



New Home Building Application

City of Broadview Heights Building Department
9543 Broadview Road • Broadview Heights, OH 44147
Telephone Number: 440-526-6864 Email: building@broadview-heights.org

Project Value (Material + Labor) \$ _____
Square Footage: _____

Office Use

Date Received: _____
Fee Amount: _____
Permit No: _____

Project Site

Property Address _____ Permanent Parcel Number _____
Broadview Hts. OH, 44147
City/State/Zip _____ Zoning District _____ Sub Lot # _____

Contractor

Company Name: _____ Contact Name _____
Address: _____ Cell/Phone _____
City/State/Zip _____ Email _____

Property Owner (of subject site)

Name/and or Business _____ Cell/Phone _____
Address: _____ Email _____
City/State/Zip _____

New Home Building Application Continued

Sub-Contractors (required to be registered with the City upon issuance of permit)

Excavator: _____ Telephone Number: _____

Foundation: _____ Telephone Number: _____

Electric: _____ Telephone Number: _____

HVAC: _____ Telephone Number: _____

Plumbing: _____ Telephone Number: _____

Every contractor and subcontractor needs to be registered, bonded, insured & licensed by the City of Broadview Heights. If you need to list additional contractors, please use the form "Additional Contractors/Subs Form" attached.

The permit holder is responsible for obtaining a sewer permit and bringing a copy of the receipt/and or permit with you **PRIOR TO** the Building Department issuing your permit. (See attached Sanitary Sewer Map for your location).

- A. The permit holder is responsible for scheduling all inspections.
- B. If the homeowner obtains the permit on behalf of a contractor, you are liable for all work including any violations or any uncompleted work.
- C. General contractors and subcontractors must be registered with the Building Department and are required to be bonded, insured and registered with R.I.T.A.
- D. As the permit holder you are responsible to obtain the necessary approval of all the Committees, Boards or Associations that may have restrictions on the work covered by this permit and assume full responsibility for any lack of approval.
- E. The permit holder shall be responsible to immediately notify the Building Department as to any changes to the approved permit (i.e. plans, contractor or subcontractors).
- F. For purpose of reviewing, approving or disapproving this application and or request the applicant hereby agrees, consents and grants right of entry to the above described premises to the necessary and appropriate City representatives.
- G. Use of unregistered or unlicensed contractors or subcontractor are cause for refusal or revocation of this application and permit and may result in work stoppage, court citations or both.

By signing below, I understand all of the above statements (A through G) and that any misrepresentation of data, facts or violations of the Ordinances of the City of Broadview Heights, the State of Ohio Board of Standards, the Building, Mechanical, Plumbing and Residential Codes of Ohio.

Applicant's Printed Name

Date

Applicant's Signature Name

NO WORK IS PERMITTED TO COMMENCE BEFORE THE BUILDING PERMIT IS STAMPED APPROVED, YOUR REQUIRED CONTRACTORS ARE REGISTERED, AND THE PERMIT IS PAID FOR AND ISSUED.

New Home Building Application Continued

Instructions and Additional Information

Submit five (5) sets of the plot plan.

Please reference the attached sample of a Topographical Survey, and a Residential Site Plan Requirements Checklist

Submit three (3) complete sets of house plans.

Please use the most recent Residential Code of Ohio.

Submit one (1) electronic copy of plans in a pdf format by email or on a flash drive of the topographical survey, the house plans and all supporting documentation.

(A) Plans drawn to scale. Note scale on plans.

1. Sufficiently clear, comprehensive, detailed, and legible.
2. Adequate for Plans Examiner to determine if all proposed improvements and equipment will conform to Code.

(B) If substantive changes to the building are contemplated after plan approval, changes must be approved prior to execution of work.

(C) Plans shall designate fire resistance rating of all structure elements, in hours, where applicable.

(D) Plans shall include how penetrations will be made for electrical, mechanical, plumbing, and communication conduits, pipes, and systems, and shall also include the materials and methods for maintaining the required structural integrity, fire resistance rating, and fire stopping.

(E) Plan shall be in standard multiples of 18 x 24 or 24 X 30 in size. Plans shall have the name, address and phone number of the person primarily responsible for preparing the plans.

Plans shall include

Index of drawings on first sheet

1. Floor plans

- Including basement plans
- Show door swings, stairs, windows, etc. sufficiently dimensioned to describe all relevant space sizes.
- All spaces must be identified as to proposed use.

Exterior building elevations including floor to floor dimensions.

Cross-wall sections and detail sections, to scale

- Wall, ceiling, floor and roof materials and construction.
Size and location of all principal structural elements.
- Table of live loads used in the design of the building
- Computations stress diagrams and other data sufficient to show correctness of plans, when necessary

Complete description of mechanical and electrical systems

- Plumbing schematics.
- HYAC duct and piping layouts o Attach heating & cooling equipment calculations proving that equipment is sized according to ACCA o Lighting and power equipment layouts.

New Home Building Application Continued

Demonstrate compliance with the Energy Conservation of the Ohio Building Code (OBC) using a City approved method. (2009 IECC RES check forms are acceptable). Mechanical (HVAC) and water heating systems in addition to envelope compliance. Water conservation requirements in accordance with the Ohio Plumbing Code.

Payment Methods:

Fees can be paid by cash, check or credit card.

Credit cards are accepted in person or online. If you would like to pay online go to the City's main web page and click the "Pay Here" icon. Or click the following link which will take you to the pay screen. **(There is a 3.5% service charge, a \$0.50 minimum charge).**

<https://pay.bridgepayment.com/64fbb531-7516-46d6-b8c8-c1099bfb78d6/Independent.aspx>

If you are paying in person no payments will be accepted or processed after 4:00 pm.

Codes & Applications:

You may obtain the specific requirements for the projects in the Code of Ordinances of Broadview Heights on the City's Website: www.broadview-heights.org.

All applications are available on the City's Web site www.broadview-heights.org under the Building Department section.

Inspections:

The permit holder and/or sub-contractors are responsible for scheduling all inspections. Please see attached list of required inspections.

A 24-hour inspection notice is required prior to the time when inspection need to be performed. Please call 440-526-6864 between 8:30 a.m. and 4:00pm to schedule an inspection. **A final inspection is required for all permits.**

§ 1448.09 All construction requiring and authorized by a building permit shall be fully completed, inspected and certified as being in conformance with all applicable provisions of the Building and Housing Code within 12 MONTHS of the date of the issuance of the building permit.

Additional Contractors/Subs:

Every contractor and subcontractor needs to be registered, bonded, insured & licensed by the City of Broadview Heights.

Company Name: _____ Owner's Name: _____

Trade: _____ Email: _____

Phone #: _____ Cell: _____

Company Name: _____ Owner's Name: _____

Trade: _____ Email: _____

Phone #: _____ Cell: _____

Company Name: _____ Owner's Name: _____

Trade: _____ Email: _____

Phone #: _____ Cell: _____

Company Name: _____ Owner's Name: _____

Trade: _____ Email: _____

Phone #: _____ Cell: _____

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Phone #: _____ Cell: _____

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Phone #: _____ Cell: _____

Company Name: _____ Owner's Name: _____

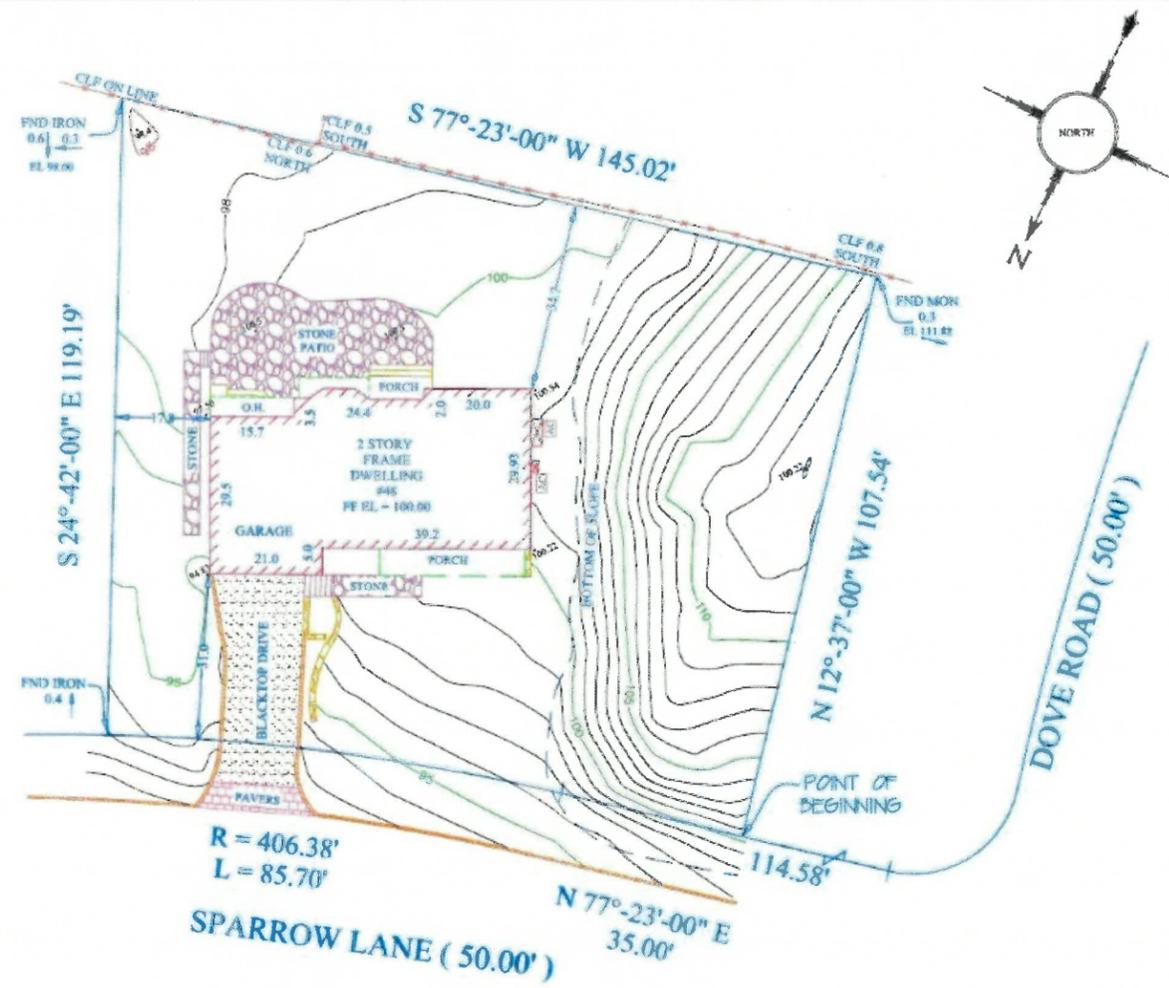
Trade: _____ Email: _____

Phone #: _____ Cell: _____

Company Name: _____ Owner's Name: _____

Trade: _____ Email: _____

Phone #: _____ Cell: _____



The City requires a parcel number along with address and subplot number to be on topo.

**CITY OF BROADVIEW HEIGHTS
RESIDENTIAL SITE PLAN REQUIREMENTS CHECKLIST**

Address: _____

Sublot: _____ PPN: _____

BUILDER SHALL SUBMIT 6 COPIES OF A SITE PLAN COMPLYING WITH THE FOLLOWING SITE DESIGN CRITERIA PREPARED AND STAMPED BY A SURVEYOR OR ENGINEER, ALL COPIES MUST HAVE AUTHOR'S ORIGINAL SIGNATURE AND DATE

REQUIRED INFORMATION:

- Builder's name, address, phone and fax numbers
- Surveyor's name, address, phone and fax numbers, original signature & date
- North arrow, legend, 20 ft. or 30 ft. scale
- Sheet size 11"x17" unless prior approval from City Engineer
- Benchmark within 150 ft. of property
- Sublot number, subdivision, site address and permanent parcel number
- Sufficient survey data describing lot
- Legend identifying any symbols used on plan
- Monuments found or set
- Setbacks – front, rear, side yard
- Offset dimensions from house to property lines (side and rear) and house to right-of-way
- Easements indicated and labeled
- Flood data if applicable
- Proposed house foundation dimensions
- Proposed house elevations – bottom of footer, garage floor, first floor
- Existing and proposed elevations at proposed house corners
- Proposed drive and walks including width and material
- Driveway slope minimum of 0.5% and maximum of 12.0%
- Drives and aprons at least 5 ft. from hydrants and at least 3 ft. from property lines
- Side-entry garage pad minimum 25 ft. width
- Existing or proposed swales, ditches, ridges, walls, other structures on lot
- Existing structures within 25 ft. of parcel or notation of vacant lot
- Existing elevations at corners of structures on adjoining lots
- Swales graded at minimum of 2% and located along property line when possible
- Swale elevation at least 6 inches lower than finished grade at house
- Maximum slope 4:1 within 25 ft. of house, 3:1 other areas unless retaining structures installed
- Existing and proposed elevations at any changes of grade or slope
- Existing and proposed elevations at 50 ft. maximum spacing along swales or ditches
- Existing pavement
- Existing utilities
- Yard drains installed when necessary, connect to storm service connection within 10 ft. of utility easement
- Sump Pump if applicable
- Existing elevations - property line projection at center of pavement
- Existing elevations at top of curb (edge of pavement if no curbs)
- Existing and proposed elevations - property line projection at back of walk (right-of-way if no walk)
- Existing and proposed elevations on property line at front building line
- Existing and proposed elevations on property line at rear house line
- Existing and proposed elevations at rear property corners
- Existing and proposed elevations at any additional locations as requested by City Engineer
- Sewer inverts upstream and downstream of sewer connections
- Actual inverts of test tees if exposed
- Other _____

ANY QUESTIONS SHOULD BE DIRECTED TO:

BROADVIEW HEIGHTS ENGINEERING DEPARTMENT
9543 Broadview Road, Broadview Heights, Ohio 44147
PHONE: 440-838-4705 / FAX: 440-717-4013
REVISED: April 7, 2014



NEW HOME REQUIRED INSPECTIONS

Broadview Heights Building Department
9543 Broadview Road • Broadview Heights, OH 44147
Telephone Number 526-6864 Email: building@broadview-heights.org

ENGINEERING INSPECTIONS

Sanitary and Storm Inspections

Footer Elevation Inspection

Final Grade Inspection

Landscaping Inspection – 70% of vegetation should be installed

BUILDING

Temporary Electric Pole Inspection

Silt Fence

Footer Inspection

Foundation Walls Inspection

Drain Tile Inspection

Foundation Inspection

Downspout Inspection

Ice Guard Inspection

Underground Plumbing Inspection

Rough Heating Inspection

ARBORIST

Tree Protection

Rough Plumbing Inspection

Rough Electric Inspection

Framing Inspection

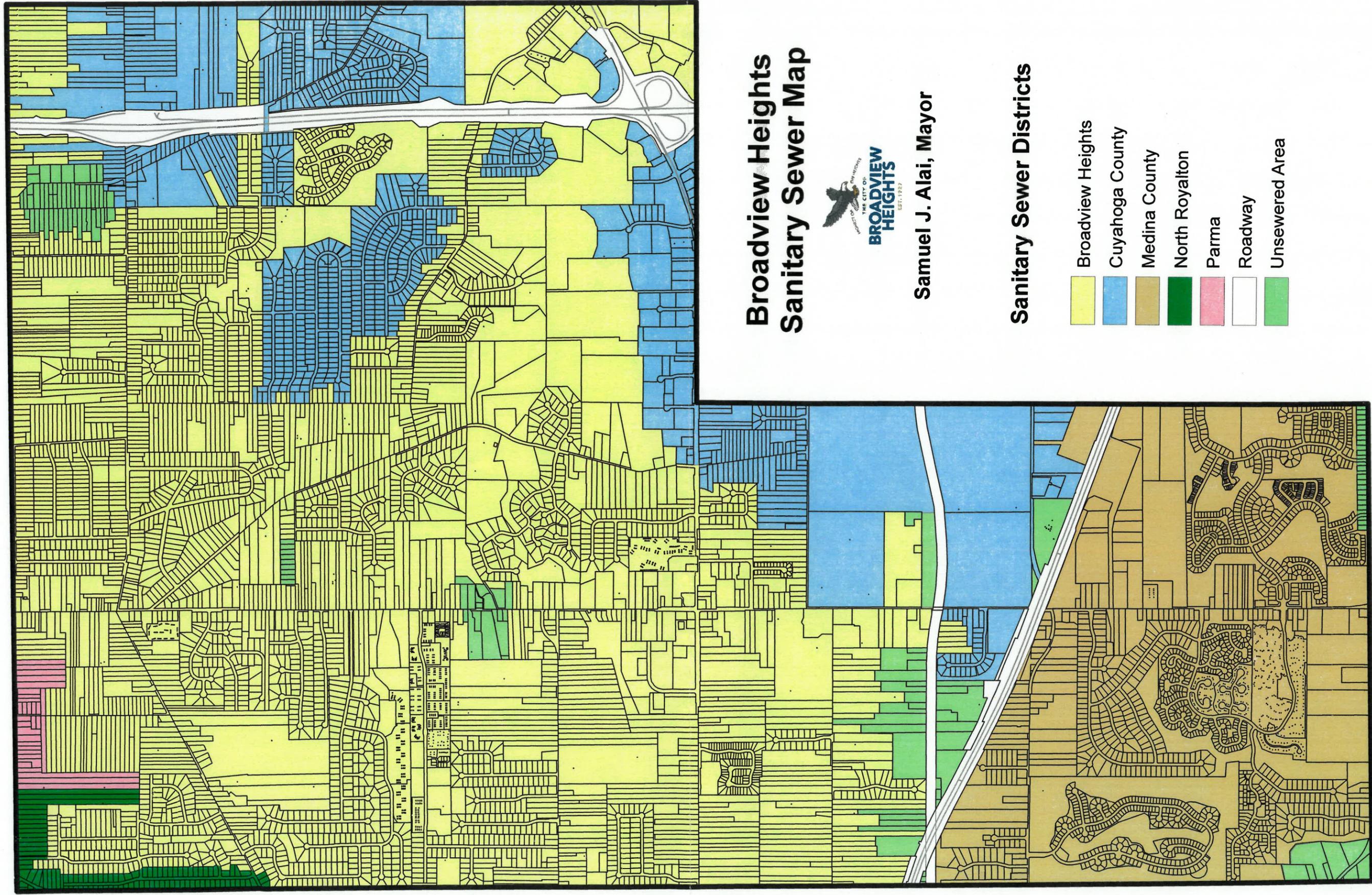
Insulation Inspection

Electric Service and Underground Electric

Concrete – Pre Pour Inspection

Final Inspection – Building/Carpentry, Heating

Plumbing and Electric



Broadview Heights Sanitary Sewer Map



Samuel J. Alai, Mayor

Sanitary Sewer Districts

- Broadview Heights
- Cuyahoga County
- Medina County
- North Royalton
- Parma
- Roadway
- Unsewered Area

Disclaimer: This map was prepared for use by the City Engineer to assist in the design of City Projects. Users relying on this information are encouraged to verify the information shown on this map with the City Engineer's Office. The City of Broadview Heights is not responsible for the accuracy of the information contained herein. Use of this information is at the user's own risk. Neither Cuyahoga County, nor the City of Broadview Heights assumes any legal responsibility for information contained on this map. 18

