PLAN APPROVAL PROCESS

It is the responsibility of the property owner to obtain plan approval (permits) for all new residential construction as required by the North Ridgeville Codified Ordinances

- New Dwelling – Building Permit and Engineering Permit required

Include with your completed permit applications the following additional information:

- site plan (commonly referred to as topographical plan or topo)
- foundation plans
- floor plans
- building elevations
- wall sections
- building sections
- specifications and details
- plumbing, mechanical and electrical plans

The more information you show on your plans, the quicker the plan review will go for your application. It is the city's responsibility to ensure that minimum building code requirements are being met.

Plan reviews take approximately three weeks. Once plan reviews are complete, a Certificate of Plan Approval will be issued for the building permit. The applicant will be notified when the building and engineering applications have been approved and what the fees will be. Upon successful completion of construction and all required inspections, a Certificate of Occupancy will be issued.

All contractors must be registered with the City of North Ridgeville to perform construction work. Taps on the city's water and sanitary sewer mains must be performed by an approved registered contractor.

FEES AND INSPECTIONS

See the Residential Permit Fee Schedule for applicable fees. The State of Ohio charges a 1% fee on all Residential Plan Approval Applications.

During the course of construction, it is the obligation of the applicant to arrange for all work to be inspected. These inspections will ensure building and municipal codes are met and that the construction is performed according to the approved plans. Lists of required inspections for Building and Engineering will be provided with the approved paperwork. Inspections must be scheduled with the Building Division at least 24 hours in advance. It is recommended that OUPS (1-800-362-2764) is contacted 48 hours prior to digging.

- **Re-inspection Deposits.** Applicants are required to make deposits for building and engineering re-inspection fees at issuance of the 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.

- **Failed Inspections.** Incomplete work, code violations and/or construction site without address all constitute automatic inspection failure. Re-inspections for failed work shall be scheduled and a re-inspection fee of $100 paid before the re-inspection is performed.

- **Water Meter Installation.** Water meter set inspections are performed by the Building Division at the time of rough plumbing inspections. Approved meter set inspection slips are forwarded to the North Ridgeville Public Utilities Division. The Public Utilities Division will schedule installation of the water meter at their next available appointment. Prevention of damage to the water meter and cold weather protection is the responsibility of the contractor. During the final occupancy inspection,

final water meter readings are taken. After the issuance of the 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 Public Utilities Division).

- **Footer Drains.** Footer drains shall be inspected after foundation wall forms are removed and waterproofing installed, prior to gravel backfill installation.

- **Sump Crock and Footer Drain.** These connections shall be inspected prior to any cover or concrete installation.

- **Exterior Wall Sheathing/Wall Bracing.** Sheathing or bracing shall be inspected prior to installation of any moisture barrier or exterior cover.

- **Interior Wall Bracing.** Panels shall be inspected prior to any wall covering, taping or joint compound being installed.

SUBMITTAL REQUIREMENTS

It is the owner or applicant's obligation to comply with Building and Engineering Division requirements and check with utility companies for service location. The plans and specifications for all new construction work shall be in conformity with North Ridgeville Codified Ordinances and the latest edition of the Residential Code of Ohio, Section 106, and shall include:

1. **Site Plan.** 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, Elevations, Wall Sections, Details.** Show floor plans; front, side and rear elevations; wall sections and other details drawn to scale. Spaces must be identified; provide size and location of all structural elements of construction in the form of wall sections, framing drawings, details; reference finished floor elevation. Construction documents must show sufficient detail to determine compliance with the code.

3. **Plumbing and Mechanical.** Indicate on 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. Provide REScheck Energy Code Compliance report.

4. **Electrical.** Indicate on floor plans, including electric panel, all lighting, receptacles, power equipment, etc. Provide service location and indication of overhead or underground, size of service entrance cable.

WATER TAP REQUIREMENTS

A separate permit will be issued for all water taps to the city main and the fees will be calculated during the review process.

- All service connections shall be k copper pipe.

- Minimum buried depth is to be 3.5 feet.

- A vault is required for structures greater than 200 feet from the centerline of the roadway and is to be installed near the right-of-way per city standards. Only structures more than 200 feet from the centerline of the roadway may use 200 psi plastic pipe approved for potable water with tracer wire, provided the last 50 feet of connection to the structure is k copper.

- An inspection for visual leak on the charged line or static pressure test for 5 minutes is required.

- Only one water source is to be connected to the house. All other water supply lines must be cut and capped per city requirements. If a well is not being used, it shall be abandoned per the Lorain County Public Health procedures.

SANITARY SEWER REQUIREMENTS

A separate permit will be issued for all sanitary sewer taps to the city main and the fees will be calculated during the review process.

- All service laterals are to be a minimum of 6 inches in diameter.

- Material is to be gasketed SDR 35 with approved backfill.

- All service taps on main lines shall be cut in wyes unless approved by the City Engineer.

- Trench must be left open until the pipe, pipe joints, backfill and connections have been inspected.

- If installed on a lot with an existing connection, the pipe from the connection to the main shall be checked for structure integrity and functionality prior to permit issuance.

- Sump pumps and downspouts may not be connected to the sanitary sewer.

- For homes without access to city sanitary sewer, approval from Lorain County Public Health must be submitted for an approved septic system.

STORM SEWER REQUIREMENTS

- Material shall be SDR 35 gasketed pipe or approved by the City Engineer.
- All connections to main lines or structures are to be Inserta Tee or Kor-n-tee connections, unless approved by the City Engineer.
- Trench must be left open until the pipe, pipe joints, backfill and connections have been inspected.
- Only sump pumps and yard drains may be connected to storm sewers.

GENERAL REQUIREMENTS

- One copy of the **approved construction documents** shall be kept at the work site and shall be open for inspection by the Chief Building Official, City Engineer or their designated representatives.

- **All construction water outlets** (i.e.: faucet, hose bibb, boiler tap) shall be protected with code approved backflow device to protect the City's potable water system.

- All earth disturbing activity requires erosion and sediment control measures to be installed.
- No construction debris or material is to be stored on the roads and no mud shall be tracked onto any city road.
- **No building sewer shall be opened up to connect the building drain unless a Building Division inspector is present.**
- **Grading and Drainage.** Before the Certificate of Occupancy may be issued, approval of the final grade is required. The owner must submit an as-built topographical survey with details for locations of all underground services or provide a grading bond per Section 1010.05 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.
- No pipes or structures are to be installed in an easement without proof of approval from the easement holder.

SAMPLE TOPOGRAPHIC SURVEY AND IMPROVEMENT PLAN

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

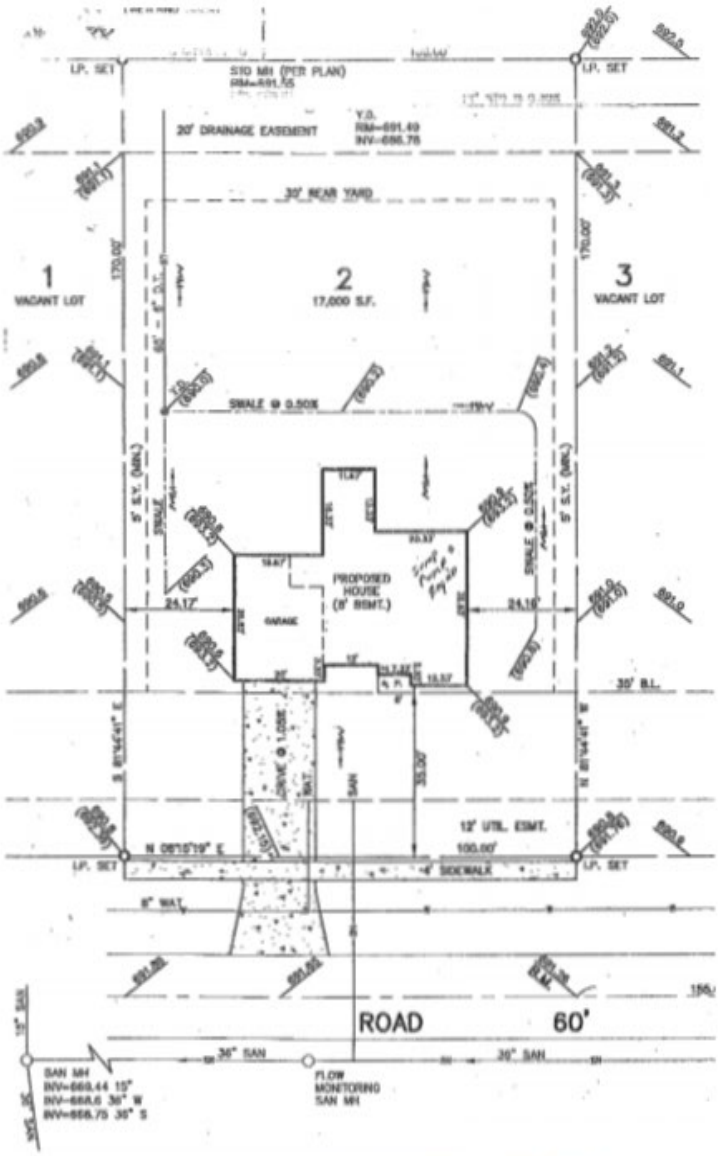
PROPOSED
EXISTING

SCALE 1" = 20'

N

ENGINEER OR SURVEYOR SEAL

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



EXAMPLE TOPO DRAWING TO ILLUSTRATE CONTENT REQUIREMENTS ONLY

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 POLYETHELENE 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 SEEDED 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

1024.01 Sidewalks Required

(a) Sidewalks shall be required on both sides of newly constructed streets, avenues or alleys open to public use, whether flanked on either, neither or both sides with dwellings, apartments or commercial and industrial buildings.

(b) Sidewalks shall be required along the boundary of a development area or subdivision where that boundary borders on a public street, avenue or alley open to public use.

(c) All dwellings, apartments and commercial and industrial buildings constructed in the City shall be provided with sidewalks along the frontage of such buildings before occupancy of the building is permitted. The side yards of all buildings constructed on corner lots are to be considered and treated the same as frontage.

(d) Where additions of 500 square feet or greater are proposed to existing buildings that are subject to Planning Commission review under Section 1243.03, and where sidewalks do not exist on the property upon which said building is located, Planning Commission may require the installation of sidewalks in accordance with this chapter as a condition of development plan approval.

1024.02 Permit Required

No person shall install or construct a sidewalk within the City without first applying for and obtaining a permit in accordance with the following:

(a) For sidewalks to be installed as part of a construction project as described in 1024.01, the building permit issued for the project shall include the permit to construct the sidewalk. The applicant shall provide a deposit as required in Section 1024.05 and shall be subject to all the requirements of this chapter.

(b) For new sidewalks or replacement sidewalks not installed as part of a construction project as described in 1024.01, the applicant shall make separate application for a sidewalk permit. The applicant shall make payment of the required fee as established by Council and shall be subject to the requirements of Section 1024.03 and 1024.04.

1024.03 Construction and Material Specifications

(a) Sidewalks shall be a minimum width of four feet along street rights-of-way up to 60 feet wide and a minimum width of five feet for street rights-of-way greater than 60 feet in width. The edge of sidewalks farthest from the road centerline shall not be constructed within six inches of the road right-of-way line and must be within the road right of way, unless an exception to this provision is granted, in writing, by the City Engineer. Sidewalks shall not be permitted on any open ditch section without the written approval of the City Engineer.

(b) Sidewalks shall be constructed of concrete four inches thick, except that where they are crossed by driveways, they shall not be less than six inches thick. All sidewalk construction shall conform to specifications on file in the office of the City Engineer.

(c) Where sidewalks are constructed along a property adjacent to a crosswalk, curb ramps shall be installed in conformance with specifications on file in the office of the City Engineer.

1024.04 Approval of City Engineer Required; Grades

No sidewalk shall be laid within the City without the approval of the City Engineer. Sidewalks shall be laid in accordance with the grade established and given by the City Engineer.

1024.05 Sidewalk Deposit

(a) A deposit, calculated annually by the City Engineer for each foot of sidewalk adjacent to a street, avenue or alley which is open to public use, shall be required to guarantee, for construction of any dwelling, apartment or commercial and industrial building, the construction of a sidewalk on any parcel of land upon which none exists at the time application for a building permit is made. Deposits shall be placed in a City depository fund.

(b) A bond to cover the cost of installation as outlined above shall be acceptable if the location of the sidewalk(s) is included and the City of North Ridgeville is specifically listed as benefiting from the bond and able to call the bond when necessary. The bond shall extend to such time as necessary to cover installation of all required sidewalks covered by the bond and as determined by the Chief Building Official. Should the bond lapse for any reason, the Builder, Developer or Depositor shall remain and hereby agrees to remain financially responsible for installation of the sidewalk.

(c) It shall be the duty of each depositor to inform the Building Department of its correct address during the deposit period and of any address changes, as well as any changes to ownership which would affect the deposit or control of the deposit or bond. If responsibility for the deposit or bond changes, a letter notifying the City of the change and containing signatures of both the previous and the new responsible party must be presented to the Building Department to make the change effective. Otherwise, the initial depositor remains responsible and must make or maintain the deposit or bond. A copy of this ordinance shall be given to each depositor when the deposit or bond is collected or transferred. The depositor shall sign a form indicating receipt of this chapter.

1024.06 Sidewalk Fee In Lieu Of Deposit

(a) It shall be the option of the property owner, upon application and as approved by the City Engineer, to forgo the installation of a required sidewalk and to make payment of a sidewalk fee in lieu of the sidewalk deposit required in Section 1024.05 where compliance is impractical due to site conditions, safety concerns or engineering concerns as determined by the City Engineer and documented in writing. The fee shall be paid at the time of building permit issuance in an amount equivalent to the deposit that would otherwise be required by this chapter.

(b) Any fee paid under this section shall be earmarked and used for general sidewalk construction purposes, which include, but are not limited to, installing sidewalks and multi-purpose paths, drive aprons, extension of culverts or bridges, drainage improvements relating to sidewalk construction, acquisition of rights-of-way, etc.

1024.07 Refunds; Unclaimed Sidewalk Deposits

(a) Upon construction of the sidewalks in accordance with the provisions of this chapter to the satisfaction of the Chief Building Official, the deposit shall be returned, less fifty dollars ($50.00), for each separate lot to be retained for inspection. It shall remain primarily the duty of the depositor, not the City, to show proof of satisfactory installation and to request return of the deposit in writing.

(b) Sidewalk deposits in the City's depository fund shall be considered forfeited if such funds have been on deposit for one year or more after issuance of a Certificate of Occupancy or acceptance of a final

plat for the project. Deposits considered forfeited shall be transferred to unclaimed funds. Thereafter, any such unclaimed funds transferred to the General Fund shall be earmarked and used for general sidewalk construction purposes as described in 1024.06(b).

1024.08 Failure to Install Sidewalks

(a) When more than one year has elapsed since the date a sidewalk deposit was posted and no sidewalk has been constructed, the Chief Building Official shall send a certified letter to the address of the depositor on file indicating that the funds deposited shall be forfeited to the City within 30 days of the postmark on the letter unless the depositor notifies the City of its plans to install the sidewalk. Bonds may be called within the same time frame and utilizing the same procedure. The Chief Building Official shall retain a copy of the certified letter and accompanying paperwork to show a good faith effort to notify the depositor and shall be deemed good service whether or not the letter is accepted or deliverable as it is the depositor's duty to inform the Building Department of any address changes.

(b) If the depositor timely notifies the City of its plans to install the sidewalk and the sidewalk is not installed within 120 days of the date of said notification, the deposit shall be forfeited immediately without further notification to the City's General Fund.

(c) Any sidewalk deposits forfeited subject to this section shall be earmarked and used for general sidewalk construction purposes as described in 1024.06(b).

1024.99 Penalty

Whoever violates any of the provisions of this chapter is guilty of a minor misdemeanor. A separate offense shall be deemed committed each day during or on which a violation occurs or continues.