

**INSPECTIONS**



Although it is the responsibility of the person to whom a permit was issued to see that all required or special inspections are called for; it is preferred that one person (project manager/general contractor) call to schedule all inspections.

All inspections must be requested 24 hours in advance.

It is understood that additional inspections, or other than those listed, may be necessary due to special or unusual conditions.

Call 440-442-2107 to schedule all building inspections.

<ul style="list-style-type: none"> <li>• Temporary Electric Pole</li> <li>• Footers</li> <li>• Water Line</li> <li>• Sanitary Sewer</li> <li>• Storm Sewer</li> <li>• Tee's</li>   <li>• Footer Elevation Verification (<i>before pour</i>) (call AECOM - 216-622-2346)</li> </ul>	<ul style="list-style-type: none"> <li>• Foundation &amp; Waterproofing</li> <li>• Drantile, Downspouts, Backfill</li> <li>• Rough Plbg. – Underground</li> <li>• Pre-pour Concrete - Basement &amp; Garage Floor</li> <li>• Framing</li> <li>• 2<sup>nd</sup> Rough Plumbing – including drains &amp; vents</li> <li>• Rough HVAC</li> <li>• Rough Electric</li> <li>• Insulation</li> </ul>	<ul style="list-style-type: none"> <li>• Before C of O: <ul style="list-style-type: none"> <li>Final Plumbing</li> <li>Final Electric</li> <li>Final HVAC</li> <li>Final Building</li> <li>Pre-pour Driveway &amp; Sidewalks</li> </ul> </li>   <li>• Final Grade Check (call AECOM - 216-622-2346)</li> </ul> <p>*Additional inspections may be necessary due to special or unusual conditions.</p>
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For additional information:

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[www.mayfieldheights.org](http://www.mayfieldheights.org)  
Building Department

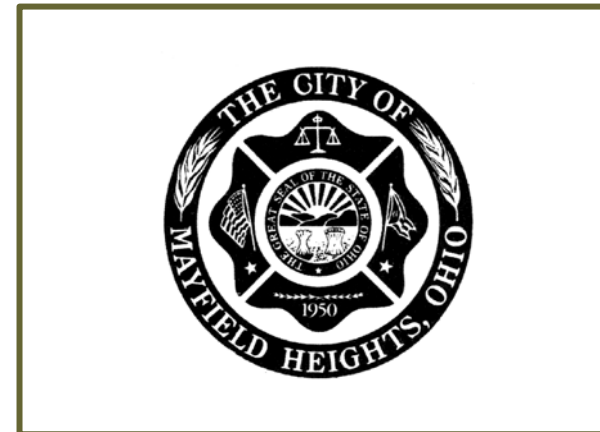
# THE CITY OF MAYFIELD HEIGHTS

## BUILDING DEPARTMENT

6154 Mayfield Road  
Mayfield Heights, OH 44124  
Phone: 440-442-2107  
Fax: 440-442-7662

## SINGLE FAMILY DWELLING

## NEW CONSTRUCTION



## SUBMITTAL REQUIREMENTS

Four (4) complete sets of drawings must be submitted for review by the Architectural Board of Review, City Engineer and Director of Building.



Construction drawings must be complete and include a topographic site plan (see engineering below), floor plans, wall sections, foundation, exterior elevations, electric diagram, plumbing diagram, wall section, roof plan and model energy compliance certificate (MEC check).

All submission documents must contain enough information to show that the proposed work will conform to the provisions of the Building & Zoning Code and all applicable laws, ordinances, rules and regulations.

All submissions **must** be drawn in a manner which clearly and accurately depicts the proposed work.

## ARCHITECTURAL BOARD OF REVIEW



Any new construction must be approved by the Architectural Board of Review before a building permit can be issued. All plans will be reviewed by the Board for exterior aesthetics.

Specific submittal requirements, meeting dates and deadlines, sample drawings, and applications can be obtained in the Building Department or at [www.mayfieldheights.org](http://www.mayfieldheights.org) Government; Boards and Commissions; Architectural Board of Review.

## ENGINEERING

Engineering drawings (four copies) must be complete and include the following: location of dwelling and any accessory structures; property lines; yard drains; all setbacks; spot elevations and contour lines; first floor, basement and garage elevations; storm and sanitary sewer locations and service connections from the street to the house; water line location and service connection from the street to the house; type of surface materials (driveway, walks).

**UTILITIES:** be sure all utilities are installed per City, Utility Company and Sanitary Engineer Standards.



Inspections: the builder is responsible to call AECOM, Greg Cifra, P.E. 216-622-2346:

to verify the top of the footer *before* it's poured;  
to shoot the final grade *prior* to the issuance of a Certificate of Occupancy.

## ZONING CODE COMPLIANCE

All setbacks, lot areas, floor area requirements, dependent upon the zoning district, must comply with the current City of Mayfield Heights zoning code. Specifics may be obtained in the Building Department or at [www.mayfieldheights.org](http://www.mayfieldheights.org) Departments; Building; Codified Ordinances; Chapter 1159 & Section 1195.04.

## BUILDING CODE COMPLIANCE

The four (4) sets of drawings submitted for the Architectural Board of Review will be reviewed by the Director of Building for building code compliance prior to the issuance of a building permit.

There is no fee for this review.

The following building codes have been adopted by the City: the current editions of the Residential Code of Ohio, Ohio Plumbing Code, and National Electrical Code. All drawings must be in compliance with the applicable building and zoning codes.



## PERMITS – CONTRACTOR REGISTRATIONS



All contractors (general and subs) working on the job must hold a current registration with the City of Mayfield Heights.

The general contractor is responsible to obtain a building permit. The building permit covers such things as foundation, concrete, shell construction, garage, and surfaces (driveways, private and public walks).

The building permit does not include mechanicals.

All mechanical contractors must obtain individual permits (electric, plumbing, sewer, hvac).

### **FEES:**

**Architectural Board of Review:** \$50.00

**Contractor Registration:** \$100.00

**Engineering Deposit:** \$1,000.00 This is a deposit to cover the cost of all engineering services. Remaining funds will be returned after the Certificate of Occupancy is issued. Additional charges will be billed.

**New Single Family Cash Bond:** \$200.00; entire amount returned after the Certificate of Occupancy is issued.

**Building Permit:** \$100.00 base fee + \$5 for each 100 sq. ft. of usable floor area in all stories + 1%

**Electric-Plumbing-HVAC:** \$100.00 base fee + \$5 per 100 sq. ft. or fraction thereof + 1%

**Storm Sewers:** \$25.25 (sanitary must be obtained from the Cuyahoga County Sanitary Engineer)

**Certificate of Occupancy:** \$10.00

