



Building Department Application For Plan Review (Non-Residential)

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

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.

All fees must be paid for a permit to be issued. Fees can be paid by cash, check or credit card (\$0.50 minimum charge & 3.5% service charge). Cash and credit cards are only accepted in person.

Commercial Projects require a \$200.00 Plan Examination Fee.

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.

All applications are available on the City's Web site www.broadview-heights.org under the Building Department section.

Sufficient copies of the drawings must be submitted with the application.

Three (3) sets of Residential **and supporting documentation**

Five (5) sets of Non-Residential **and supporting documentation**

Six (6) sets of Site plans for Residential and Non-Residential **and supporting documentation**

In addition to the hard copies please submit electronic copies of all documentation (USB flash/jump drive, file transfer, cd)

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.**

Contact Information

Building Department (440-526-6864)

building@broadview-heights.org

Engineering Department (440-838-4705)



Application For Plan Review (Non-Residential)

Commercial

Project Name/Tenant: _____

Office Use :

Date Received: _____

Fee Amount _____

Permit No.: _____

Subject Site

Property Address

Broadview Hts., OH 44147

City/State/Zip

Zoning District

Auditor Parcel Number(s) (APN/PPN)

Sub Lot #

Property Owner

Name

Cell/Phone

Address

Email

City/State/Zip

Name of Business (if applicable)

General Contractor

Company Name

Point of Contact Name

Address

Cell/Phone

City/State/Zip

Email

Designer Professional

Company Name

Point of Contact Name

Address

Cell/Phone

City/State/Zip

Email

Architect Engineer Certified Fire Protection

Registration/Certificate No. & Expiration

Application For Plan Review (Non-Residential)

Project Value _____

Estimated Start & End Date _____

Type of Project

- New Building Construction
- Building Addition
- Building Alterations
- Building Demolition
- Foundation

Scope of Project

- Building General
- Mechanical HVAC
- Electric
- Plumbing
- Fire Sprinklers System
- Fire Alarm

Proposed Use

- Assembly - A, A-1, A-2, A-3, A-4, A-5
- Business - B
- Educational - E
- Factory, Industrial - F, F-1, F-2
- High Hazard - H, H-1, H-2, H-3, H-4
- Institutional - I
- Mercantile - M
- Storage - S, S-1, S-2

Occupant Load: _____

Principal Type of Frame

- Noncombustible Type
 1A, 2A, 1B, 2-B, 2-C
- Noncombustible/Combustible Type
 3A, 3B, 4
- Combustible
 4, 5A, 5B

Project Area

No. of Stories _____

Height of Building _____

Used _____ sq. ft.

Per Floor _____ sq. ft.

Total _____ sq. ft.

Commercial Building Energy Codes Compliance

Estimated Percentage of Code Option
Complicane to the 2012 IECC: _____

Complincae to the 2010 ASHREA go.1: _____

Estimated Percentage Method of Compliance Using
Prescriptive Tables: _____

Envelope Trade-Off Software COMcheck: _____

Performace Analysis Software: _____

Type of Heating

- Natural Gas
- Bottled Gas
- Electric / Heat pump
- Solar
- Geothermal

Sewer Supply

- Public
- Private

Water Supply

- Public
- Private

Fuel Supply

- Natural Gas
- Electric/Heat Pump

Parking

Outdoors _____

Off-Site _____

Enclosed _____

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Additional Contractors/Subs:

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

Company Name: _____ BVH Registration #: _____

Trade: _____ Email: _____

Phone #: _____ Cell: _____

Company Name: _____ BVH Registration #: _____

Trade: _____ Email: _____

Phone #: _____ Cell: _____

Company Name: _____ BVH Registration #: _____

Trade: _____ Email: _____

Phone #: _____ Cell: _____

Company Name: _____ BVH Registration #: _____

Trade: _____ Email: _____

Phone #: _____ Cell: _____

Company Name: _____ BVH Registration #: _____

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. 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.
- B. 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).
- C. 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.
- D. 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.

By signing below, I understand all of the above statements (A through D) 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