



# General Building Application

The Building Department  
9543 Broadview Road • Broadview Heights, OH 44147  
440-526-6864

**Office Use**

Date Received: \_\_\_\_\_

Fee Amount: \_\_\_\_\_

Permit No.: \_\_\_\_\_

**Project Value** (material plus labor) \$ \_\_\_\_\_

Residential     Commercial

## Project Site

Property Address \_\_\_\_\_

**Broadview Hts. OH, 44147**

Auditor Parcel Number(s) (APN/PPN) \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Zoning District \_\_\_\_\_

Sub Lot # \_\_\_\_\_

**Part of an HOA**     Yes     No (By checking no you are assuming full responsibility for any lack of approval  
If yes then please provide a **letter from the HOA** agreeing with the proposed project.

**Type of Project** (check all that apply)     New /  Replacement

- |  |  |
|--|--|
| <input type="checkbox"/> Alterations / <input type="checkbox"/> Remodeling / <input type="checkbox"/> Structural       | <input type="checkbox"/> Yard Drains / <input type="checkbox"/> Culvert Pipes                            |
| <input type="checkbox"/> Driveways / <input type="checkbox"/> Sidewalks / <input type="checkbox"/> Patio               | <input type="checkbox"/> Lawn Irrigation   |
| <input type="checkbox"/> Shed / <input type="checkbox"/> Deck / <input type="checkbox"/> Fence *total liner ft. needed | <input type="checkbox"/> Waterproofing *acknowledgement form   |
| <input type="checkbox"/> Plumbing / <input type="checkbox"/> Electrical  | <input type="checkbox"/> Siding / <input type="checkbox"/> Gutters / <input type="checkbox"/> Downspouts |
| <input type="checkbox"/> Parking Lots  | <input type="checkbox"/> Windows    - Total: _____   |
| <input type="checkbox"/> Fire Alarm / <input type="checkbox"/> Fire Sprinklers   | <input type="checkbox"/> Doors        - Total: _____   |
| <input type="checkbox"/> Storm Line / <input type="checkbox"/> Sewer Line  | <input type="checkbox"/> Other Project _____   |

**Scope of Work:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A lot drawing of your property **MUST be provided** showing the scope of the work being done.

## Contractor

Company Name: \_\_\_\_\_

Point of Contact Name \_\_\_\_\_

Address: \_\_\_\_\_

Cell/Phone \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email \_\_\_\_\_

# General Building Application Continued

## Property Owner (of subject site)

Name: \_\_\_\_\_ Cell/Phone \_\_\_\_\_  
Address: \_\_\_\_\_ Email \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Name of Business or Tenant (if applicable) \_\_\_\_\_

## Additional Contractors/Subs:

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

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Trade: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Cell: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Trade: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Cell: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Trade: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Cell: \_\_\_\_\_

If you need to list additional contractors, please use the form "Additional Contractors/Subs Form" that can be found online.

- 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.
- H. **I know the location of my property lines. The accessory structures will be placed on my property, maintaining the appropriate setbacks and side yards.**

By signing below, I understand all of the above statements (A through H) 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 ALLOWED TO BE STARTED UNTIL A PERMIT IS ISSUED. YOU CAN NOT START WORKING BEFORE THE PERMIT IS APPROVED, PAID FOR AND IS ISSUED.**

# General Building Application Continued

## Instructions and Additional Information

The application and form must be typed or clearly written in blue or black ink. If an application is submitted and is not complete or missing information it can delay processing of the application.

### **Exterior Work:**

A lot drawing of your property **MUST be provided** and specifies the following:

1. Size of the lot and distance between property pins
2. Location of house, garage, sheds, decks and other major structures
3. Location of accessory structures on the property.
4. Locations of swales, drain pipes/tiles, catch basins.
5. Sufficient copies of the drawings must be submitted with the application.

### **Payment Methods:**

Fees can be paid by cash, check or credit card (3.5% service charge a \$0.50 minimum charge).

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.

<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](http://www.broadview-heights.org).

All applications are available on the City's Web site [www.broadview-heights.org](http://www.broadview-heights.org) under the Building Department section.

### **Inspections:**

A 24-hour inspection notice is required 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.**

### **\*Fences**

1. Show total linear footage
2. Show locations of the gates, height of fence, style of fence, type/material of fence
3. Show/label if the house on a corner lot

### **\*Waterproofing:**

1. Full name, address and phone numbers of property owners and contractor.
2. **Full description of work** including number of wall, excavation, wall repair, pipe, foundation covering and closure.
3. Drawing including a notation for the front of house, walls being waterproofed and their length
4. If **a sump pump** is included on the permit a registered electrical contractor must be named by the Contractor.
  - a. If the Contractor allows the home owner to choose and hire an electrician or if the homeowner is doing the electrical work the waterproofing contractor **still must** name, the electrical contractor or owner on the permit.
  - b. Additionally, the waterproof contractor **must sign the acknowledgement form** (this is a separate form that can be found on the Building Departments website.)