

PERMIT REQUIREMENTS FOR NEW RESIDENTIAL DWELLINGS

Submit (5) five sets of a Site & Grading Plan with a \$600.00 fee. Three (3) sets are forwarded to the City Engineer. **Applicant must submit a Lake County Soil & Water Conservation District approval letter to the City of Wickliffe, prior to the start of any earth disturbing activity. Submit (2) two sets of plans to Lake County Soil & Water. For more information, call (440) 350-2730.** The City Engineer will determine if any more money is necessary on your Site & Grading Plan, and will notify you. (CT Consultants - (440) 951-9000).

Submit (2) sets of construction drawings with application (must submit estimated cost of house on application) to Wickliffe Building Department, along with MEC Check (insulation) form.

Once your site and grading plan is approved by the Engineer, the City can issue your building permits. A curb cut and port-o-let are required before construction.

FEE SCHEDULE

BUILDING PERMIT - \$200.00 + \$2.00 each 100 sq. ft.

PLAN REVIEW FEE - \$200.00

OCCUPANCY FEE - \$40.00

SEWER TAP IN FEE - \$300.00 minimum + \$9.00 per foot sanitary, \$10.00 per foot storm and \$7.00 per foot waterline.

SEWER PERMIT FEES - \$40.00 base fee + \$20.00 per 100' 4-6", \$24.00/8" \$28.00/10" \$32.00/12" or larger - \$10.00 per downspout, catch basin, etc.

PLUMBING PERMIT FEES - \$40.00 base fee + \$10.00 each fixture (fill out blue card in hallway for plumbing & sewer).

HVAC - \$60.00 base fee + \$0.20 per 1,000 BTU htg, \$1.00 each register & return, \$1.00 each 10' radiation, \$3.00 per ton cooling, all new combination units \$0.30 per 1,000 BTU of fractional HP.

ELECTRICAL PERMIT - Contractor or subcontractor to be registered/bonded/insured in Wickliffe, Permits and Inspections are done by Lake County Building (440) 918-2636.

CEMENT PERMITS - Driveway \$40, Private Walks \$40, Curb/Sidewalk & Apron \$10.00 each.

CASH DEPOSIT: 1% of estimated construction cost in a cash deposit, refund of deposit minus a \$10.00 clerical fee. **Refund is not processed until a sewer dye test is approved, a final electrical inspection by Lake County Building, (3) sets of final as-built certification by engineer, and final occupancy inspection by building department.** Refund is mailed by finance department within a week to 2 weeks from all final inspections.

NOTE: All general contractors and subcontractors for all categories above, to be registered, bonded and insured. Call (440) 943-7115 registration information.

GENERAL NOTES

Final Sewer Dye test, expose sanitary and storm test tees for dye test approval.

Final Electrical Inspection by Lake County Building Department (440) 918-2636.

Final Submittal of (3) sets of As-Built Certification on Grade, to be approved by City Engineer (440) 951-9000.

Final Occupancy approval by Building Department.

NO OCCUPANCY OF ANY DWELLING SHALL BE PERMITTED UNTIL ALL OF THE ABOVE HAS BEEN APPROVED.

Reminder that your refund on deposit (-\$10.00 clerical fee) is mailed to you and takes approximately 10-14 days.

INSPECTION PROCEDURES

As you complete particular sections of your construction, you must call (440) 943-7115 and request inspection BEFORE proceeding to next phase. Otherwise, you may be required to tear down one portion of your work to show visible proof that a concealed section is up to Code. **CALL ONE DAY IN ADVANCE** or before 9:00am same day, so inspection can be properly scheduled. Inspections are done between the hours of 9:30am and 11:30am, and in the afternoon between 1:00pm and 3:00pm.

Below is the order of inspection required and is **MANDATORY**:

City Engineer will take a grade reading before the footers are poured to make sure top of block is consistent with proposed grade level.

FOOTER INSPECTION - Before concrete footings are poured.

FOUNDATION INSPECTION - Before backfilling.

SLAB INSPECTION - Before it is poured.

FRAMING INSPECTION - After roofing, framing, fire blocked and bracing are in place.

ROUGH PLUMBING

ROUGH HEATING

ROUGH ELECTRICAL - Call (440) 918-2636.

INSULATION

FINAL PLUMBING

FINAL HEATING

FINAL ELECTRIC - Call (440) 918-2636 before calling City for any final.

FINAL SEWER DYE TEST - Expose sanitary & storm test tees.

FINAL SITE - After rough grading is completed by Engineer (3) sets of as-built certification to be submitted on grade to be approved by Engineer.

FIREPLACE INSPECTIONS ARE AS FOLLOWS:

FIREPLACE

Foundation

First Flue

Prior to Facing Fireplace

Final

PRE-FAB OR WOOD STOVES

Framing

Final

CITY OF WICKLIFFE REQUIREMENTS

1. Minimum SDR 35 for PVC drainage pipe. SDR 40 under concrete.
2. No slag. Either #57 washed limestone or riverbed gravel only (for sewer excavation). #57 riverbed gravel only (around foundation of house).
3. Twelve inch drain required in garages or garage apron.
4. Model Energy Code compliance for all construction.
5. Curb cuts for drive apron before construction.
6. Matching brick to grade around entire perimeter.
7. Solid top course of block for basement.
8. Two layers of shingles maximum.
9. No asphalt over concrete.
10. No dumping in the City.
11. 200 sq. ft. roof areas require gutters and sewer tie-in.
12. Three (3") inch scratch coat of concrete underneath crawl space.
13. Waterproof/damp proof on existing structures, slag shall be sixteen (16") inches from grade.
14. A Port-O-Let shall be placed at any new dwelling construction.
15. All commercial, multi-family and electrical inspections to be inspected and approved by the Lake County Building Department.

CITY OF WICKLIFFE - PERMIT REQUIREMENTS FOR NEW RESIDENTIAL DWELLINGS

Permit No. _____
Plan No. _____

C.D. _____
T.L.D. _____
GARAGE _____
DEMO _____
GRADE SET _____

A.C.O. _____
PLAN REV. _____

CITY OF WICKLIFFE
DEPARTMENT OF PUBLIC SAFETY | DIVISION OF BUILDING & HOUSING

APPLICATION FOR PERMIT

(Permit will include ONLY such work as detailed in this application)

DO NOT FILL IN	
Total Floor Area	_____
Basement	_____
1st Floor	_____
2nd Floor	_____
3rd Floor	_____
Garage	_____
Dwelling	_____
Total Fees \$	_____

Wickliffe, O., _____, 20_____

To the Commissioner of Building & Housing:

I, _____ (Owner) hereby make application for a PERMIT to erect or build a structure as described in this application and the accompanying drawings which are a part of this application.

LOCATION AND DESCRIPTION OF LOT

Address: _____ Sublot No. _____
Allotment _____ Side of Street _____ Ward _____
Between _____ Street or Ave. and _____ Street or Ave.
Being _____ feet front and _____ feet deep on the _____ side
Being _____ feet rear and _____ feet deep on the _____ side
Map Page _____

DWELLINGS ONLY

Purpose or Use _____ Length _____ Width _____ Stories _____
Construction _____ Class _____ Grade _____ Number of Families Occupying Building _____
Total No. of Rooms _____
Suite Size – 1R _____ 2R _____ 3R _____ 4R _____ 5R _____ 6R _____ 7R _____ 8R _____
Roof Covering _____ Heating System _____ Fuel _____
Number of Stairs _____ Footings _____ Foundation _____
Shortest distance to buildings on adjoining lots _____ Shortest distance to buildings on the same lot _____
Additional Description _____
_____ Estimated cost \$ _____

MISCELLANEOUS – PRIVATE GARAGES, SHEDS, ETC.

Purpose _____ No. of Cars _____
Length _____ Width _____ Stories _____ Height _____
Material _____ Class _____ Grade _____
Shortest distance to buildings on the same lot _____ Shortest distance to buildings on adjacent lots _____
Additional Description _____
_____ Estimated cost \$ _____

DESCRIPTION OF BUILDING

Purpose _____ Length _____ Width _____ Stories _____

Occupancy on first floor _____ Occupancy on floors above _____

Brick or Frame _____ Roof Construction _____

Total number of units occupy building _____

Suite Size – 1R _____ 2R _____ 3R _____ 4R _____ 5R _____ 6R _____ 7R _____ 8R _____

Character of Soil _____ Footings _____ Foundation _____

Heating System _____ Will a Ventilating System be installed? _____ Type _____

Fuel _____ Area of Flue _____ Height above grade _____

No. of Stairs _____ Construction _____ Enclosure _____

No. of Elevators _____ Type _____ Enclosure _____

Will Sprinkler System be installed? _____ Kind _____

No. of Stand Pipes to be installed? _____ Where located? _____

Shortest distance to buildings on the same lot _____ Shortest distance to buildings on adjacent lots _____

Estimated Cost \$ _____ Class _____

Additional Description _____

_____ Estimated cost \$ _____

ALTERATION OR ADDITION

The present building is a _____ Story _____ structure, used or occupied as _____

By _____ families, and is _____ feet long and _____ feet wide. Class _____

The proposed Alteration or Addition consists of _____

Length of Addition _____ Width _____ Stories _____ Class _____

Addition to be Used or Occupied as _____

Number of New Stairs or Fire Escapes _____

Will external or internal supports be removed or rebuilt _____

Est. Cost of Alteration \$ _____ Est. Cost of Additions \$ _____ Total Est. Cost \$ _____

The acceptance of the Permit herein applied for shall constitute an agreement on (my)(our) part to abide by all the conditions herein contained, and to comply with all ordinances of the City of Wickliffe and the laws of the State of Ohio relating to the work to be done thereunder; and said agreement is a condition of said permit.

It is a further condition of this permit that _____

Contractor _____ Owner _____

Address _____ Address _____

Phone _____ Phone _____

Approved: _____ Building Commissioner



DEPARTMENT OF PUBLIC SAFETY
DIVISION OF BUILDING ENGINEERING & INSPECTION
APPLICATION FOR SITE/GRADE PLAN REVIEW

DATE: _____

Owner: _____

Project Address/Sublot No. _____

Engineer/Surveyor: _____

Address: _____

Phone: _____

Site Plan - R1 and RMF Per Unit **\$600.00**

Site Plan - OB, LB, GB, IR, CM, IND **\$1200.00**

The City Engineer shall estimate the cost of the site plan review. If the estimated cost exceeds the deposit, the applicant shall be informed by the City Engineer's office and the estimated costs shall be directed to be deposited to the City of Wickliffe, prior to the Engineer's examination of such site plan.

Fee \$600.00 (RES.) Estimate \$ _____ Add'l Deposit _____

Fee \$1200.00 (Other) Return to Applicant if any \$ _____

The applicant shall be charged for the actual costs incurred by the City Engineer for the review of the site plan, inspection of the site, and checking of the grade, and any and all other expenses associated with the site plan review. Such costs shall be computed on the basis and in accordance with the legislation governing the right of compensation for the City Engineer at the time. Any deficiency between the actual costs of the services rendered by the City Engineer and the deposit paid by the applicant, shall be paid to the City prior to the approval of the final site plan. Any excess of the deposit over the actual costs of the City Engineer and permit fee shall be returned to the applicant.

Deposited By: _____

Refund To: (if any) _____

Address: _____

City/State/Zip: _____



FOR CITY ENGINEER
INSPECTION CHECK LIST

SITE PLAN RECEIVED/DATE: _____

Approved By: _____
City Engineer

Date: _____

Foundation Grade Check Received/Date: _____

Approved By: _____

Paving Sub-Base Grade Check Received/Date: _____

Approved By: _____

Final Site Plan Received/Date: _____

Approved By: _____

No construction permits or certificate of zoning compliance shall be issued until such time as the City Engineer has approved the submitted site plan pursuant to City Ordinance 1107.02 (a).

At such time as the builder or other permit holder has constructed the foundation or slab, he/she shall request through the Building Commissioner (440) 943-7115, that the City Engineer check the grade. **NO further construction shall be permitted** until the Engineer has checked such foundation and found it to be in accordance with the approve site plan.

When the subbase of the hard surface paved area and other areas that require grade changes have been completed, the permit holder shall again request (440) 943-7115 that the City Engineer check the grade. **NO further construction shall be permitted** until the City Engineer has checked and approved these elevations.

By my signature, I certify that I have read and fully understand the intent of this document.

Applicant's Signature

Date



PRESCRIPTIVE PACKAGE WORKSHEET

DATE: _____

Builder Name: _____

Builder Address: _____

Building Address: _____

Submitted By: _____

Phone Number: _____

Zone Number **13**

Package Number: _____

PROPOSED

Window Area

$$100 \times \frac{\text{Window Area}}{\text{Gross Wall Area}} = \text{Proposed Window Area} \%$$

R-Value

Description

Comments

Proposed R-Value

Ceiling

_____ R - _____

Well

_____ R - _____

Floor (Over Unconditioned Space)

_____ R - _____

Floor (Over Outside Air)

_____ R - _____

Basement Well

_____ R - _____

Slab Floor

_____ R - _____

U-Value

Description

Comments

Proposed U-Value

Window

_____ U - _____

Door

_____ U - _____

Heating Efficiency

_____ AFUE/HSPF _____

Efficiency of Proposed Heating Equipment

Make & Model Number (If High Efficiency)

REQUIRED

$$\text{Maximum Window Area} \%$$

Minimum R-Value

R - _____

Maximum U-Value

U - _____

U - 0.35

High Normal
(Check One)

Statement of Compliance

This home meets the requirements of the CABO Model Energy Code - 1992 Edition.

Builder/Designer

Company Name

Date

Building Official

Jurisdiction

Date

APPLICATION FOR APPROVAL UNDER
MUNICIPAL EROSION AND SEDIMENT CONTROL RULES

LAKE COUNTY SOIL AND WATER CONSERVATION DISTRICT

ALL NECESSARY INFORMATION MUST BE PROVIDED ON THIS FORM. THE REVIEW AND INSPECTION FEE SHALL BE SUBMITTED WITH THE EROSION AND SEDIMENT CONTROL (ESC) PLANS, ESC PLANS SHALL NOT BE REVIEWED UNTIL THE FEE HAS BEEN PAID.

1. OWNER INFORMATION

Name _____ Phone _____

Address _____ Fax _____

City _____ State _____ Zip _____

2. AGENT/CONTRACTOR/HOMEBUILDER INFORMATION

Name _____ Phone _____

Contact Person _____ Phone _____

Address _____ Fax _____

City _____ State _____ Zip _____

3. SITE LOCATION INFORMATION

Facility/Site Name _____ Township _____

Address _____ Project Type _____
(subdivision, commercial, single lot, etc.)

City _____ State _____ Zip _____

4. SOIL-DISTURBING ACTIVITY INFORMATION

Total Project Area (in acres) _____ Proposed Start Date (mo/day/yr) _____

Estimated Completion Date (mo/day/yr) _____

5. RECEIVING WATER INFORMATION

Receiving Water Body _____ Watershed Name _____

6. ADDITIONAL NATURAL RESOURCE PERMITS (if applicable)

Ohio Environmental Protection Agency NPDES Permit # _____ Or NOI (date sent) _____

U.S. Army Corps of Engineers Section 404 Permit # _____ Or NWP # _____

Other Pertinent Natural Resource Permits Required:

7. PAYMENT INFORMATION

Make Checks Payable to: Lake SWCD

Date of Check _____ Check Number _____ Amount _____

8. CERTIFICATION

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision and are to the best of my knowledge and belief, true, accurate, and complete.

Printed Name _____ Affiliation _____

Signature _____ Date _____

MUNICIPAL REVIEW AND INSPECTION FEES

FULL SWP3 PLAN

Commercial, Industrial, Residential Subdivision	10 acres or less	\$300.00
	More than 10 to and including 20 acres	\$500.00
	More than 20 to and including 50 acres	\$700.00
	More than 50 acres	\$1,000.00
Non-Residential Individual Development Site	Individual Development greater than one acre	\$250.00
Multi-Family Development Site	Any acreage development site	\$250.00
A Non-Residential lot within a Common Plan of Development	Any lot one acre or greater within a Common Plan of Development	\$100.00
General Clearing/Grading Recreational Multi-Family Development within a Common Plan of Development	Any lot one acre or greater withing a Common Plan of Development	\$100.00

ABBREVIATED SWP3 PLAN

All new, single-family residential projects	Any acreage project	\$10.00
Any residential additions, accessory buildings, or general clearing	Projects greater than 1/10 of an acre	\$10.00
Non-Residential Individual Development Site	Project greater than 1/10 acre and less than one acre	\$10.00