



# Building Department Application For Plan Review

## Office Use

Date Received: \_\_\_\_\_ Fee Amount: \_\_\_\_\_  
Application No.: \_\_\_\_\_ Date Permit Issued: \_\_\_\_\_  
Permit No.: \_\_\_\_\_ Receipt No: \_\_\_\_\_

## Subject Site

Property Address \_\_\_\_\_ Auditor Parcel Number(s) (APN/PPN) \_\_\_\_\_  
**Broadview Hts., OH 44147**  
City/State/Zip \_\_\_\_\_ Zoning District \_\_\_\_\_ Sub Lot # \_\_\_\_\_

## Property Owner

Name: \_\_\_\_\_ Cell/Phone \_\_\_\_\_  
Address: \_\_\_\_\_ Email \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Name of Business (if applicable) \_\_\_\_\_

## General Contractor

BVH Registration #: \_\_\_\_\_  
Name: \_\_\_\_\_ Cell/Phone \_\_\_\_\_  
Address: \_\_\_\_\_ Email \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Name of Business \_\_\_\_\_

## Designer Professional

Name: \_\_\_\_\_ Cell/Phone \_\_\_\_\_  
Address: \_\_\_\_\_ Email \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Name of Business \_\_\_\_\_

Architect  Engineer  Certified Fire Protection

Registration/Certificate No. & Expiration \_\_\_\_\_

# Application For Plan Review Continued

## Project Value \_\_\_\_\_

## Estimated Start & End Date \_\_\_\_\_

### Type of Project

- New Building Construction
- Building Addition
- Building Alterations
- Building Demolition
- Foundation
- Change of Occupancy

### 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

Compliance to the 2012 IECC: \_\_\_\_\_

Compliance to the 2010 ASHREA go.1: \_\_\_\_\_

Estimated Percentage Method of Compliance Using

Prescriptive Tables: \_\_\_\_\_

Envelope Trade-Off Software COMcheck: \_\_\_\_\_

Performance 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 \_\_\_\_\_

# Application For Plan Review Continued

## New Home Proposed Details

### Proposed Use:

- 1,2,3 Family R-4
- Multi Single # of Units \_\_\_\_\_
- Multi Family # of Units \_\_\_\_\_
- Number of Stories: \_\_\_\_\_
- Height of Building (from 1<sup>st</sup> floor): \_\_\_\_\_

### Living Area:

Number of Bed Rooms: \_\_\_\_\_

Number of Full Bath: \_\_\_\_\_

Number of ½ Bath: \_\_\_\_\_

### Total Gross Sq. Ft.:

Living Area: \_\_\_\_\_

Finished Basement: \_\_\_\_\_

Unfinished Basement: \_\_\_\_\_

### Garage Area:

Number of Parking Spaces:

Garage \_\_\_\_\_ Outdoors \_\_\_\_\_ Off-Site \_\_\_\_\_

Total Sq. Ft. \_\_\_\_\_

### Engineering Fees

Final Grade \$ \_\_\_\_\_

Concrete Bond \$ \_\_\_\_\_

Lawn Bond \$ \_\_\_\_\_

Total Amount \$ \_\_\_\_\_

### Residential Building Energy Codes Compliance

Estimated Percentage of Code Option

Compliance to the 2012 IECC: \_\_\_\_\_

Compliance to the 2010 ASHRAE 90.1: \_\_\_\_\_

Estimated Percentage Method of Compliance

Using Prescriptive Tables: \_\_\_\_\_

Using Envelope Trade-Off Software COMcheck: \_\_\_\_\_

Using Performance Analysis Software: \_\_\_\_\_

# Application For Plan Review Continued

## **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. The permit holder is responsible for scheduling all inspections.**

- B. If the homeowner obtains the permit on behalf of a contractor, you are liable for all work including any violations or any uncompleted work.
- C. General contractors and subcontractors must be registered with the Building Department and are required to be bonded, insured and registered with R.I.T.A.
- D. 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.
- E. 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).
- F. 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.
- G. 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.

**H. I know the location of my property lines. The accessory structures will be placed on my property, maintaining the appropriate setbacks and side yards.**

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

\_\_\_\_\_  
Owner(s) or Contractor's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner(s) or Contractor's Signature

# Application For Plan Review Continued

## 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](http://www.broadview-heights.org).

All applications are available on the City's Web site [www.broadview-heights.org](http://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

Five **(5) sets** of Non-Residential

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

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](mailto:building@broadview-heights.org)

**Engineering Department (440-838-4705)**