



General Building Application

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

Office Use

Date Received: _____ Fee Amount: _____
Application No.: _____ Date Permit Issued: _____
Permit No.: _____ Receipt No: _____

Residential Commercial

Project Value \$ _____

Type of Project (check all that apply)

New / Replacement

Alterations / Remodeling / Structural

Driveways / Sidewalks / Patio

Sheds / Deck / Fence

Plumbing / Electrical

Parking Lots

Fire Alarm / Fire Sprinklers

In-Ground Pool / Above Pool

Storm Line / Sewer Line

Yard Drains / Culvert Pipes

Lawn Irrigation

Waterproofing

**acknowledgement form needed*

Roof Installation/Replacement

**Installation form is needed & contract is needed*

Siding / Gutters / Downspouts

Windows - Total: _____

Doors - Total: _____

Other Project _____

Subject Site

Property Address _____

Broadview Hts. OH, 44147

City/State/Zip _____

Auditor Parcel Number(s) (APN/PPN) _____

Zoning District _____

Sub Lot # _____

Part of an HOA Yes No (by checking no you are assuming full responsibility for any lack of approval)

If yes then please provide a **letter from the HOA** agreeing with the proposed project.

Property Owner

Name: _____

Cell/Phone _____

Address: _____

Email _____

City/State/Zip _____

Name of Business (if applicable) _____

General Contractor

BVH Registration #: _____

Company Name: _____

Cell/Phone _____

Address: _____

Email _____

City/State/Zip _____

Point of Contact Name _____

General Building Application Continued

Scope of Work: _____

A lot drawing of your property **MUST be provided** showing the scope of the work being done.

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: _____

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.

Owners or Contractor's Printed Name

Date

Owners or Contractor's Signature

NO WORK IS ALLOWED TO BE STARTED UNTIL A PERMIT IS ISSUED. YOU CAN NOT START WORKING BEFORE THE PERMIT IS APPROVED, PAID FOR AND IS ISSUED.

General Building Application 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.

Exterior Work:

A lot drawing of your property **MUST be provided** and specifies the following:

1. Size of the lot and distance between property pins
2. Location of house, garage, sheds, decks and other major structures
3. Location of accessory structures on the property.
4. Locations of swales, drain pipes/tiles, catch basins.
5. Sufficient copies of the drawings must be submitted with the application.

Payment Methods:

Fees can be paid by cash, check or credit card (3.5% service charge a \$0.50 minimum charge).

Credit cards are accepted in person or online. If you would like to pay online go to the City's main web page and click the "Pay Here" icon. Or click the following link which will take you to the pay screen.
<https://pay.bridgepayment.com/64fbb531-7516-46d6-b8c8-c1099bfb78d6/Independent.aspx>

If you are paying in person no payments will be accepted or processed after 4:00 pm.

Codes & Applications:

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.

Inspections:

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.**

Waterproofing:

1. Full name, address and phone numbers of property owners and contractor.
2. **Full description of work** including number of wall, excavation, wall repair, pipe, foundation covering and closure.
3. Drawing including a notation for the front of house, walls being waterproofed and their length
4. If a **sump pump** is included on the permit a registered electrical contractor must be named by the Contractor.
 - a. If the Contractor allows the home owner to choose and hire an electrician or if the homeowner is doing the electrical work the waterproofing contractor **still must** name, the electrical contractor or owner on the permit.
 - b. Additionally, the waterproof contractor **must sign the acknowledgement form** (this is a separate form that can be found on the Building Departments website.)

Roof:

Please provided a copy of the following items:

1. Copy of the contract
2. Information on the product and material
3. A drawing showing the dimension of the roof and location and size of proposed ventilation.
4. Additionally, the roofing contractor **must fill out the installation form** ((this is a separate form that can be found on the Building Departments website.)
5. Required Inspections are ice guard and a final.