



# Residential Submittal Packet

City of Pepper Pike Building Department  
28000 Shaker Boulevard Pepper Pike, Ohio 44124  
Phone: (216) 896-6134 Fax: (216) 831-6525  
[www.pepperpike.org](http://www.pepperpike.org)

### **Submitting for the Architectural Board of Review**

Before any new dwelling structure, addition or site improvements are issued a building permit, the application must be reviewed by the Architectural Board of Review (ABR). The ABR meets the second and fourth Friday of each month. To be on the agenda for the meeting, all applications, associated fees and drawings must be submitted to the Building Department by 11:30 am one week prior to the meeting.

If the proposed project needs to be reviewed by the Planning Commission or Board of Zoning Appeals the applicant will need to fill out the appropriate request to be on the next Planning Commission agenda. The owner or owner's representative will need to be present for the meeting. In order to be on the next Planning Commission agenda, plans must be submitted two weeks prior to the next scheduled meeting.

**1. The following is required for the ABR submission:**

- a. Application.
- b. Review fee (see fee schedule).
- c. Two (2) sets of drawings.
- d. Two (2) site plans. (New dwellings (4) site plans include landscaping plan).
- e. Photos of existing area(s) where project will take place (Google Earth).
- f. Photos of houses on either side and across the street.
- g. Approval from neighborhood (if applicable).

*Note: Architectural Board of Review approval is not a license to build. After the ABR has approved the project, two (2) complete sets of construction documents, complete with all the ABR changes must be submitted to the Building Department for review for code compliance.*

### **Submitting for Building Permit Plan Approval**

All plans submitted shall bear sufficient information to determine compliance with City of Pepper Pike Codified Ordinances and the latest addition of the Residential Code of Ohio (RCO).

Buildings or structures located in flood hazard areas must contact the City of Pepper Pike Engineer's Office before applying for a building permit.

#### **The following is required for Building Permit Plan Approval:**

Fill out the "***Application for Residential Plan Approval***". You are required to select one of the three (3) methods to show energy compliance. (Page 4 and 5)

Fill out the "***Ohio Residential Plan Systems Description Form***." (Page 6)

Submit two (2) complete sets of construction documents (complete with all the ABR changes) along with the associated forms. The following submission shall include information necessary to determine compliance with the code. (Full description of the requirements per Section 106 of the Residential Code of Ohio)

- Index
- Site Plan
- Floor Plans
- Exterior Wall Envelope
- Sections
- Ratings
- System Descriptions
- Additional information

#### **The following information is required for Site Plan Approval:**

Submit four (4) plans containing the following information:

- Stamp and Seal of Professional Engineer of Surveyor
- Benchmark ties to CRGS elevation datum
- Adjacent home and setbacks from property lines and Right of Way
- Label parcel size, property line distances, bearings and corner markers
- Size and location of utility and sewer connections
- Sewer inverts of upstream and downstream manholes
- Basement, first floor and garage elevations
- Drive culvert size and type
- Sanitary details for lots with sewer connections.
- Storm Water Pollution Prevention Plan (SWP3) conforming to Chapter 1520 of the Codified Ordinances

#### **The following information is required for accessory structures and fences:**

Submit two (2) plans containing the following information:

- Plan showing the property lines of the parcel and the setback measurements. For fence installations, a property line survey is required and the property lines clearly staked.
- Existing buildings and structures
- Location of the proposed structure or fence



## City of Pepper Pike Application for Residential Plan Approval

**Project Location:**

Address _____
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**Type of Project:**

<input type="checkbox"/> New Building Construction: <input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Two Family Dwelling <input type="checkbox"/> Three Family Dwelling	<input type="checkbox"/> Building Addition <input type="checkbox"/> Building Alterations <input type="checkbox"/> Building Repairs <input type="checkbox"/> Request Existing Bldg. C of O
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**Brief description of the scope of work covered under this application:**

_____ _____
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**Property Owner Information:**

Name _____ Address _____ City, State, Zip _____ Phone No. _____ Fax _____ Email _____
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**Applicant Information (Owner or designated representative):**

Name _____ Address _____ City, State, Zip _____ Phone No. _____ Fax _____ Email _____
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**Square Footage:**

Check appropriate floor(s):	Gross square footage per floor:
<input type="checkbox"/> Basement	
<input type="checkbox"/> First Floor	
<input type="checkbox"/> Second Floor	
<input type="checkbox"/> Additional floors	
Total Building Gross Square Footage	

**Cost of Construction:**

Cost of the work covered by this application: _____
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**Energy Compliance:**

Compliance shall be demonstrated by meeting the requirements of one of the three following options listed below. Applicant shall indicate the energy compliance option:

2009 International Energy Conservation Code (IECC)

**Check one of the following:**

- Res Check based on the 2009 IECC
- Prescriptive method based on 2009 IECC Table 402.1.1
- Prescriptive method based on U-factor alternative 2009 IECC 402.1.3
- Prescriptive method based on Total UA alternative 2009 IECC 402.1.4

**Check one of the following:**

- Testing option per 1102.4.2.1 (blower door)
- Visual inspection option per 1102.4.2.2 (third party inspection)

2013 RCO Sections 1101-1104 Prescriptive Method

**Check one of the following:**

- Testing option per 1102.4.2.1 (blower door)
- Visual inspection option per 1102.4.2.2 (third party inspection)

2013 RCO Section 1105 "The Home Builder's Association Energy Code Option"

**Check one of the following:**

- Compliance Path #1
- Compliance Path #2

**Certification:**

I certify that I am the \_\_\_ owner \_\_\_ agent for the owner, and all information contained in this application is true, accurate, and complete to the best of my knowledge. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. I authorize the City of Pepper Pike Building Department to enter this property for the purpose of site inspections for the duration of this project. All official correspondence in connection with this application should be sent to my attention at the address shown above.

Signature \_\_\_\_\_  
Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Falsification of a public document is a violation of the Ohio Revised Code section 2921.13(A)(5), a misdemeanor of the first degree, punishable by up to six (6) months imprisonment and a fine of \$1,000 or both.**

**THE AREA BELOW IS FOR OFFICIAL USE ONLY:**

Application No.:	Permit Fee:
Date Applicant Notified:	Cash Deposit:
	Engineering Fee/Deposit:

## City of Pepper Pike Ohio Residential Plan Systems Description Form

### Electrical Design:

Service Size:
Panel Location in dwelling:
Size of Service Entrance Cable:
<input type="checkbox"/> Overhead <input type="checkbox"/> Underground

- A. Provide a detailed electrical diagram for services over 200 amps for review and approval.  
 B. Provide detailed electrical and gas piping diagrams for generator installation.

### HVAC Design:

<b>Heating</b> Equipment Type and Size: <input type="checkbox"/> Forced Air <input type="checkbox"/> Boiler <input type="checkbox"/> Heat Pump <input type="checkbox"/> Electric <input type="checkbox"/> Geothermal
Btu/h _____ Efficiency _____
Location of heating equipment in dwelling:
Type of Fuel:
Design Heat Loss:

<b>Cooling</b> Equipment Type and Size: <input type="checkbox"/> AC <input type="checkbox"/> Heat Pump <input type="checkbox"/> Geothermal
Btu/h _____ Efficiency _____
Location of cooling equipment in dwelling:
Design Heat Gain:

### Fuel Gas Design:

Size of Gas Main:
Number of Fuel Gas Outlets:
Piping Materials: <input type="checkbox"/> Steel Pipe Sch. 40 <input type="checkbox"/> CSST <input type="checkbox"/> Other

### Plumbing System Design:

Item	No.	Item	No.	Item	No.
Water Closet		Laundry Tub		Sump pump	
Lavatory Sink		Clothes Washer		Backflow device	
Hot Tub		Dishwasher			
Kitchen Sink		Floor Drain			
Bathtubs/Shower		Hot Water Heater			

<b>Water Heater:</b> <input type="checkbox"/> Natural Gas <input type="checkbox"/> Electric <input type="checkbox"/> Tankless
Btu _____ Gallons _____
Location of water heater in dwelling:

**Provide Isometric Plan with submission**

**Required SWP3 Pre-Construction Information (To be Completed and Returned to CVE)**

**Project Name:** \_\_\_\_\_

**Permit Holder**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company: \_\_\_\_\_ Email: \_\_\_\_\_  
NDPES Permit Number: \_\_\_\_\_

**Site Contractor**

**Co-Permittee: Yes No**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company: \_\_\_\_\_ Email: \_\_\_\_\_

**Design Engineer**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company: \_\_\_\_\_ Email: \_\_\_\_\_

**Additional contact to receive SWPPP Reports**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company: \_\_\_\_\_ Email: \_\_\_\_\_

**Estimated start of Construction:** \_\_\_\_\_

- Contractor/Permittee should verify that the email address [doNotReply@SwpppTrack.com](mailto:doNotReply@SwpppTrack.com) is not blocked by any spam filter so the contractor/permittee receives all email notifications.
- A representative from Chagrin Valley Engineering, Ltd. (CVE) will be conducting oversight inspections at least once per month.
- When a SWPPP inspection is performed on the site, the Contractor will receive an email with a pdf of the inspection report attached. The report will detail any deficiencies that are found during the inspection.
- If there are deficiencies found during the inspection, the Contractor will receive an email the morning after the site inspection is conducted with a link to the SWPPP Tracker website to access all the deficiencies/work items. From this site the Contractor can view the items and indicate that the work item has been corrected. CVE will conduct an inspection to verify that the work item has been corrected and will remove the corrected item from the system. The Contractor will continue to receive this email every 72 hours until all work items are corrected.
- If there are deficiencies found during the inspection, the Contractor/Permittee will receive weekly status reports showing all open work items. The Permittee is required to perform their own inspections of all erosion and sediment control practices at least once every 7 days and within 24-hours after a rain event of at least 0.5" over a 24-hour period. The Contractor will receive an email when the site receives more than 0.5" of precipitation in a 24 hour period based on National Weather Service data. The Permittee is required to provide a copy of all these reports to the Community via Chagrin Valley Engineering, Ltd. at [SWPPPTrackAdmin@cvelimited.com](mailto:SWPPPTrackAdmin@cvelimited.com)

### **Inspection Requirements**

- **Job Site Address** must be posted during entire construction project.
- **Approved Job Copy construction documents must be available on all jobs for the required inspection.** If approved construction documents are not on the job site, a re-inspection may be scheduled. A fee will be assessed for re-inspections.
- **Re-inspection Fees** – A re-inspection fee will be charged when the inspector must return to work that was not ready, building was locked and inspector could not gain access, approved construction documents not on site, and / or had failed a previous inspection. Fee must be paid prior to scheduling final inspection, or if two (2) fees are assessed on a project, fees are due before the next inspection is scheduled.
- **Scheduling Inspections** – Contact the Building Department at 216-896-6134 Monday through Friday between the hours of 8:00 am – 11:30 am.

There is a minimum 24 hour notice for all inspections. Please be prepared to give the following information when scheduling your inspection:

- **Permit number**
- **Contractor**
- **Contractor contact name**
- **Phone number**
- **Type of inspection**

### **Required Inspections**

*(Full description of the requirements for the inspection per Section 108 of the Residential Code of Ohio)*

- Lot Line Markers
- Footers or Foundation Inspection
- Concrete slab and under-floor inspection
- Lowest Floor Elevation inspection
- Frame Inspection
- Lath or gypsum board Inspection
- Fire-resistant penetration Inspection
- Energy efficiency Inspection
- Testing of residential building service equipment

*Note: Manufacturer's installation instructions must be on site at the time of inspection for all equipment and appliances.*



## Other Inspections

- **Fence post hole inspection:**
  - Upon completion of footing forms, reinforcement, etc., but before placing and concrete.
  - It is the property owner's responsibility to verify the property lot line locations.
  
- **Roof inspection:**
  - **Ice Guard Inspection:** After Ice Guard is applied but before any roof coverings (shingles) are installed.
  - **Final Inspection:** For re-roof projects a final inspection is required. For all other projects a final roof inspection can be performed at the time of the final building inspection.
  
- **Demolition inspection:**
  - **Clean Hole Inspection** – If a structure being demolished has a foundation, an inspection is required after all concrete, stone, masonry etc. has been removed from the hole and before any clean backfill is placed.
  - **Final Inspection** – A final inspection is required after all demolition debris, driveway (if applicable) and any other materials from the structure have been removed and all areas disturbed by the demolition are reseeded and prepared for new grass growth.
  
- **Final inspection:**
  - Upon completion of all phases of any construction. Final inspection approval is required upon completion and compliance with all phases of any construction **prior to occupancy.**
  - After payment of any re-inspection fees.
  
- **Miscellaneous inspections:**
  - **Engineering:**
    - Engineer to review and approve site plan.
    - Engineer to inspect and survey the property after footers have been constructed but prior to construction of any walls.
    - Engineer to inspect and survey the property after first floor deck has been constructed.
    - Engineer to inspect and survey the property after final grade has occurred.
  
- **Certificate of Occupancy:**
  - Certificate of Occupancy will be issued after the following is completed and confirmed.
    - Final Inspection has been performed and construction is confirmed to be in compliance with the Approved Construction Document / Certificate of Plan Approval.
    - Final Grade / Drainage approval from the City Engineer.

## CONTRACTOR REGISTRATION

- Contractors must register annually using the appropriate form provided by the City of Pepper Pike Building Department. **Note: All contractors doing work within the City are required to register with the City no matter if they are performing Residential or Commercial work.**
  
- The following contractors are registered annually (January – December) at a fee of \$100:
  - **Electrical** – requires copy of State of Ohio Electrical License
  - **HVAC** – requires copy of State of Ohio HVAC License
  - **Plumbing** – requires copy of State of Ohio Plumbing License
  - **Gas Piping** – requires copy of State of Ohio Plumbing or HVAC License
    - **Note:** a registered HVAC or Plumbing contractor can install gas piping and obtain any required permits for gas piping.
  - **Fire Safety** – Includes; Fire Alarm, Fire Suppression & Fire Sprinkler. – requires copy of State Fire Marshal company annual certificate.
  - **General** – All other contractors not listed above. (Example - General Contractors, Roofers, Excavators, Septic, Concrete and Paving, Tree Trimming/ Removal, Painting, Siding & Windows, Etc.)
  
- **Registration Requirements:** Registrations are valid January 1<sup>st</sup> – December 31<sup>st</sup> of each year. The following items must be received at one time in order to process registration request.
  - Registration application form.
  - R.I.T.A. TAX Form.
  - \$25,000 Bond – Standard form from your insurance co. Bonds must expire on December 31<sup>st</sup>, of current year. Bond must be signed before sending to our office. **Fax copies will not be accepted.**
  - Certificate of Liability Insurance: (List City of Pepper Pike as additional insured) **Fax copies will not be accepted**
    - \$100,000 - \$300,000 Liability Insurance.
    - \$50,000 Property Damage Insurance.
  - \$100 Registration Fee.
  - Note: If done VIA mail, please enclose a self-addressed stamped envelope.

*Failure to comply with the above request will be subject to the penalties provided in Section 1440.99 City of Pepper Pike Codified Ordinances. Failure to be registered and still work in the City will result in a STOP WORK ORDER being issued by our Building Official and you will also be charged double when applying for registration and the cost of the permit..*