



Department of Building, Zoning and Housing  
26789 Highland Road  
Richmond Heights, Ohio 44143-1429  
216-383-6312 Fax 216-383-6319

## RESIDENTIAL BUILDING PERMIT

### ONE, TWO, OR THREE FAMILY AND ACCESSORY STRUCTURES

ADDRESS OF CONSTRUCTION \_\_\_\_\_ SUBLOT NO. \_\_\_\_\_

CONTRACTORS COMPANY NAME \_\_\_\_\_ PHONE NO. \_\_\_\_\_

CONTRACTOR'S ADDRESS \_\_\_\_\_

DRIVER'S LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_

SUBMITTER'S NAME \_\_\_\_\_

PROPERTY OWNER'S NAME \_\_\_\_\_ PHONE NO. \_\_\_\_\_

**TOTAL SQUARE FOOT AREAS AFFECTED BY CONSTRUCTION:** Check appropriate floors:

BASEMENT \_\_\_\_\_

FIRST FLOOR \_\_\_\_\_

SECOND FLOOR \_\_\_\_\_

THIRD FLOOR \_\_\_\_\_

GARAGE \_\_\_\_\_

TOTAL SQUARE FOOT \_\_\_\_\_

TOTAL FEES: \_\_\_\_\_

### **DESCRIPTION OF WORK**

_____ _____ _____ _____ _____ _____ _____ _____ _____
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### **COST OF WORK COVERED BY THIS APPLICATION:**

Re-inspection of work done pursuant to a permit or work performed to correct violations: \$100.00 for each Re-inspection. The City shall also be reimbursed by the property owner for the cost of any professional consultant used by the City to inspect work.

#### LICENSE AGREEMENT

This application is hereby submitted for a license to erect or alter a structure as described in this application and the accompanying drawings which are a part of this application. The acceptance of this permit herein applied for shall constitute an agreement on the part of the undersigned to abide by all conditions herein contained and to comply with all ordinances of the City, laws of the State and any special requirements rules, regulations and standards of the Department of Building, Zoning and Housing. The General Contractor/Owner is responsible to ensure all subcontractors are currently registered with the City of Richmond Heights.

SIGNATURE OF OWNER OR CONTRACTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

A. R. B. - PROJECT NUMBER: \_\_\_\_\_ APPLICATION NUMBER \_\_\_\_\_



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 richmondheightsohio.org

## APPLICATION FOR RESIDENTIAL PLAN APPROVAL

<b>1 SCOPE OF PROJECT: (RCO 107.2.1)</b> <input type="checkbox"/> Building General <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Mechanical <input type="checkbox"/> Fence (over 6' tall) <input type="checkbox"/> Electrical <input type="checkbox"/> Other: <input type="checkbox"/> Sprinkler System <input type="checkbox"/> Other: <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Other: <input type="checkbox"/> Plumbing <input type="checkbox"/> Other:	<b>2 TYPE OF PROJECT:</b> <input type="checkbox"/> New Building Construction <input type="checkbox"/> Building Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair/Maintain/Replacement <input type="checkbox"/> Accessory Building <input type="checkbox"/> Request Existing Bldg C of O	<b>3 PHASED PLAN REVIEW:</b> <input type="checkbox"/> Foundation <input type="checkbox"/> Framing: <input type="checkbox"/> Other: <input type="checkbox"/> Other: <input type="checkbox"/> Other: <input type="checkbox"/> Other:
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<b>4</b>	<b>DESCRIPTION OF THE EXTENT OF WORK INCLUDED FOR APPROVAL: (RCO 107.2.1)</b>

<b>5</b>	<b>PROJECT LOCATION: (RCO 107.2.2)</b>		
Legal description _____			
Street Address _____			
City/Township _____ Zip Code _____ County _____			
Directions _____			
<input type="checkbox"/> Is this project/building located in a flood plain?			
		Yes	No
<input type="checkbox"/> Has flood plain administrator been contacted for requirements?			
		Yes	No

<b>6</b>	_____ _____ _____ _____
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<b>7</b>	<b>BUILDING OWNER INFORMATION: (RCO 107.2.4)</b>
Name of owner _____ Attention: _____	
Street Address _____ City _____ State _____ Zip _____	
Phone No. _____ Fax _____ E-mail _____	

<b>8</b>	<b>APPLICANT INFORMATION: (Owner or Owner's authorized agent) (RCO 107.2.4)</b>
Applicant _____ Attention: _____	
Street Address _____ City _____ State _____ Zip _____	
Phone No. _____ Fax _____ E-mail _____	

<b>9</b>	<b>REGISTERED DESIGN PROFESSIONAL –IF APPLICABLE: (RCO 106.1.1-3, 106.2)</b>
<p style="text-align: center;">_____ Architect      _____ Engineer      _____ Certified Fire protection system installer</p>	
Designer _____ Registration /Certificate No.: _____	
Street Address _____ City _____ State _____ Zip _____	
Phone No. _____ Fax _____ E-mail _____	

<b>10</b>	<b>EVIDENCE OF RESPONSIBILITY: (RCO 106.2)</b>
<p>(Required residential construction documents, when submitted for review as required under RCO section 107, shall bear the identification of the person primarily responsible for their preparation. Ohio Revised Code Section 3791.04 (A)(2)(b) permits construction documents for any residential building to be prepared by persons other than a registered architect or engineer; unless per Ohio Revised Code Section 3791.04 (A)(2)(c), the proposed work involves technical design analysis. The building official may rely on the placement of a ‘seal’ on the documents as evidence that the registered architect or engineer performed the technical analysis.</p>	
Document Preparer Name: _____ Title/Company: _____	
Address: _____ City: _____ State: _____ Zip: _____	

<b>11</b>	<p><b>Product Data Submittals PDF:</b>          Product data is technical information about the materials you intend on using on the project. Its provided by the manufacturer on their website in a PDF, or a Word DOC. This can include dimensions, material specifications, and includes <u>Listed performance, Installation guidelines, warranty information</u>, and more. The documents are used to verify the materials submitted are being used according to the manufacturers listed uses and will be installed according to the manufacturer’s installation requirements. This will expedite the approval process in plan review, along with field inspections.</p>
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<b>11</b>	<p>(Refer to attached examples of worksheets for Plumbing, Mechanical and Electrical submission requirements.)          ▪ <a href="https://us.allegion.com/content/dam/allegion-us-2/web-documents-2/Manual/Steelcraft Tech Data Manual 105001.pdf">https://us.allegion.com/content/dam/allegion-us-2/web-documents-2/Manual/Steelcraft Tech Data Manual 105001.pdf</a></p>
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**Time limitation of Application: (RCO 107.2.1)** *The approval of construction documents under this section is a “license” and the failure to approve such construction documents as submitted within thirty days after filing or the disapproval of such construction documents is an “adjudication order denying the issuance of a license” requiring the opportunity for an “adjudication hearing” as provided by sections 119.07 to 119.13 of the Revised Code and as modified by sections 3781.031 and 3781.19 of the Revised Code. In accordance with section 109, an adjudication order denying the issuance of a license shall specify the reasons for such denial.*

<b>12</b>	<p><b>CERTIFICATION: (RCO 107.2.5)</b></p> <p>I certify that I am the _____ Owner _____ Owner Authorized Agent          All information contained in this application is true, accurate, and complete to the best of my knowledge. All official correspondence in connection with this application should be sent to my attention at the address shown above and copied to the Owner.</p> <p>Signature _____          Print Name: _____ Date _____</p>	<b>13</b>	<p><b>THE AREA BELOW IS FOR OFFICIAL USE ONLY:</b></p> <p>Date received: _____ Appl. No. _____          Check No. _____ Verification # _____          Processed By: _____ Walk In _____ Mail In _____</p>
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“An Equal Opportunity Employer and Service Provider”

**Notes:**