COMMERCIAL Submittal Packet





SUBMITTING FOR A COMMERCIAL BUILDING APPROVAL / PERMIT PRE-PLAN REVIEW Page 1 of 3

- 1. **SUBMIT THE APPROPRIATE NUMBER OF PLANS FOR REVIEW** along with a completed <u>Application for Commercial Building Approval / Permit Pre-Plan Review</u>.
 - a. 11" x 17" or less Plans / Documents
 - i. Paper submittal <u>Nine</u> complete sets of construction documents along with detailed site plan.
 - b. Plans / Documents larger than 11" x 17"
 - i. Paper submittal <u>Four</u> complete sets of construction documents along with detailed site plan.
- 2. Buildings or structures located in flood hazard areas must contact the Village of Moreland Hills Engineer's Office before applying for a building permit.
- 2. All plans submitted shall bear sufficient information for the proposed project to determine compliance with Village of Moreland Hills Codified Ordinances and the latest addition of the Ohio Building Code (OBC). Drawings shall also indicate clearly the principle use of the building or structure and if applicable to the project the following information shall be clearly shown on plans. For new buildings, additions and exterior changes submit photographs of the sounding structures / buildings for architectural comparison.
 - a. <u>All submittals must include the appropriate sets of construction documents as determined</u> above.
 - b. **Index:** Index of all drawings on first sheet.
 - c. <u>Floor Plans</u>: Complete floor plans, including plans of full or partial basements and full or partial attics. Floor plans must show all relevant information such as door swings, stairs and ramps, windows, shafts, all portions of the means of egress, etc., and shall be sufficiently dimensioned to describe all relevant space sizes. Wall materials shall be described by cross-hatching (with explanatory key), by notation, or by other clearly understandable method. Spaces must be identified by how each space is intended to be used.
 - d. Exterior Wall Envelope: The construction documents shall provide details of the exterior wall envelope as required, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves, or parapets, means of drainage, water-resistive membrane, all elevations necessary to completely describe the exterior of the building including floor to floor dimensions, and details around openings.
 - e. <u>Sections</u>: Cross sections, wall sections, details including typical connections as required to fully describe the building construction showing wall, ceiling, floor and roof materials. Construction documents shall describe the exterior wall envelope in sufficient detail to determine compliance with this code.
 - f. **Structure:** Complete structural description of the building including size and location of all structural elements used in the design of the building and other data as required to fully describe the structural system.



SUBMITTING FOR A COMMERCIAL BUILDING APPROVAL / PERMIT PRE-PLAN REVIEW Page 2 of 3

- g. **Rating**: The fire-resistance ratings of all structural elements as required by this code, data substantiating all required fire-resistance ratings including details showing how penetrations will be made for electrical, mechanical, plumbing, and communication conduits, pipes, and systems, and the materials and methods for maintaining the required structural integrity, fire-resistance rating, and firestopping.
- h. **System Descriptions**: Description of the mechanical, plumbing, electrical, fire alarm, & fire suppression systems. Including: materials; location and type of fixtures, devices and equipment; materials, and sizes of all piping & ductwork; location and type of heating, ventilation, air conditioning and other mechanical equipment, all lighting and power equipment.
- Additional Information: Additional graphic or text information as may be reasonably required by the residential building official to allow the review of special or extraordinary construction methods or equipment.
- j. <u>Manufacturer's Installation Instructions</u>: As required by this code, shall be available on the job site at the time of inspection.
- k. <u>Amended Construction Documents</u>: If substantial changes to the building are contemplated after first document submission, or during construction, those changes must be submitted in duplicate with an <u>Application for Building Approval / Permit Pre Plan Review</u> to The Village of Moreland Hills Building Department for review and approval.

3. SITE PLAN REQUIREMENTS FOR STRUCTURES OTHER THAN NEW BUILDINGS Provide a site plan with the following:

- Plan showing the boundaries (property lines) of the parcel
 - Existing buildings or structures
 - Location of the proposed structure
 - Setback measurements from the adjacent property lines
 - Locations of post-construction storm water management facilities
 - Proposed utility connections (Water, Gas, Electric)



SUBMITTING FOR A COMMERCIAL BUILDING APPROVAL / PERMIT PRE-PLAN REVIEW Page 3 of 3

- 4. After Building Approval / Permit Pre-Plan Review the Building Official will determine the following
 - If plans can be approved as submitted.
 - If plans need revised and / or need additional information.
 - If proposed project needs to be brought before the Board of Zoning Appeals or Planning Commission for review and approval.
 - i. If proposed project needs to be reviewed by the Planning Commission the applicant will need to fill out the appropriate request to be on the next Planning Commission agenda, and the owner or owners representative will need to be present for the meeting. Note: in order to be on the next Planning Commission agenda, plans must be submitted two weeks prior to the next scheduled meeting.
 - If proposed project requires a variance or non-conforming use review.
 - i. If a proposed project requires a variance or approval of a change, substitution or expansion of a non-conforming use, the applicant must fill out an application for the variance request or the change, substitution or expansion of a non-conforming use. The applicant or applicant's representative will need to appear at the next scheduled Board of Zoning Appeals meeting to present their project and the reason for the variance or change, substitution or expansion of a non-conforming use to the Board. Note: in order to be on the next Board of Zoning Appeals agenda, the application and plans must be submitted two weeks prior to the next schedule meeting.



APPROVAL / PERMIT INFORMATION

ZONING: A zoning permit shall be obtained before a building permit can be issued.

<u>BUILDING</u>: A building permit shall be obtained before proceeding with any construction, alteration, repair, moving or demolition of any structure.

SEPARATE APPROVALS / PERMITS Shall Be obtained for the Following: Electrical, HVAC, Gas Piping, Hydronics, fire Sprinkler, Plumbing and any other equipment that are essential fetures in the construction or use of the structure.

- Approvals / Permits of any type will be issued only after compliance with The Village of Moreland Hills Codified Ordinances & the current addition of the Ohio Building have been met. In addition evidence of approval from the Village of Moreland Hills Engineer, Sanitary Sewer or Septic Approval, and an approved Water Supply, if applicable.
- > The proposed work must be done in accordance with approved plans, specifications, local ordinances, codes and standards.
- ➤ It is the duty of the General Contractor / Applicant to insure that all required inspections are scheduled and all work installed has been approved by the Village of Moreland Hills Building Department prior to proceeding to the next phase of construction. The General Contractor / Applicant is responsible to obtain a **FINAL** inspection at the completion of the project.
- Approvals / Permits become null and void if work or construction authorized is not commenced within 12 months, or if construction or work is suspended or abandoned for a period of 180 consecutive days at any time after work is commenced.

SCHEDULING INSPECTIONS: Please call the Moreland Hills Building Department

Monday – Friday between the hours of 8:30am- 4:00pm. (Office will be closed between 1:30-2:30 for lunch). **24 hour minimum notice for ALL inspections**

Please be prepared to give the following information when scheduling your inspection:

Permit number

Contractor

Contractor contact name

Phone number

Type of inspection

TO SCHEDULE CALL 440-248-1188

REINSPECTION FEES: A Re-inspection Fee will be charged when the inspector must return to work that was not ready at the scheduled time, building was locked, approved construction documents were not on site, and / or had failed a previous inspection. Fee must be paid prior to scheduling a final inspection, or if two (2) fees are assessed on a project, fees are due before the next inspection is scheduled.



APPLICATION FOR COMMERCIAL ZONING AND BUILDING APPROVAL / PERMIT PLAN REVIEW

	all sections that are applicable to the proposed project.
OWNERS NAME:	
CENEDAL CONTEDA CEOD	
STREET ADDRESS OF CONSTRUCTION:	
	S/L #
	RUCTURE ADDITION ALTERATION DECK
POOL □ PATIO □ CHANGE OF USE □ DEMO	
DETACHED GARGE □ SHED □ FINISHED BA	
PLUMBING: YES □ NO □	
EST CONSTRUCTION COST:	
DETAILED WORK DESCRIPTION:	
The proposed work must be done in accordance	e with The Village of Moreland Hills Codified Ordinances, the
has been approved by The Village of Moreland Hiconstruction. The General Contractor is responsible to the Construction or work is suspended or abandoned commenced. I hereby certify that I have read and examined to complete. All provisions of laws and ordinance specified herein or not. I authorize The Village of the purpose of site inspections for the duration of FALSIFICATION OF A PUBLIC DOCUMENT IS A VIOLAMISDEMEANOR OF THE FIRST DEGREE, PUNISHABLE OR BOTH.	that all required inspections are scheduled and all work installed ills Building Department prior to proceeding to the next phase of ible to obtain a Final inspection at the completion of the project estruction authorized is not commenced within 12 months, or it do for a period of 180 consecutive days at any time after work is this application and that all information is true, accurate, and its governing this type of work will be complied with whether if Moreland Hills Building Department to enter this property for of this project. ATION OF THE OHIO REVISED CODE, SECTION 2921.13(A)(5), A E BY UP TO SIX (6) MONTHS IMPRISONMENT AND A FINE OF \$1,000
OWNER	GENERAL CONTRACTOR:
PRINTED NAME:	PRINTED NAME:
SIGNATURE:	SIGNATURE:
ADDRESS:	ADDRESS:
CITY:	CITY:
TEL#:	TEL#:
CELL#:	CELL#:
EMAIL:	EMAIL:

Building Data & Square Footage Form PLEASE FILL OUT AND SUBMIT WITH BUILDING PLANS

New Structures

USE GROUP TYPE OF CONSTRUCTION TOTAL SQ. FTG OF ALL FLOORS	None = Poutiel = Total =			
FIRE SUPPRESSION FIRE ALARM	None Partial Total Required Non-Required None Partial Total Required Non-Required			
Additions, Altera	tions, Garages, Accessory Buildings, Decks, Porches, Patios, Miscellaneous			
USE GROUP TYPE OF				
CONSTRUCTION				
TOTAL SQ, FTG OF ALL FLOORS				
FIRE SUPRESSION	None □ Partial □ Total □ Required □ Non-Required □			
FIRE ALARM	Required Non-Required None Partial Total Required Non-Required			
OFFICE USE ONLY				
DATE APPLICANT NO	TIFIED:PERMIT FEE:			
	CASH DEPOSIT:			
	ENGINEERING FEES:			

	QUANITY	UNIT PRICE	TOTAL
NEW BUILDING PLAN REVIEW DEPOSIT: (\$1500.00 Min)			
ADDITION / ALTERATION PLAN REVIEW DEPOSIT: (\$500.00 Min)			
ACCESSORY STRUCTURE / DECK / PATIO PLAN REVIEW DEPOSIT: (\$250.00 Min)			
ENGINEERING REVIEW DEPOSIT:		TBD	
WATER SEWER CONECTION ENGINEERING REVIEW DEPOSIT:		TBD	
ROAD USE FEE: (Base \$150 (+ .25 per sq. ft. for demolitions and new structures)			
DEPOSIT TOTAL:			
TOTAL SQUARE FEET OF PROJECT:			
NEW BUILDING: (.45 per sq ft - \$3500 min)			
ADDITION: (.40 per sq ft - \$1000 min))			
ALTERATION: (.20 per sq ft - \$250 min)			
ACCESSORY STRUCTURE over 200 sq ft:			
(.40 per sq ft - \$750 min)			
DECK / PATIO: (.25 per sq ft - \$100 min)			
DEMOLITION: (.10 per sq ft - \$150 min)			
RETAINING WALL:		\$100.00	
ROOFING:		\$100.00	
SIDING:		\$100.00	
WINDOWS: (per project)		\$100.00	
TENNIS COUR:		\$500.00	
IN GROUND SWIMMING POOL:		\$500.00	
WATERPROOFING: up to 100 linear feet		\$150.00	
WATERPROOFING: over 100 linear feet		\$250.00	
PLAN REVIEW: \$125 per hr. (TBD by Building Dept. If Applicable)		\$125.00	
MISCELLANANEOUS: All items that do not fit in a category above		\$100.00	
SUBTOTAL			
3% BBS TAX			
DEPOSIT TOTAL			
TOTAL			

All contractors are **REQUIRED**: Proof of current Contractor Registration, Certificate of Insurance, RITA Tax Enrollment, State License (if applicable) Ord. 1329. Any contractor working without a permit is subject to all fees being doubled.

Page 3 of 3 rev. 1/15



INSPECTION REQUIREMENTS Page 1 of 3

- JOB SITE ADDRESS posted during entire construction project.
- APPROVED JOB COPY CONSTRUCTION DOCUMENTS MUST BE AVAILABLE ON ALL JOBS FOR ALL INSPECTIONS. If approved construction documents are not on the job site, a re-inspection must be scheduled PLEASE NOTE A RE-INSPECTION FEE WILL BE ASSESSED.
- **RE-INSPECTION FEES** A Re-inspection Fee will be charged when the inspector must return to work that was not ready, building was locked and inspector could not gain access, approved construction documents not on site, and / or had failed a previous inspection. Fee must be paid prior to scheduling final inspection, or if two (2) fees are assessed on a project, fees are due before the next inspection is scheduled.
- <u>SCHEDULING INSPECTIONS</u> <u>Please call the Moreland Hills Building Department</u> Monday Friday between the hours of 8:30am 4:00pm. (Office will be closed between 1:30-2:30 for lunch). **24 hour <u>minimum</u> notice for ALL inspections.**

Please be prepared to give the following information when scheduling your inspection:

Permit number

Contractor

Contractor contact name

Phone number

Type of inspection

TO SCHEDULE CALL 440-248-1188

- FOOTING / PADS / PILING / POST HOLE INSPECTIONS:
 - Upon completion of Footing Forms, Reinforcement, etc. but <u>BEFORE PLACING</u> <u>CONCRETE</u> schedule a pre-pour inspection.
 - o A Minimum of a **ONE HOUR** window is required when scheduling for inspection.

• PRE-FORM CONCRETE FOUNDATION WALLS:

- Upon completion of Wall Forms, Reinforcement, etc. but <u>BEFORE PLACING</u> <u>CONCRETE</u> schedule a pre-pour inspection.
- o A Minimum of a **ONE HOUR** window is required when scheduling for inspection.

• FOUNDATION INSPECTION:

o Upon completion of water proofing, drain tile with stone in place, and prior to backfilling.

• STORM DRAINAGE SYSTEM INSPECTION:

After complete installation of all underground storm system drainage components.
 Note: Exposure of entire storm drain system and branches must be visible and have full continuous support upon a bed of clean fill (i.e.: stone, gravel or sand).

• UNDER SLAB UTILITIES INSPECTION:

- After all service equipment, conduit, piping accessories and other ancillary equipment items are in place, but <u>BEFORE PLACING ANY CONCRETE OR INSTALLING ANY FLOOR SHEATHING, INCLUDING THE SUB FLOOR</u> schedule a pre-pour and / or pre-sheathing inspection.
- o A Minimum of a **ONE HOUR** window is required when scheduling for inspection.

• CONCRETE SLAB / DRIVEWAY / PATIO PRE-POUR INSPECTION:

Upon completion of Insulation, Vapor Barriers, Mesh, Reinforcement, etc. but <u>BEFORE</u> <u>INSTALLING CONCRETE</u> schedule a pre-pour inspection.

• UNDERGROUND ELECTRIC, MECHANICAL, GAS PIPING, Etc. INSPECTION:

After complete underground installations of all electrical conduit, ductwork, hydronic piping, fuel gas piping. Note: for electrical conduit and gas piping installations it is only necessary to leave three feet of each end of the trench open for inspection; on connections over 100 feet in length the middle portion of the trench will also need to be left open for inspection.



INSPECTION REQUIREMENTS Page 2 of 3

• UNDERGROUND PLUMBING, SANITARY INSPECTION:

After complete installation of all underground plumbing & sanitary systems components. Note: Exposure of pipe sleeve and entire building drain and branches must be visible inside and outside of the exterior wall and have full continuous support upon a bed of clean fill (i.e.: stone, gravel or sand). The entire underground system must be under test with 5 psi of air for 15 min. or 10' head of water if water tested.

• MASONRY FIREPLACE INSPECTION:

• To be inspected at the top of smoke chamber when first flue tile is set and smoke chamber parged.

• ROUGH-IN INSPECTIONS:

- o All Additional Permits must be on file (electrical, plumbing, mechanical, gas piping, etc.
- Rough-in inspection compliance approval for Framing / Structure, Electrical, Plumbing, Mechanical, Gas Piping, Pre-Fabricated Fireplaces and any other essential components relevant to the overall construction in any area, is required before concealment.

• ENERGY EFFICIENCY – INSULATION INSPECTION:

- After all rough inspections and any other work that may be concealed have been inspected for compliance.
- Insulation is completely installed but prior to placement of any drywall or other covering.
- Inspections shall include, but not limited to, inspections for envelope insulation R and U value, fenestration U value, duct system R value, and HVAC and water heating equipment efficiency.

• FIRE RESISTANCE RATED CONSTRUCTION INSPECTIONS:

- O Protection of joints and penetrations in fire-resistance-rated assemblies shall not be concealed from view until inspected for compliance.
- After all wallboard is installed and before wallboard joints and fasteners are taped and finished.

• ROOF INSPECTION:

- o <u>Ice Guard Inspection:</u> After Ice Guard is applied but before any roof coverings (shingles) are installed.
- o **<u>Final Inspection:</u>** For re-roof projects a final inspection is required. For all other projects a final roof inspection can be performed at the time of the final building inspection.

• **ELECTRICAL SERVICE INSPECTION:** (Temporary or Permanent)

- o <u>Temporary Power Pole</u> prior to utility company hook up.
- o <u>Permanent Electrical Service</u> When main panel is installed and grounding is complete with cover off prior to utility company hook up.
- Service Underground When Wire / Feeder, direct burial warning ribbon and conduit (if required) has been installed. Note: it is only necessary to leave three feet of each end of the trench open for inspection; on runs over 100 feet in length the middle portion of the trench will also need to be left open for inspection.

• <u>DEMOLITION INSPECTION:</u>

- <u>Clean hole inspection</u> If a structure being demolished has a foundation an inspection is required after all concrete, stone, masonry ect. Has been removed from the hole and before any clean backfill is placed.
- Final inspection A final inspection is required after all demolition debris, driveway (if applicable) and any other materials from the structure have been removed and all areas disturbed by the demolition are reseeded and prepared for new grass growth.



INSPECTION REQUIREMENTS Page 3 of 3

• FINAL INSPECTION:

- Upon completion of all phases of any construction. Final inspection approval is required upon completion and compliance with all phases of any construction <u>prior to occupancy.</u>
- o After payment of any re-inspection fees.

• CERTIFICATE OF OCCUPANCY:

- o Certificate of Occupancy will be issued after the following is completed and confirmed.
 - Final Inspection has been preformed and construction is confirmed to be in compliance with the Approved Construction Document / Certificate of Plan Approval.
 - Final Grade / Drainage approval from the Village Engineer.

• MISCELLANIES INSPECTIONS:

- Fence post holes:
 - Upon completion of Footing Forms, Reinforcement, etc. but <u>BEFORE</u> <u>PLACING CONCRETE</u> schedule a pre-pour inspection.
 - A Minimum of a <u>ONE HOUR</u> window is required when scheduling for inspection.



CONTRACTOR REGISTRATION

- > Contractors must register annually using the appropriate form provided by the Village of Moreland Hills Building Department. Note: All contractors doing work within the Village are required to register with the Village no matter if they are performing Residential or Commercial work.
- ➤ The following contractors are registered annually (January December) at a fee of \$100:
 - o **Electrical** requires copy of State of Ohio Electrical License
 - o HVAC requires copy of State of Ohio HVAC License
 - o **PLUMBING** requires copy of Ohio Plumbing License
 - o Gas Piping requires copy of State of Ohio Plumbing or HVAC License
 - **Note**: a registered HVAC or Plumbing contractor can install Gas Piping and obtain any required permits for Gas Piping.
 - o **Fire Safety** Includes; Fire Alarm, Fire Suppression & Fire Sprinkler. requires copy of State Fire Marshal company annual certificate.
 - General All other contractors not listed above. (Example General Contractors, Roofers, Excavators, Septic, Concrete and Paving, Tree Trimming/Removal, Painting, Siding & Windows, Etc.)
- ➤ **Registration Requirements**: Registrations are valid January 1st December 31st of each year. The following items must be received at one time in order to process registration request.
 - o Registration Application Form.
 - o R.I.T.A. TAX Form.
 - o \$20,000 Bond Standard Form from Your Insurance Co.
 - Note: If applying for multiple registrations the total amount can be on one bond. (two registrations; two \$20,000 bonds or one \$40,000 bond)
 - Certificate of Liability Insurance: (List Village of Moreland Hills as additional Insured)
 - \$100,000 \$300,000 Liability Insurance.
 - \$50,000 Property Damage Insurance.
 - o \$100 Registration Fee.
 - o Note: If done VIA mail, Please enclose a self-addressed stamped envelope.

Year	
1 Cui	



4350 SOM Center Road, Moreland Hills, Ohio 44022 440-248-1188

http://morelandhills.com

APPLICATION FOR REGISTRATION OF CONTRACTORS MUST BE RENEWED JANUARY 1ST OF EACH YEAR

I,	HEREBY MAKE APPLICATION FOR		
REGISTRATION AS A	·		
COMPANY NAME			
ADDRESSCITY	STATEZIP		
TELEPHONEF	AX_		
EMAIL			
BONDING AGENT	AMOUNT OF BOND		
ADDRESS	ZIP CODE		
PHONE			
INSURANCE COMPANY	AMOUNT		
ADDRESS	ZIP CODE		
TELEPHONE			
ARE YOU REGISTERED OR LICENSED IN	ANY OTHER CITY		
IF YES, WHERE			
FEDERAL ID#			
PRESENT JOB SITE IN MORELAND HIL	LS		
\$100.00 FEE SIGNATURE OF APPL	ICANT		