PLAN APPROVAL PROCESS

It is the responsibility of the property owner to obtain plan approval (permits) for all additions, alterations and/or repairs of any structures on their property as required by the North Ridgeville Codified Ordinances.

- Additions – Building Permit and Engineering Permit required
- Alterations – Building Permit required; Engineering permit may be required if utilities connections are proposed

Include with your completed permit application(s) 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. While our staff cannot size the structural elements or design a project for you, many lumber companies offer programs that will size beams and other elements. Check with the company you will purchase your materials from, they may be able to help with this.

Plan reviews take approximately three weeks and include zoning and engineering reviews. Once the plan review is complete, a Certificate of Plan Approval will be issued. The applicant will be notified when application(s) have been approved and what the fees will be.

The applicant may be a contractor or the owner performing the operations for which this application is made. All contractors must be registered with the City of North Ridgeville to perform construction work.

ADDITIONS AND ALTERATIONS

Additions. Additions involve structural changes made to enlarge your home. Additions include any type of structural work creating additional enclosed space for your home or property for a variety of uses.

Alterations. Alterations to your home require a building permit if they involve cutting or removal of any wall, partition, beam or egress components (doors and windows), or if it involves changes to the water supply or sanitary sewer system, electrical wiring or mechanical work.

Finished basement. A dimensioned floor plan of the basement showing what area you wish to finish and what areas or areas will remain unfinished must be submitted. Doors, windows, stairs, furnace, water meter and hot water heater need to be indicated. You should describe on your floor plan what work will be done to finish the area. If building walls, materials to be used should be described, along with floor, wall and ceiling finishes. Locations of electrical receptacles, lights and switches be placed should be indicated. Spaces should be labeled as to their use – recreational space, bedroom, storage space, etc.

Other Alterations. A dimensioned floor plan of the house showing existing spaces and new or changed spaces shall be submitted. It helps if you provide two floor plans – one showing the spaces as existing and another showing the spaces as they are to be changed. Elements such as doors, windows, stairs, furnace and hot water heater need to be indicated. New walls or walls to be removed, what materials will be used for the construction and what kind of finishes are to be used for the floor, walls and ceiling should be included on the drawings. Locations of electrical receptacles, lights and switches be placed

should be indicated. Spaces should be labeled as to their use – recreational space, bedroom, storage space, etc.

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 codes are met and that the construction is performed according to the approved plans. A list of required inspections will be included 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.

- **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.

- **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.

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 or his designated representative.

- **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 materials 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.**

- **HOA Approval.** While not required for a city permit, approval may be required if part of a Homeowner's Association before beginning work.