

Residential Projects Application Package

NEW CONSTRUCTION, ADDITIONS AND ALTERATIONS



PLAN APPROVAL PROCESS

It is the responsibility of the property owner to obtain plan approval (permit) for new construction, additions, alterations and/or repairs of any structures on their property as required by the North Ridgeville Codified Ordinances. To apply for a permit, the owner or applicant must submit the completed Residential Plan Approval Application along with 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, and
- plumbing, mechanical and electrical plans.

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. Information may be obtained on the website or at the Building Division.

The more information you show on your plans, the quicker the plan review will go for your application. It is the Building Department's job 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 review generally takes two to three weeks and includes zoning and engineering reviews. Once the plan review is complete, a Certificate of Plan Approval will be issued. You will receive a call to let you know your permit is ready and what the fee will be. Upon successful completion of construction and all required inspections, a Certificate of Occupancy will be issued.

FEES AND INSPECTIONS

For a list of applicable fees, see our Residential Building Permit Fees page (website or handout). The State of Ohio charges a 1% fee on all Residential Plan Approval Applications.

The minimum inspections required shall be detailed on a list provided once the plan review process is completed by the Building Division. 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 inspections is included with your permit. Inspections must be scheduled with the Division at least 24 hours in advance. It is recommended that OUPS (1-800-362-2764) is contacted 48 hours prior to digging.

ADDITIONS AND ALTERATIONS

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.

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.

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,

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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 and ceiling? Where will electrical receptacles, lights and switches be placed? A very important piece 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 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. You should indicate 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. Show all new electrical receptacles, lights and switches. A very important piece of information is labeling the spaces as to their use.

NEW DWELLINGS AND ADDITIONS

It is the owner or applicant's obligation to comply with Building Division requirements and check with utility companies for service location. The plans and specifications for all new construction work shall be in conformity with City of 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 & 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.

MISCELLANEOUS REQUIREMENTS

- One copy of the **approved construction documents** shall be kept at the work site and shall be open for inspection by the residential building official or his designated representative.
- **Re-inspection Deposit.** Applicants are required to make this deposit 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.

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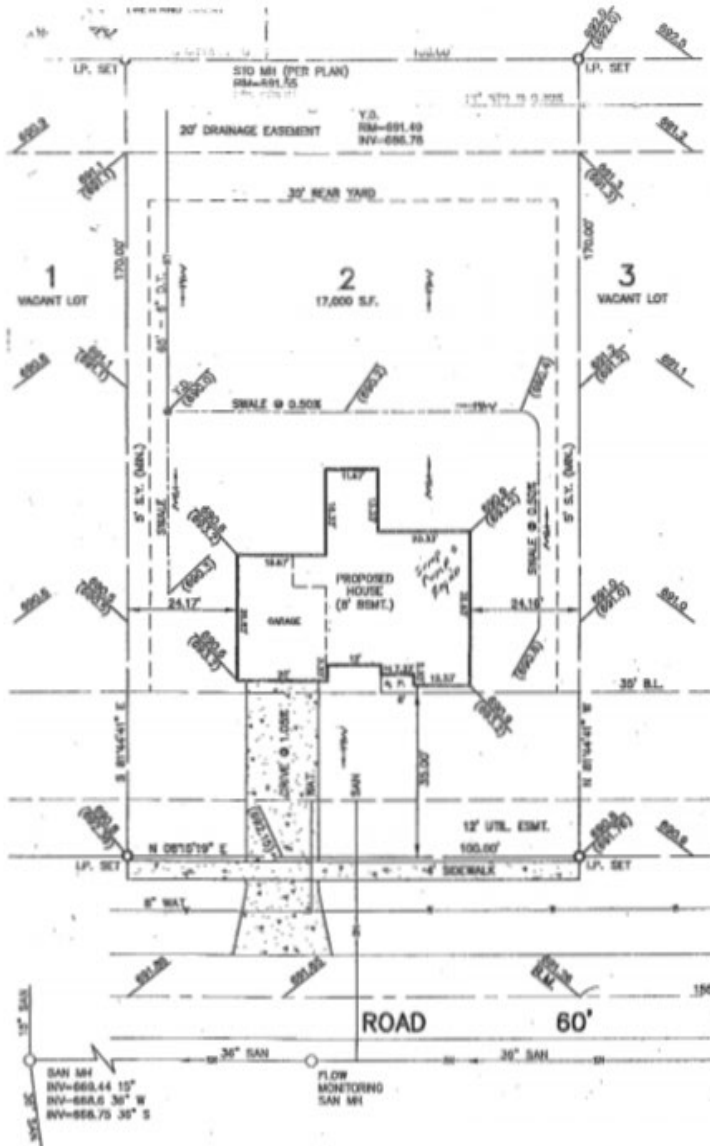
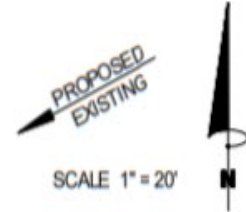
- **Water Meter Installation.** Water meter set inspections are performed by the Building Division at the time of rough plumbing inspections. Approved meter set inspection slips are forwarded to the North Ridgeville Public Utilities Division. The Public Utilities Division will schedule installation of the water meter at their next available appointment. Damage to water meter and cold weather protection is the responsibility of the contractor. During the 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 Public Utilities Division).
- **Failed Inspections.** Incomplete work, code violations and/or 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 paid before the re-inspection is performed.
- **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.
- **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
- **No building sewer shall be opened up to connect the building drain unless a Building Division inspector is present.**
- **Grading and Drainage.** Before the Occupancy Permit is issued, final grade approval 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 1444.16 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.
- **HOA Approval.** While not required for a City building permit, you may require approvals from your Home Owner's Association before you commence work.

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, 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 H-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. 3669-2001.

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

SIDEWALK DEPOSIT REQUIRED FOR NEW CONSTRUCTION

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.

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- (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.

Residential Application for Plan Approval

BUILDING DIVISION



GENERAL INFORMATION

Construction site address

Permanent parcel number

Contractor

Contractor address

Contractor phone

Contractor email

Property owner

Property owner address

Property owner phone

Property owner email

NEW CONSTRUCTION

DWELLING TYPE: ☐ Single Family ☐ Two Family Energy Code Compliance Method: _____

SQUARE FOOTAGE: Fin. Basement: _____ 1st Fl: _____
2nd Fl: _____ Total: _____

GARAGE: ☐ Attached Garage ☐ Detached Garage ☐ Storage Building
Size: Width: _____ Depth: _____ Sq ft: _____

SUBDIVISION: Sublot #: _____ Subdivision Name: _____
Zoning Dist.: _____ Water Permit #: _____

ADDITIONS & ALTERATIONS

Year Dwelling Built: _____ Additional Sq Ft: _____

☐ Dwelling Addition ☐ Garage Addition ☐ Storage Building Addition
☐ Kitchen Remodel ☐ Basement Remodel ☐ Other: _____

GENERAL PERMITS

☐ Re-Siding ☐ Re-Roofing ☐ Fire Damage Repair ☐ 2nd Water Meter
☐ Demolition ☐ Above Ground Pool ☐ In Ground Pool ☐ Lawn Sprinkler
☐ Gazebo ☐ Other: _____
☐ Fence Style: _____ Height: _____ Length: _____
☐ Deck Size: _____ Sq Ft: _____

SUBCONTRACTORS

All contractors performing work related to this permit must be registered and approved by the Building Division for the current year.

SUBTRADE

CONTRACTOR NAME

Masonry _____
Carpentry _____
Plumbing _____
Electrical _____
HVAC _____
Drywall _____
Excavator _____
Pool Erector _____
Landscaper _____
Other _____

PERMIT FEES

To be calculated by Building Div.

PERMIT: _____

STATE 1%: _____

ADMIN: _____

TOTAL: _____

Residential Application for Plan Approval

BUILDING DIVISION



HVAC

Furnace: <input type="checkbox"/> New <input type="checkbox"/> Replacement Furnace Capacity: _____ BTU's Furnace Fuel Type: <input type="checkbox"/> Natural Gas <input type="checkbox"/> L.P. Gas <input type="checkbox"/> Electric <input type="checkbox"/> Other: _____ Ductwork Type: _____	A/C: <input type="checkbox"/> New <input type="checkbox"/> Replacement A/C Capacity: _____ Tons Condensing Unit Location: <input type="checkbox"/> Rear yard <input type="checkbox"/> Left side yard <input type="checkbox"/> Right side yard	Fireplace: <input type="checkbox"/> New <input type="checkbox"/> Replacement Fuel Type: <input type="checkbox"/> Natural Gas <input type="checkbox"/> L.P. Gas <input type="checkbox"/> Electric <input type="checkbox"/> Other: _____
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Gas Meter Location: ☐ Front yard ☐ Rear yard ☐ Left side yard ☐ Right side yard

PLUMBING

☐ New ☐ Alteration ☐ Replacement ☐ Service Line

Water Distribution System: ☐ Copper ☐ Pex ☐ PVC / CPVC

Indicate fixture count below:

# of Sinks	
# of Toilets	
# of Tubs/Showers	
# of water connected appliances	

Building Main Drain size: _____

Building Water Service size: _____

Water Heater Fuel Type: ☐ Natural Gas ☐ L.P. Gas

☐ Electric ☐ Other: _____

Water Heater Capacity: _____ BTUs

ELECTRICAL

☐ New ☐ Alteration/Addition ☐ Service Change

Grounding Electrodes to be used: ☐ Ground Rod s ☐ CEE/UFER ☐ Water line Service Amps: _____

Indicate load wattages & amperages for each item applicable below:

First 10,000VA at 100% remainder at 40%. Small appliance and laundry circuit loads 1500VA. Stationary appliance minimum 5000VA.

Description of Equipment	# of Units	Equipment Loads	Description of Equipment	# of Units	Equipment Loads
(Ex. Oven, Clothes Dryer, Furnace, AC etc...)	(Ex.1)	(Ex. 12000VA)			

Total Load Calculation: wattage divided by 240 =

Additional information may be required for final approval of electrical systems.

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.

Est. Cost of Construction: _____ Sidewalk Ordinance Received Date: _____

Property Owner's Signature: _____ Date _____

Applicant's Signature: _____ Date _____

APPLICATION AUTHORIZATION

Building Division Approval

Date