



City of North Ridgeville

Building Department

7307 Avon Belden Rd, North Ridgeville, OH 44039

Phone: (440) 353-0822 Fax: (440) 353-0823



Residential Permit Applications

Applications to build a New Dwelling, additions and alterations require submission of plans for review. These plans should include:

- 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 our job to ensure that minimum building code requirements is being met. While our plan reviewer and inspectors cannot size the structural elements or design 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 review generally takes 2 to 3 weeks and includes zoning and engineering reviews. Once the plan review is complete a Certificate of Plan Approval will be issued. A representative of the building department will contact you to let you know your permit is ready for pick up and what the fee will be. During the course of construction there are a variety of required inspections which must be scheduled with the building department 24 hours in advance. A list of inspections is included with your permit. These inspections will assure you that the building codes are met and that the construction is performed according to the approved plans.

Contractors must be registered with the City of North Ridgeville to perform construction work. Information may be obtained on the website or at the Building Department.

Upon successful completion of construction and all required inspections a Certificate of Occupancy is issued.

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.



City of North Ridgeville

Building Department

7307 Avon Belden Rd, North Ridgeville, OH 44039

Phone: (440) 353-0822 Fax: (440) 353-0823



ADDITIONS & ALTERATIONS

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

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

Finished basement: You will need to submit a floor plan of the basement showing what area you wish to finish and what areas or areas will remain unfinished. These areas must be dimensioned. 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 – will you be building walls? If so what will you use? What kind of finishes do you plan for the floor, walls & ceiling? Where will electrical receptacles, lights and switches be placed? A very important bit of information is labeling the spaces as to their use – recreational space, bedroom, storage space, etc.?

Other Alterations: You will need to submit a floor plan of the house showing existing spaces and new or changed spaces, the floor plan must be dimensioned. It helps if you provide a floor plan showing the spaces as existing and a second floor plan showing the spaces as they are to be changed. Elements such as doors, windows, stairs, furnace and hot water heater need to be indicated. You should 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 & ceiling. Show all new electrical receptacles, lights and switches. A very important bit of information is labeling the spaces as to their use.

MINIMUM INSPECTIONS REQUIRED:

Shall be detailed on a cut sheet provided once the plan review process is completed by the Building Department.

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.



City of North Ridgeville

Building Department

7307 Avon Belden Rd, North Ridgeville, OH 44039

Phone: (440) 353-0822 Fax: (440) 353-0823



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.
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. Reinspections 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. **Fees:** See fees listed on Residential Building Permit Fees page (website or handout)
18. **State 1% fee:** is charged on all Residential Plan Approval Applications.
19. **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.



City of North Ridgeville

Building Department

7307 Avon Belden Rd, North Ridgeville, OH 44039

Phone: (440) 353-0822 Fax: (440) 353-0823



CONSTRUCTION SITE ADDRESS: _____

CONTRACTOR: _____ DATE: _____

CONTRACTOR ADDRESS: _____

CONTACT PHONE #: _____ E-MAIL: _____

PROPERTY OWNER: _____ DATE: _____

PROPERTY OWNER ADDRESS: _____

CONTACT PHONE #: _____ E-MAIL: _____

(CHECK ALL ACTIVITIES PERTAINING TO THIS APPLICATION)

NEW CONSTRUCTION: Single Family Multi-Family # of Units _____

Square Footage: Finished Basement: _____ 1st Fl.: _____ 2nd 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 2nd water meter

Demo Above-Ground Pool In-Ground Pool Lawn Sprinkler

Gazebo Other: _____

Fence Style: _____ Size: _____

Deck Size: _____ Square Feet: _____

PERMIT FEES

To be calculated by Building Dept.

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 Energy Code compliance method: _____



City of North Ridgeville

Building Department

7307 Avon Belden Rd, North Ridgeville, OH 44039

Phone: (440) 353-0822 Fax: (440) 353-0823



PLUMBING: New Alteration Service Line

Indicate fixture count below:

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

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
Water Heater: _____ watts	Clothes Dryer: _____ watts	Gas Clothes Dryer: _____ watts
Dishwasher: _____ watts	Disposal: _____ watts	Sump Pump: _____ watts
Sewage Ejector: _____ watts	Water Pump: _____ watts	Other: _____ watts

Air Conditioner: _____ volts _____ amps

Furnace: _____ volts _____ amps

Electric Space Heater: _____ volts _____ amps

Heat Pump: _____ volts _____ amps

TRADE	NAME OF CONTRACTOR	REGISTERED
Masonry:	_____	Yes / No
Carpentry:	_____	Yes / No
Plumbing:	_____	Yes / No
Electrical:	_____	Yes / No
HVAC:	_____	Yes / No
Decorating:	_____	Yes / No
Floor Covering:	_____	Yes / No
Drywall:	_____	Yes / No
Excavator:	_____	Yes / No
Pool Erector:	_____	Yes / No
Landscaper:	_____	Yes / No
Other:	_____	Yes / No

(Circle one)

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

Building Department

7307 Avon Belden Rd, North Ridgeville, OH 44039

Phone: (440) 353-0822 Fax: (440) 353-0823

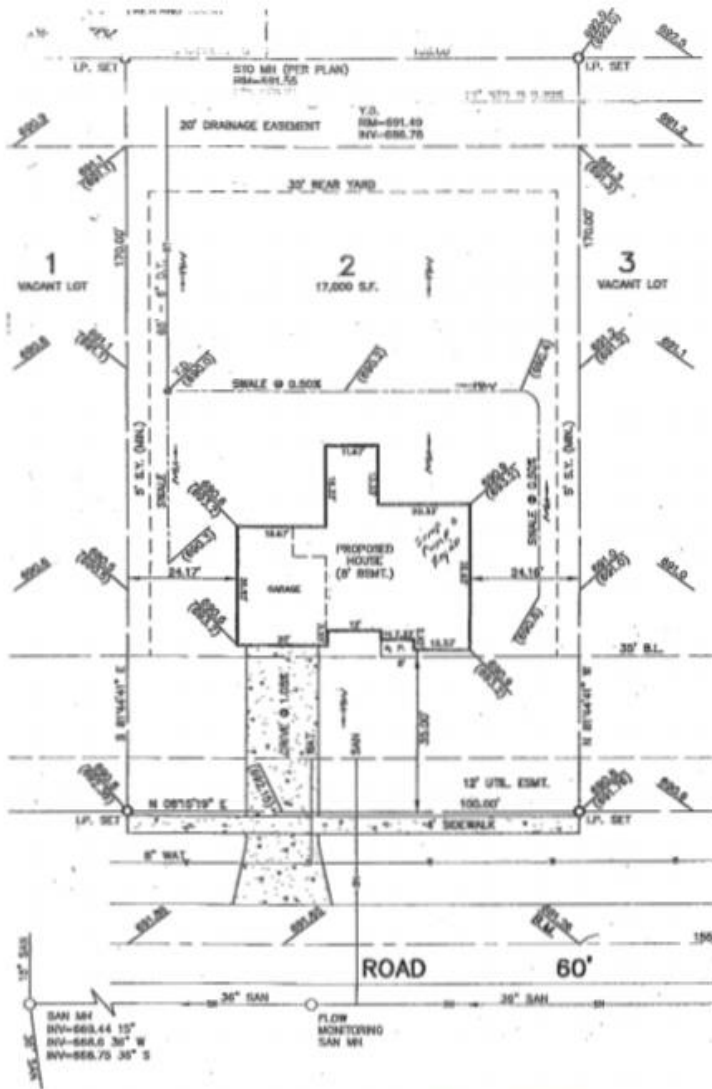
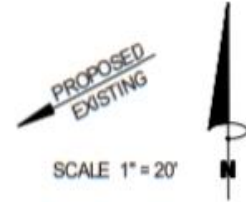


SAMPLE TOPOGRAPHIC SURVEY AND IMPROVEMENT PLAN

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



**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, MAN-HOLES,
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
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



City of North Ridgeville

Building Department

7307 Avon Belden Rd, North Ridgeville, OH 44039

Phone: (440) 353-0822 Fax: (440) 353-0823



1024.04 PERMIT FEE. The applicant, at the time of application for a sidewalk permit, shall pay to the Chief Building Official a permit fee of twenty-five dollars (\$25.00) per building lot. (Ord. 2828-94. Passed 2-22-94.)

1024.05 SIDEWALK REQUIRED PRIOR TO OCCUPANCY; SECURITY DEPOSIT.

(a) All dwellings, apartments and commercial and industrial buildings constructed in the City after the effective date of this section shall be provided with sidewalks in front of such buildings before occupancy of the building is permitted.

(b) The side yards of all buildings, as enumerated above, constructed on corner lots, are to be considered and treated the same as front footage.

(c) A deposit calculated by the City Engineer per this chapter for each foot of sidewalk adjacent to a highway, 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. The amount shall change from time to time as costs to install sidewalks fluctuate. The cost shall be kept on file in the Engineer's office and shall reflect the cost to install plus an administrative fee of 25% above the cost to install. Upon construction of the sidewalks in accordance with the provisions of this chapter, to the satisfaction of the Chief Building Official, this deposit shall be returned, less fifty dollars (\$50.00), for each separate lot or land to be retained for inspection.

(d) Upon the recommendation of the Chief Building Official, the sidewalk construction may be deferred for nine months. The Chief Building Official shall not allow occupancy in any new building until the requirements set forth herein are complied with. (Ord. 2828-94. Passed 2-22-94.)

1024.06 USE OF UNCLAIMED SIDEWALK DEPOSITS; REFUNDS. For those individuals, firms, partnerships and corporations who or which have made or in the future will make sidewalk deposits into the sidewalk Deposit Trust Fund, when more than nine months have elapsed since said deposit and when no sidewalk has been constructed by the depositor, the following shall apply: (a) 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 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 ordinance. A bond to cover the cost of installation as outlined in NRCO § 1024.05 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 Building Department. 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. A full and complete refund of the deposit shall be made, less the inspection fee contained in § 1024.05 and the permit fee in § 1024.04, if applicable, where the sidewalk is installed within nine months or less. While the Building Department may refund the fee if it becomes aware of satisfactory compliance, 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. When more than nine months have elapsed since the date the deposit was posted and no sidewalk has been constructed, the Building Department shall send a certified letter to the address of the depositor on file indicating that the funds deposited shall be forfeited to the City's General Fund, for use to install the sidewalk for which it was deposited, within 30 days of the postmark on



City of North Ridgeville

Building Department

7307 Avon Belden Rd, North Ridgeville, OH 44039

Phone: (440) 353-0822 Fax: (440) 353-0823



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 Building Department 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. If the depositor so notifies the City and the sidewalk is not installed within 30 days of notification of the depositor of its plans to install the sidewalk, the initial nine months having elapsed, the funds shall be forfeited immediately without further notification. Should the amount to install the sidewalk be less than the deposited amount, the balance shall remain in the City's General Fund as liquidated damages and administrative costs, less the inspection fee in § 1024.05(c). Funds for sidewalk deposit, if any, currently in the City's Trust Fund or otherwise on deposit for construction of sidewalks, for use for general sidewalk construction purposes, which uses include, but are not limited to, installing sidewalks, drive aprons, extension construction of culverts or bridges, drainage improvements relating to sidewalk construction, acquisition of rights of way, etc., shall be considered forfeited to the City's General Fund if such funds have been on deposit for one year or more unless the Chief Building Official or designee makes a specific determination that the depositor(s) can still be located and notified as required under the former version of NRCO § 1024.06(a). Any outstanding sidewalk liens placed prior to the effective date of this ordinance shall be deemed cancelled and withdrawn; however, those properties shall become subject to NRCO § 1024.06(c) below. (b) No deposit shall be required for those individuals whose situation conforms with one or more of the following criteria: (1) A sidewalk does not exist within 2,000 feet in any direction from any property corner. In the unusual instance where a homeowner installs a sidewalk, not requested by the City, whether or not this triggers the requirement for neighboring properties to also install a sidewalk shall be on a case-by-case basis determined jointly by the Chief Building Official and the City Engineer and shall include, but not be limited to, considerations such as the possibility that other sidewalks will also be installed, other considerations contained in this subsection, the potential for growth in that area in the near future and any other relevant factors. (2) The property is not within a subdivision. (3) The property is not within 2,500 feet of a City park or a public or private school with primary or secondary programs, whether classes are currently held there or not, measured from any property corner. (4) A sidewalk is not required by the Planning Commission at a regular meeting of the Planning Commission. (5) Compliance is impractical due to site conditions, safety concerns, or engineering concerns as determined by the City Engineer and documented in writing. (6) Extreme financial hardship would result where the landowner is indigent or would become indigent if required to install the sidewalk, as determined by the Safety Service Director and documented in writing. (c) For situations which do not require a sidewalk deposit pursuant to subsection (b) above, the following additional requirement is placed upon all such landowners until a sidewalk is constructed: (1) The property owner shall be required to install a sidewalk at the City's request when any one or more of the conditions in subsection (b) above no longer applies to the property. (2) Should the property owner refuse to install a sidewalk when requested within a reasonable time frame as determined by the City Engineer or the Engineer's designee, the property shall be assessed. A lien in the amount to install the sidewalk as calculated by the City Engineer, together with an administrative fee of \$50.00, shall be certified to the County Auditor by the appropriate department head. Such amount shall be entered upon the tax duplicate and shall be a lien upon the property to be collected as other taxes and assessments are collected and returned to the City when so collected and used to install the requested sidewalk or to cover the cost of installation if the City has already installed the sidewalk at the City's expense. (Ord. 4422-2007 Passed 6-4-2007)

1024.99 PENALTY. Whoever violates any of the provisions of this chapter is guilty of a minor misdemeanor and shall be fined not more than one hundred dollars (\$100.00) for each offense. A separate offense shall be deemed committed each day during or on which a violation occurs or continues. (Ord. 2828-94. Passed 2-22-94.)