

City of Broadview Heights

BUILDING & ZONING DEPARTMENT

COMMUNITY BUILDING
9543 BROAD VIEW ROAD, ROOM # 212
BROADVIEW HEIGHTS, OHIO 44147-2301
TEL: 440-526-6864; FAX: 440-526-3091

Application for Plan Examination and Building Permit
NON-RESIDENTIAL, NEW RESIDENTIAL AND ADDITIONS

INSTRUCTIONS

A complete list of all contractors and subcontractors that will work on the proposed project will need to be submitted as part of the application package.

Failure to complete *each* line of the new form with the subcontractors' names will be considered to be an incomplete application, resulting in a delay or denial of the permit. For instance, if the 'homeowner' is to perform a specific trade, note the word 'homeowner' on that line. If the trade does not apply, write in 'N/A'.

The *Building Trade License* is required for any contractor/subcontractor that does work that exceeds \$1,000 in value. The *Registration with the Tax Administrator* is required from all contractors/subcontractors, regardless of their trade or the dollar value of their work.

It will expedite matters if you check with your subcontractors, or the City, to insure that they are Registered (and Licensed where required) for the calendar year(s) in which you intend to do construction work. If any of them are not Registered (and Licensed where required) the City will not issue the building permit until every one of them has done so. Work may not commence until a permit has been issued.

Should you have any question(s) please do not hesitate to contact the Building & Zoning Department for information.

SUFFICIENT COPIES OF DRAWINGS MUST BE SUBMITTED WITH APPLICATION.

24 hour inspection notice required – inspection will be within 48 hours
Call 440-526-6864 between 8:30 a.m. and 4:00 p.m. for inspections,
or fax inspection request to 440-526-3091

Date received _____

Project value _____

App. No.	NON-OBBC CONSTRUCTION	OBBC CONSTRUCTION
Permit No.	Total of all fees	
Date permit issued	\$	
Receipt No.	\$	

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www.broadview-heights.org

APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT
NON-RESIDENTIAL, NEW RESIDENTIAL AND ADDITIONS

AT (LOCATION) STREET NUMBER STREET, ROAD, PKWY, LANE, CT, TR, RUN, PASS, ETC. SUBLOT # FOR NEW

ZONING DISTRICT IS _____ PERMANENT PARCEL NUMBER IS _____

IDENTIFICATION	TO BE FILLED OUT BY ALL APPLICANTS			PRINT OR TYPE ALL INFORMATION
	NAME	MAILING ADDRESS	ZIP CODE	PHONE, FAX, MOBILE NUMBERS
1. OWNER OR LESSEE				
2. CONTRACTOR				
3. DESIGNER OF PLANS				

DEFINITION OF A HOMEOWNER
 A PERSON WHO OWNS OR LEASES A SINGLE CONDOMINIUM UNIT OR A PARCEL OF LAND ON WHICH HE OR SHE INTENDS TO RESIDE, ON WHICH THERE IS, OR IS INTENDED TO BE, A DWELLING OF THREE UNITS OR LESS AND/OR ATTACHED OR DETACHED STRUCTURES ACCESSORY TO SUCH RESIDENTIAL USE. A PERSON WHO CONSTRUCTS MORE THAN ONE HOME IN A TWO-YEAR PERIOD IN THE STATE OF OHIO SHALL NOT BE CONSIDERED A HOMEOWNER.

DESCRIBE, IN DETAIL, THE PROPOSED WORK. FOR NONRESIDENTIAL, DESCRIBE THE PROPOSED USE OF BUILDING OR UNIT. IF USE OF EXISTING IS BEING CHANGED, ENTER FORMER USE, TOO. _____

- SUBMIT WITH COMPLETED APPLICATION:**
PLAN REVIEW FEE OF \$200.00 FOR NON-RESIDENTIAL CONSTRUCTION
(3) SETS OF RESIDENTIAL 1 OR 2 FAMILY CONSTRUCTION DOCUMENTS
(5) SETS OF NON-RESIDENTIAL AND MULTI-FAMILY OR CONDO CONSTRUCTION DOCUMENTS.
(6) SIX SETS OF SITE PLANS FOR RESIDENTIAL AND NON-RESIDENTIAL CONSTRUCTION

A. TYPE OF IMPROVEMENT 1. <input type="checkbox"/> NEW BUILDING 2. <input type="checkbox"/> ADDITION 3. <input type="checkbox"/> ALTERATION 4. <input type="checkbox"/> REPAIR, REPLACEMENT 5. <input type="checkbox"/> WRECKING – DEMOLITION 6. <input type="checkbox"/> MOVING (RELOCATION) 7. <input type="checkbox"/> FOUNDATION ONLY B. COST – VALUE 8. COST OR VALUE OF IMPROVEMENT... INCLUDING <u>VALUE</u> OF <u>LABOR AND</u> <u>MATERIALS</u> , EVEN IF FREE OF COST \$ _____	C. PROPOSED RESIDENTIAL USE 9. <input type="checkbox"/> 1, 2, 3-FAMILY R-4 10. <input type="checkbox"/> MULTI-SINGLE R-3 ENTER # OF UNITS _____ 11. <input type="checkbox"/> MULTI-FAMILY R-2 ENTER # OF UNITS _____ 12. <input type="checkbox"/> TRANSIENT – MOTEL R-1 13. <input type="checkbox"/> GARAGE U 14. <input type="checkbox"/> SHED U 15. <input type="checkbox"/> DECK U 16. <input type="checkbox"/> RETAINING WALL U 17. <input type="checkbox"/> FENCE U 18. <input type="checkbox"/> OTHER _____	D. PROPOSED NONRESIDENTIAL USE 19. <input type="checkbox"/> ASSEMBLY A <input type="checkbox"/> A-1; <input type="checkbox"/> A-2; <input type="checkbox"/> A-3; <input type="checkbox"/> A-4; <input type="checkbox"/> A-5 20. <input type="checkbox"/> BUSINESS B 21. <input type="checkbox"/> EDUCATIONAL E 22. <input type="checkbox"/> FACTORY, INDUSTRIAL F <input type="checkbox"/> F-1; <input type="checkbox"/> F-2 23. <input type="checkbox"/> HIGH HAZARD H <input type="checkbox"/> H-1; <input type="checkbox"/> H-2; <input type="checkbox"/> H-3; <input type="checkbox"/> H-3; <input type="checkbox"/> H-4 24. <input type="checkbox"/> INSTITUTIONAL I 25. <input type="checkbox"/> MERCANTILE M 26. <input type="checkbox"/> STORAGE S <input type="checkbox"/> S-1; <input type="checkbox"/> S-2 27. <input type="checkbox"/> UTILITY & MISCELLANEOUS U
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E. PRINCIPAL TYPE OF FRAME 28. <input type="checkbox"/> NONCOMBUSTIBLE <input type="checkbox"/> TYPE 1 A <input type="checkbox"/> TYPE 1B 29. <input type="checkbox"/> NONCOMBUSTIBLE <input type="checkbox"/> TYPE 2A <input type="checkbox"/> TYPE 2B <input type="checkbox"/> TYPE 2C 30. <input type="checkbox"/> NONCOMBUSTIBLE/COMBUSTIBLE <input type="checkbox"/> TYPE 3A <input type="checkbox"/> TYPE 3B 31. <input type="checkbox"/> NONCOMBUSTIBLE/COMBUSTIBLE <input type="checkbox"/> TYPE 4 32. <input type="checkbox"/> COMBUSTIBLE <input type="checkbox"/> TYPE 5A <input type="checkbox"/> TYPE 5B	E. PRINCIPAL TYPE OF HEATING FUEL 33. <input type="checkbox"/> NATURAL GAS 34. <input type="checkbox"/> BOTTLED GAS 35. <input type="checkbox"/> ELECTRIC INCLUDING HEAT PUMP 36. <input type="checkbox"/> SOLAR 37. <input type="checkbox"/> OTHER – SPECIFY _____
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COMPLETE THE FOLLOWING FOR NEW BUILDING AND ADDITIONS

F. TYPE OF SEWAGE 38. <input type="checkbox"/> PUBLIC 39. <input type="checkbox"/> PRIVATE	G. TYPE OF WATER SUPPLY 40. <input type="checkbox"/> PUBLIC 41. <input type="checkbox"/> PRIVATE (WELL, COMMUNITY, ETC.)	H. TYPE OF MECHANICAL 42. <input type="checkbox"/> CENTRAL AIR CONDITIONING 43. <input type="checkbox"/> ELEVATOR
I. DIMENSIONS 44. NUMBER OF STORIES _____ 45. TOTAL GROSS SQ. FT. OF LIVING AREA _____ FINISHED BASEMENT _____ UNFINISHED BASEMENT _____ GARAGE _____	J. NUMBER OFF-STREET PARKING SPACES 46. ENCLOSED IN GARAGE _____ 49. OUTDOORS _____ 50. OFF-SITE _____	K. HEIGHT OF BUILDING/STRUCTURE 51. FROM FIRST FLOOR _____ L. RESIDENTIAL DETAILS 52. BATHS FULL _____ PARTIAL _____ 53. NUMBER OF BEDROOMS _____

CERTIFICATION: I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I AM AUTHORIZED BY THE OWNER(S) TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT(S) AND TO CONFORM TO THE CITY ORDINANCES AS WELL AS ALL APPLICABLE STATE AND FEDERAL LAWS THAT MAY BE IN EFFECT AT THE TIME THE PERMIT IS ISSUED, EVEN THOUGH THEY MAY CHANGE BETWEEN THIS DATE AND THE TIME A PERMIT IS ISSUED. FURTHER, I CERTIFY, UNDER THE PENALTIES OF PERJURY, THAT ALL INFORMATION CONTAINED IN THE APPLICATION IS ACCURATE AND TRUTHFUL TO THE BEST OF MY KNOWLEDGE. FALSE INFORMATION SHALL BE CAUSE FOR PERMIT REVOCATION.

APPLICANT'S PERSONAL NAME	
COMPANY NAME (IF APPLICABLE)	
APPLICANT'S MAILING ADDRESS	
ZIP CODE -	
APPLICANT'S PHONE, FAX, AND MOBILE PHONE NUMBERS	
APPLICANT'S SIGNATURE	DATE

**SUBMIT WITH APPLICATION: SIX (6) OF SITE PLANS;
(3) SETS OF 1 OR 2 FAMILY (OR ACCESSORY STRUCTURE) CONSTRUCTION DOCUMENTS;
(5) SETS OF NON-RESIDENTIAL AND MULTI-FAMILY OR CONDO CONSTRUCTION DOCUMENTS.**

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APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

Address of proposed project _____

S/L Number Street Number Street Name
 New Building Addition Alteration or renovation

I do hereby understand that contractors & subcontractors whose work requires a permit are required to be bonded and insured and have a valid building trade license issued by the City of Broadview Heights. *C. 1445*. I further understand that *all* general contractors, contractors and/or subcontractors that work on this project are required to be registered with the City Income Tax Administrator prior to the issuance of any construction permits. *C. 1446*. **Use of unregistered or unlicensed contractors or subcontractors may result in work stoppage, court citation, or both.**

Below are all of the subcontractors' that will work on this project:

<u>Trade</u>	<u>Name of contractor or subcontractor</u>	<small>(This column for City use)</small> <u>City's License & Registration No.</u>
General	_____	_____
Excavator:	_____	_____
Foundation:	_____	_____
Waterproofing:	_____	_____
Electrical:	_____	_____
Plumbing:	_____	_____
Framing:	_____	_____
Insulation:	_____	_____
Drywall:	_____	_____
Roofing:	_____	_____
Siding:	_____	_____
HVAC:	_____	_____
Concrete work:	_____	_____
Masonry:	_____	_____
Finish carpentry:	_____	_____
Exterior deck:	_____	_____
Landscaping:	_____	_____
Shelving:	_____	_____
Cabinetry:	_____	_____
Counter tops:	_____	_____
Flooring:	_____	_____
Garage door:	_____	_____
Painting:	_____	_____
Gutters:	_____	_____
Security:	_____	_____

- NOTE #1:** I HAVE THE APPROVAL OF ALL THE BOARDS OR ASSOCIATIONS THAT MAY HAVE DEED RESTRICTIONS ON THE WORK COVERED BY THIS PERMIT & ASSUME FULL RESPONSIBILITY FOR ANY LACK OF APPROVAL. _____
- NOTE #2:** If the homeowner obtains this permit on behalf of a contractor, you are liable for all work including any violations or uncompleted work. Contractors must be currently registered.
- NOTE #3:** If a contractor engages a subcontractor subsequent to application for the permit and obtaining the permit, the contractor shall be responsible to immediately notify the Building & Zoning Department as to the subcontractor engaged along with that company's and/or individual's license and registration number.

Applicant's name printed: _____ Date: _____

Signature: _____