF FLOW, AND EXISTING  
 ELEVATIONS OF ADJACENT STRUCTURES

ADJACENT SUBLOT NUMBERS, LOCATION OF ADJACENT  
 STRUCTURES WITH FINISHED GRADES. (or VACANT, ETC.)

SPOT ELEVATIONS 25' ONTO ADJOINING PROPERTIES

INDICATE PROPOSED SURFACE WATER FLOW USING  
 ARROWS OR CONTOUR LINES

BUILDING DIMENSIONED, GARAGE DELINEATED

SIDEWALK WIDTH, THICKNESS, AND LOCATION, DRIVEWAY,  
 APRON, SLOPE OF DRIVEWAY & 1" EXPANSION JOINT AT CURB

INDICATE SUMP PUMP ON PLOT PLAN OR BY NOTE

ON UNCURBED STREETS, SHOW EXISTING DITCH ELEVATIONS.  
 IF APRON CULVERT IS REQUIRED, INDICATE CULVERT SIZE (12"  
 MIN. HARCOR HI-Q DOUBLE WALL POLYETHYLENE or CITY  
 ENGINEER APPROVED EQUAL - VERIFY WITH CITY ENGINEER)

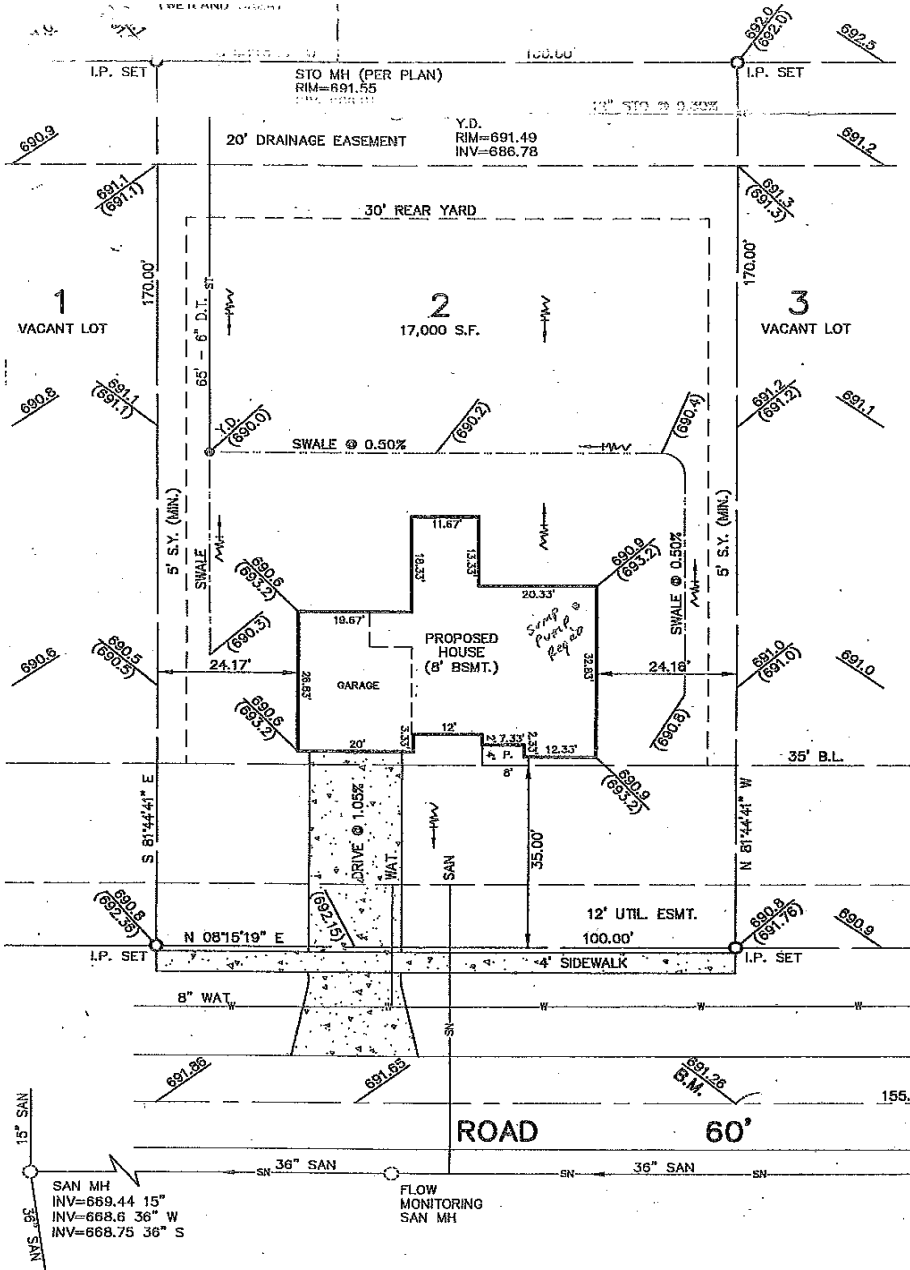
GENERAL NOTES SHOULD INCLUDE:

SANITARY LATERAL SHALL BE PVC ASTM 3034 w/ GASKETS  
 (OR CITY ENGINEER APPROVED EQUAL).

ALL DOWNSPOUTS TO BE SPLASH BLOCK PER CITY  
 ORDINANCE NO. 3659-2001.

AFTER FINAL GRADE IS VERIFIED BY A REGISTERED  
 SURVEYOR AND APPROVED BY THE CITY, THE LOT MUST BE  
 SEEDDED AND MULCHED WITHIN 21 DAYS PER ORDINANCE  
 NO. 1444.17(d).

INDICATE FEMA ZONE FOR PARCEL. IF PARTIALLY IN "AE"  
 AND / OR "A" FLOOD AREA, LINE MUST BE DRAWN ON THE LOT



**EXAMPLE TOPO DRAWING TO ILLUSTRATE  
 CONTENT REQUIREMENTS ONLY**

DRAWING TO BE SUBMITTED ON 11 X 17 PAPER, SCALE TO BE 1" = 20'.  
 INCLUDE NORTH ARROW, BENCHMARK, STREET NAMES,  
 TIE TO NEAREST INTERSECTION & LEGEND OF SYMBOLS