WATERPROOFING PERMIT APPLICATION

See Mandatory Requirements Under Waterproofing Guidelines Section

CITY OF WESTLAKE BUILDING DEPARTMENT
27700 HILLIARD BLVD.
WESTLAKE, OHIO 44145
PHONE (440) 617-4105
FAX (440) 617-4144

DATE: ____________________

DATE APPROVED BY ENGINEERING DEPARTMENT: ____________________

PERMIT COST: __________
Residential: $ 25.25
Commercial: $206.00

PROPERTY/OWNER INFORMATION

NAME: ____________________
ADDRESS: ____________________
PHONE NUMBER: ____________________
EMAIL: ____________________

CONTRACTOR INFORMATION

COMPANY NAME: ____________________
REGISTRATION NUMBER: ____________________
CONTACT PERSON: ____________________
CONTACT PHONE: ____________________
EMAIL: ____________________

CONTRACTOR: Please Draw Scope of Work Below for Engineering Department Approval

ESTIMATED JOB COST: ____________________

DOES OWNER CURRENTLY HAVE A SUMP PUMP? (circle one)  
YES  NO
Waterproofing Permit Process

The following guidelines must be met to apply and secure a waterproofing permit from the Building Department within the City of Westlake for all structures.

1.) Owner/Contractor shall apply for a permit with the following information submitted:
   a. Description of work to be performed.
   b. Sketch identifying locations of work.
   c. Contact phone numbers.
   d. Status of if a sump pump exists.
   e. NO WORK SHALL START until permit is issued.

2.) Locating storm and sanitary sewer cleanouts.
   a. When the owner/contractor applies for a permit the City will provide any available information on locating the cleanouts.
   b. The owner/contractor shall locate both the storm and sanitary cleanouts.
   c. If the owner/contractor exhausted all efforts to locate such cleanouts and cannot, then the Director of Engineering will determine if City forces will assist in this effort.

3.) Pre-Waterproof consultation; a Building Department or Engineering Department Inspector will perform the following:
   a. Consult owner in regards to water infiltrating into basement/crawl space.
   b. Dye test downspout leaders and storm connection.
   c. Dye test and visual inspection of sump pump.
   d. The City will review the proposed course of action and make recommendations based on the testing.

4.) Issuance of Permit; the permit to start work will be issued once all the previous steps are fulfilled, with the following additional notes.
   a. The recommendations of the pre-waterproof consultation shall be reviewed with the owner.
   b. Inspections shall be conducted for all work by the Building Department within 5’ of the structure and the Department of Engineering for outside of 5’ of the structure. 24 HOUR NOTICE IS REQUIRED.
   c. Cross-Connections, it shall be the Contractor’s responsibility to identify and dye test any possible cross connections located during the work. The contractor shall verify to the City the results of the dye test. If dye test indicates a positive cross-connection it shall be eliminated and brought to the City’s attention as soon as possible.
d. Gravity Storm Connections, if the existing storm connection is gravity without a sump pump the Director of Engineering may require a sump pump to be installed. The attached form needs to be filled out and submitted to the Department of Engineering for review. The sump pump protects the house from a surcharge in the storm sewer from a major storm event. (See attached detail) Within 48 hours of submitting the form the Director of Engineer will contact the permit holder if a sump pump is required.

5.) Post Testing
   a. If any downspout leaders of the storm connection were found to be compromised it shall be re-dye tested to verify it is now free and clear.

Donald P. Grayem  
Director of Building Department

Robert P. Kelly, P.E.  
Director of Engineering Department
1.) All PVC pipe and fittings to be primed and cemented per manufacturer's specifications.
2.) Minimum ASTM Standards permitted for fittings and pipe are D-3034.
3.) Storm and sanitary sewers to be installed on a minimum of 2" approved bedding and shall receive a 12" minimum of stone cover.
4.) Excavations located under future sidewalks, driveways, or paving shall receive premium backfill to proposed grade.
5.) Structural building products to support any piping to grade is prohibited.

**Typical Section**

- 6" (min) separation between finish grade and top of foundation
- 12" of top soil
- Rigid insulation per NEC.
- 4" downspout connection (unless otherwise specified) ASTM D3034 Solid PVC
- 18" minimum width of stone backfill
- Aggregate backfill - #57 limestone
- #57 washed gravel, or washed river rock
- 4" perforated drain tile - ASTM D3034
- 2" minimum bedding
TYPICAL SUMP PUMP DETAIL
(MODIFIED)

CHECK VALVE

EXISTING

PLUG EXIST. FOOTER DRAIN TO STREET.

EXIST. WAT. CONNC.

EXIST. SAN CONNC.

INSTALL 2 FT. CLAY CUTOFF WALL IN UTILITY TRENCH.
SUMP PUMP DETAIL

6" PVC ASTM 3034-SDR 35 at 1% min. slope

6" x 4" reducer, within 5 feet of building

Discharge line to extend to the bottom of the floor joists or top of foundation wall

Cleanout at horizontal discharge

Sch. 40 piping

Check valve

Lid

All houses with footer drains are required to have sump pumps

Not to scale
OPTION 1

NOTE: DISTANCE X IS EQUAL TO HIGHEST KNOWN WATER MARK ON BASEMENT WALL

FLOOR DRAIN MODIFICATION TO PREVENT SURGE CHARGE OF SANITARY SEWER INTO BASEMENT

OPTION 2
WATERPROOFING
PERMIT
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