

**RESIDENTIAL**  
**Submittal**  
**Packet**



4350 SOM Center Road, Moreland Hills, Ohio 44022  
440-248-1188  
<http://morelandhills.com>

**SUBMITTING FOR A RESIDENTIAL BUILDING PERMIT**  
**PRE-PLAN REVIEW Page 1 of 3**

1. **SUBMIT THE APPROPRIATE NUMBER OF PLANS FOR REVIEW** along with a completed Application for Residential Building Permit Pre-Plan Review.
  - a. **11" x 17" or less Plans / Documents**
    - i. **Paper submittal – Nine complete sets of construction documents along with detailed site plan.**
  - b. **Plans / Documents larger than 11" x 17"**
    - i. **Paper submittal - Four 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.
3. All plans submitted shall bear sufficient information to determine compliance with Village of Moreland Hills Codified Ordinances and the latest edition of the Residential Code of Ohio (RCO). Drawings shall also indicate clearly the principle use of the building or structure. The floor area for such uses shall be clearly shown on plans. *For new dwellings, additions and exterior changes submit photographs of the sounding homes for architectural comparison.*
  - a. **All submittals must include the appropriate sets of construction documents as determined above.**
  - b. **Index:** Index of all drawings on first sheet.
  - c. **Floor Plans:** 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 residential 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 residential building including floor to floor dimensions, and details around openings. See the 2013 RCO Energy Compliance Declaration Form.
  - e. **Sections:** Cross sections, wall sections, details including typical connections as required to fully describe the residential building construction showing wall, ceiling, floor and roof materials. Residential construction documents shall describe the exterior wall envelope in sufficient detail to determine compliance with this code.
  - f. **Structure:** Complete structural description of the residential building including size and location of all structural elements used in the design of the residential building and other data as required to fully describe the structural system.

**SUBMITTING FOR A RESIDENTIAL BUILDING 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 and electrical systems, including: materials; location and type of fixtures and equipment; materials, and sizes of all ductwork; location and type of heating, ventilation, air conditioning and other mechanical equipment and all lighting and power equipment. See the 2013 RCO System Descriptions Form.
- i. **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. **Manufacturer's Installation Instructions:** As required by this code, shall be available on the job site at the time of inspection.
- k. **Amended Construction Documents:** If substantial changes to the residential building are contemplated after first document submission, or during construction, those changes must be submitted in duplicate with an Application for Residential Building Permit Pre Plan Review to The Village of Moreland Hills Building Department for review and approval.
- 4. SITE PLAN / LOT TOPO REQUIREMENTS FOR NEW DWELLING** Provide the following:
- Stamp and Seal of Professional Engineer or Surveyor
  - Benchmark tied to CRGS elevation datum
  - Adjacent home first floors and setbacks from property lines
  - Setbacks from Property lines and R/W
  - Label parcel size, property line distances, bearings and corner markers
  - Size and locations of utility and sewer connections, and sizes of utilities in R/W
  - Sewer inverts of upstream and downstream manholes
  - One ft. contours for flat lots, two foot contours for hilly lots
  - Basement, first floor and garage elevations
  - Spot elevations (exist and proposed) at house corners and spot elevations to adequately define drainage paths
  - Drive culvert size and type (Minimum 12", 25 ft. long)
  - Sanitary test tee detail for lots with sewer connection, trench detail showing 6" stone under and 12" stone over sanitary pipe
  - For lots with catch basins in yard or drive, provide elevation information and detail of basin
  - Storm Water Pollution Prevention Plan (SWP3) conforming to Chapter 971 of the Codified Ordinances.
  - For lots with sanitary sewer connections, include note "Contact Village Engineer 48 hours prior to installation of sanitary sewer to arrange for inspection"
  - Other details may be necessary for particular lots. Village Engineer will note these on plan review.

**SUBMITTING FOR A RESIDENTIAL BUILDING PERMIT**  
**PRE-PLAN REVIEW Page 3 of 3**

5. **SITE PLAN REQUIREMENTS FOR STRUCTURES OTHER THAN NEW DWELLINGS** 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
6. **SURVEY REQUIREMENTS:** For fences in new locations or fences not replacing existing fences in their current location, a property line survey is required and the property lines clearly staked, prior to the issuance of a permit. For structures within three (3) feet of the minimum setback requirement, a property line survey of the affected property line is required and the property lines clearly staked, prior to the issuance of a permit.
7. **WATER SUPPLY (for new dwelling)** – Provide source of water confirmation. (Public water supply or Private well)
8. **SANITARY SEWERS/ SEPTIC SYSTEMS (for new dwellings)** - If public sanitary sewers are not accessible, an individual disposal system must be installed in accordance with the Cuyahoga County Health Departments' requirements. Provide approval from the Cuyahoga County Health District.
9. **After Building 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.

**BUILDING:** A building permit shall be obtained before proceeding with any construction, alteration, repair, moving or demolition of any structure, deck, swimming pool, etc.

**SEPARATE APPROVALS / PERMITS Shall Be obtained for the Following:** Electrical, HVAC, Gas Piping, Hydronics, fire Sprinkler, Plumbing and any other equipment that are essential features 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 Residential Code of Ohio 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 –4:00 pm. (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 RESIDENTIAL BUILDING PERMIT PLAN REVIEW**

*Please print or type and fill out any and all sections that are applicable to the proposed project.*

DATE SUBMITTED: \_\_\_\_\_  
OWNERS NAME: \_\_\_\_\_  
GENERAL CONTRACTOR: \_\_\_\_\_  
STREET ADDRESS OF CONSTRUCTION: \_\_\_\_\_  
PERM PARCEL #: \_\_\_\_\_ S/L # \_\_\_\_\_  
PROJECT TYPE (Check all that apply) NEW DWELLING  ADDITION  ALTERATION  DECK   
POOL  PATIO  CHANGE OF USE  DEMOLITION  BARN  ATTACHED GARAGE   
DETACHED GARAGE  SHED  FINISHED BASEMENT  FENCE  OTHER \_\_\_\_\_  
PLUMBING: YES  NO   
EST CONSTRUCTION COST: \_\_\_\_\_

**DETAILED WORK DESCRIPTION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*The proposed work must be done in accordance with The Village of Moreland Hills Codified Ordinances, the approved plans, specifications, codes, and standards. Separate permits which may be required for the proposed project include: electrical, HVAC, gas piping, plumbing and electric to septic.*

*It is the duty of the General Contractor 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 is responsible to obtain a Final inspection at the completion of the project.*

*This permit becomes 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.*

*I hereby certify that I have read and examined this application and that all information is true, accurate, and complete. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. I authorize The Village of Moreland Hills Building Department to enter this property for the purpose of site inspections for the duration of this project.*

**FALSIFICATION OF A PUBLIC DOCUMENT IS A VIOLATION OF THE OHIO REVISED CODE, SECTION 2921.13(A)(5), A MISDEMEANOR OF THE FIRST DEGREE, PUNISHABLE BY UP TO SIX (6) MONTHS IMPRISONMENT AND A FINE OF \$1,000 OR BOTH.**

**HOMEOWNER**

PRINTED NAME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_  
TEL#: \_\_\_\_\_  
CELL #: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**GENERAL CONTRACTOR:**

PRINTED NAME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_  
TEL#: \_\_\_\_\_  
CELL #: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

*All Construction Projects Are Subject To A \$50 Minimum Zoning Fee. See Zoning Fee Schedule For Complete List Of Fees.*



4350 SOM Center Road, Moreland Hills, Ohio 44022  
 440-248-1188  
<http://morelandhills.com>

**APPLICATION FOR RESIDENTIAL BUILDING PERMIT PLAN REVIEW**  
*Please print or type and fill out any and all sections that are applicable to the proposed project.*

**FALSIFICATION OF A PUBLIC DOCUMENT IS A VIOLATION OF THE OHIO REVISED CODE, SECTION 2921.13(A)(5), A MISDEMEANOR OF THE FIRST DEGREE, PUNISHABLE BY UP TO SIX (6) MONTHS IMPRISONMENT AND A FINE OF \$1,000 OR BOTH.**

General Contractor's **SIGNATURE:** \_\_\_\_\_  
 General Contractor's **PRINTED NAME:** \_\_\_\_\_

	QUANTITY	UNIT PRICE	TOTAL
<b>NEW DWELLING:</b> (.35 per square foot, \$1250 min)		\$0.35	
<b>ADDITION:</b> (.35 per square foot, \$200 min)		\$0.35	
<b>ALTERATION:</b> (.30 per square foot, \$100 min)		\$0.30	
<b>ACCESSORY BUILDING:</b> (.30 per square foot, \$100 min) over 200 sq. feet		\$0.30	
<b>DECK / PATIO:</b>		\$100.00	
<b>DEMOLITION:</b> (requires road use fee)		\$50.00	
<b>RETAINING WALL:</b> (may require engineering review fee)		\$50.00	
<b>ROAD USE FEE:</b> (\$150 + .25 per sq. foot for demolitions and new dwellings)			
<b>ROOFING / SIDING / WINDOWS:</b>		\$50.00	
<b>TENNIS COURT / IN GROUND SWIMMING POOL:</b> (requires road use fee)		\$200	
<b>WATERPROOFING:</b> (requires road use fee)		\$50.00	
<b>PLAN REVIEW PER HOUR:</b> (TBD by Building Dept. if applicable)		\$125.00	
<b>MISCELLANANEOUS:</b> All items that do not fit in a category above		\$50.00	
<b>SUBTOTAL</b>			
<b>1% BBS TAX</b>			
<b>TOTAL</b>			



*Village of  
Moreland Hills*

**Square Footage Form**

**PLEASE FILL OUT AND SUBMIT WITH BUILDING PLANS**

**General Contractor / Owner Name:** \_\_\_\_\_

**Address of Construction:** \_\_\_\_\_

**New Dwellings**

**1<sup>st</sup> Floor Footage** \_\_\_\_\_

**2<sup>nd</sup> Floor Footage** \_\_\_\_\_

**3<sup>rd</sup> Floor Footage** \_\_\_\_\_

**Finished Basement Footage** \_\_\_\_\_

**Attached Garage Footage** \_\_\_\_\_

**Covered Porch(es) Footage** \_\_\_\_\_

**Covered Deck(s) Footage** \_\_\_\_\_

**Total Square Footage** \_\_\_\_\_

**Additions, Alterations, Garages, Accessory Buildings, Decks, Porches, Patios, Miscellaneous**

**1<sup>st</sup> Floor Footage** \_\_\_\_\_

**2<sup>nd</sup> Floor Footage** \_\_\_\_\_

**3<sup>rd</sup> Floor Footage** \_\_\_\_\_

**Finished Basement Footage** \_\_\_\_\_

**Attached Garage Footage** \_\_\_\_\_

**Covered Porch(es) Footage** \_\_\_\_\_

**Covered Deck(s) Footage** \_\_\_\_\_

**Total Square Footage** \_\_\_\_\_



**2013 Residential Code of Ohio (RCO)**  
**Energy Compliance Declaration Form**

**2013 Residential Code of Ohio 1101.2 Compliance**

Compliance shall be demonstrated by meeting the requirements of *one of the following options*:

1. The “International Energy Conservation Code”; or
2. Sections 1101 through 1104 of this chapter; or
3. Section 1105 – “The Ohio Home Builder’s Association (OHBA) Alternative Energy Code Option”

**Applicant shall indicate the energy compliance option below:**

**2009 International Energy Conservation Code (IECC)**

**Please check one of the following:**

- Res Check based on the 2009 IECC
- Prescriptive method based on 2009 IECC Table 402.1.1
- Prescriptive method based on U- Factor alternative 2009 IECC 402.1.3
- Prescriptive method based on Total UA alternative 2009 IECC 402.1.4

**2013 RCO Sections 1101-1104, Prescriptive Method**

**2013 RCO Section 1105 “The Home Builder’s Association Alternative Energy Code Option”**

- Compliance Path #1
- Compliance Path #2



## 2013 Residential Code of Ohio (RCO) Systems Description Form

*This form may be submitted in lieu of fully detailed plans for the following systems:*

Applicant: \_\_\_\_\_ Homeowner: \_\_\_\_\_  
 Office Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Homeowner Phone # \_\_\_\_\_  
 Project Description: \_\_\_\_\_  
 Address of Project: \_\_\_\_\_

### Electrical System Description a,b

<u>Service Size (Amps)</u>	<u>Size of Service Entrance Conductors</u>	<u>Panel Location(s)</u>	<u>Number of Sub-Panels</u>	<u>Location</u>
<input type="checkbox"/> 100 Amp <input type="checkbox"/> 200 Amp <input type="checkbox"/> Over 200 Amp				<input type="checkbox"/> Overhead <input type="checkbox"/> Underground

- a. A detailed electrical diagram for services over 200 amps may be required for review and approval.
- b. Detailed electrical and gas piping diagrams for generator installations may be required for review and approval.

### HVAC System Description

<u>Heating Equipment Type, Size &amp; Efficiency</u>	<u>Design Heat Loss (Btu/h)</u>	<u>Type of Fuel</u>	<u>Location of Equipment</u>
<input type="checkbox"/> Forced Air    Btu/h _____ Eff. _____ <input type="checkbox"/> Boiler        Btu/h _____ Eff. _____ <input type="checkbox"/> Heat Pump    Btu/h _____ Eff. _____ <input type="checkbox"/> Electric       kW _____ Eff. _____ <input type="checkbox"/> Geothermal   kW (Btu/h) _____ Eff. _____		<input type="checkbox"/> Natural Gas <input type="checkbox"/> LP <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Other _____	<input type="checkbox"/> Basement <input type="checkbox"/> Attic <input type="checkbox"/> Closet <input type="checkbox"/> Crawl Space <input type="checkbox"/> Outdoor

<u>Cooling Equipment Type, Size &amp; Efficiency</u>	<u>Design Heat Gain (Btu/h)</u>	<u>Location of Equipment</u>
<input type="checkbox"/> AC                Btu/h _____ Eff. _____ <input type="checkbox"/> Heat Pump    Btu/h _____ Eff. _____ <input type="checkbox"/> Geothermal   kW (Btu/h) _____ Eff. _____		<input type="checkbox"/> Outdoor <input type="checkbox"/> Other _____
<b><u>Area of Conditioned Space (sq. ft.)</u></b>	<b><u>Duct Size (Supply and Return)</u></b>	

**Fuel Gas System Description**

<u>Number of Fuel Gas Outlets</u>	<u>Size of Fuel Gas Main</u>	<u>Piping Materials</u>
		<input type="checkbox"/> Steel Pipe Sch. 40 <input type="checkbox"/> CSST <input type="checkbox"/> Other _____

**Plumbing System Description**

ITEM	No.	ITEM	No.	ITEM	No.
Water Closet		Laundry Tub		Pressure Reducing Valve	
Lavatory Sink		Floor Sink		Garbage Disposal	
Hot Tub		Sump Pump		Clothes Washer	
Kitchen Sink		Floor Drain		Dishwasher	
Bathtubs/Shower		Hot Water Heater		Backflow Device	
<b>Water Heater:</b>	<b>Location:</b>	<input type="checkbox"/> Basement	<input type="checkbox"/> Garage	<input type="checkbox"/> Attic	<input type="checkbox"/> Other
	<b>Fuel Type:</b>	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Other	
	<b>Capacity</b>	BTU:	Gallons:	<input type="checkbox"/> Tankless	
<b>Water Service:</b>	<b>Type:</b>	<input type="checkbox"/> Copper	<input type="checkbox"/> PVC/Plastic	<input type="checkbox"/> Other	
	<b>Size:</b>	<input type="checkbox"/> 3/4"	<input type="checkbox"/> 1"	<input type="checkbox"/> 1-1/4"	<input type="checkbox"/> 1-1/2" <input type="checkbox"/> 2"

Isometric Plan: (use separate sheet if needed)

## 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.
- **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**
- **FOOTING / PADS / PILING / POST HOLE INSPECTIONS:**
  - Upon completion of Footing Forms, Reinforcement, etc. but **BEFORE PLACING CONCRETE** schedule a pre-pour inspection.
  - 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 **BEFORE PLACING CONCRETE** schedule a pre-pour inspection.
  - A Minimum of a **ONE HOUR** window is required when scheduling for inspection.
- **FOUNDATION INSPECTION:**
  - 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 **BEFORE PLACING ANY CONCRETE OR INSTALLING ANY FLOOR SHEATHING, INCLUDING THE SUB FLOOR** schedule a pre-pour and / or pre-sheathing inspection.
  - 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 **BEFORE INSTALLING CONCRETE** 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:**
  - 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:**
  - 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:**
  - **Ice Guard Inspection:** After Ice Guard is applied but before any roof coverings (shingles) are installed.
  - **Final Inspection:** 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)
  - **Temporary Power Pole** – prior to utility company hook up.
  - **Permanent Electrical Service** – 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.*
- **DEMOLITION INSPECTION:**
  - **Clean hole inspection** – 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.
- **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 **prior to occupancy.**
  - After payment of any re-inspection fees.



**INSPECTION REQUIREMENTS**

**Page 3 of 3**

• **CERTIFICATE OF OCCUPANCY:**

- Certificate of Occupancy will be issued after the following is completed and confirmed.
  - Final Inspection has been performed 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 **BEFORE PLACING CONCRETE** schedule a pre-pour inspection.
  - A Minimum of a **ONE HOUR** window is required when scheduling for inspection.
- **Setback / Job Completion Confirmation:**
  - All construction projects exempt from building code but requiring a zoning permit require a verification of lot location and confirmation of project completion.
    - *It is the owner's responsibility to comply with and verify all setback requirements set forth in the village ordinances.*
- **Point of sale:**
  - A point-of-sale inspection is required when the sale, transfer, or conveying of all or part of a dwelling, or the land upon which such dwelling is located, when the actual ownership, operation or control of the dwelling, or the land upon which such dwelling is located, is sold, transferred, or conveyed to a different individual or individuals, or to a different entity or entities regardless of whether or not the dwelling, or the land upon which such dwelling is located, is managed or owned, in whole or in part, by the same person or persons or entity.
  - The point-of-sale inspection shall determine compliance with the residential smoke detector and carbon monoxide detector requirements set forth in Chapter 1359 of the Village of Moreland Hills Codified Ordinances, when a septic system is located on the premises of a dwelling, compliance with CCGHD household sewage treatment system and, when a private water system is located on the premises of a dwelling, compliance with CCGHD private water system requirements.
- **Diseased Tree Removal:**
  - Trees that appear to be diseased and wish to be removed must first be confirmed with the Building Commissioner or a qualified representative before being cut down.



## **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:
  - **Electrical** – requires copy of State of Ohio Electrical License
  - **HVAC** – requires copy of State of Ohio HVAC License
  - **PLUMBING** – requires copy of Ohio Plumbing License
  - **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.
  - **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 1<sup>st</sup> – December 31<sup>st</sup> of each year. The following items must be received at one time in order to process registration request.*
  - *Registration Application Form.*
  - *R.I.T.A. TAX Form.*
  - *\$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.*
  - *\$100 Registration Fee.*
  - *Note: If done VIA mail, Please enclose a self-addressed stamped envelope.*

Year \_\_\_\_\_



*Village of  
Moreland Hills*

**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 \_\_\_\_\_.

(TRADE)

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

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 HILLS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\$100.00 FEE      SIGNATURE OF APPLICANT \_\_\_\_\_