NEW SINGLE FAMILY DWELLING SUBMISSION REQUIRED DOCUMENTATION

PERMIT APPLICATIONS WILL NOT BE ACCEPTED IF ANY OF THE FOLLOWING INFORMATION IS NOT SUBMITTED WITH THE APPLICATION. INCOMPLETE SUBMITTALS WILL BE RETURNED TO THE APPLICANT. WE ARE UNABLE TO HOLD PLANS AND DOCUMENTS IN THE DEPARTMENT IF THE REQUIRED INFORMATION IS NOT INCLUDED WITH THE APPLICATION

REQUIRED DOCUMENTATION

☐ Topos - 11 x 17 (Scaled 1:20) or larger if necessary (Scaled 1:20) 5 Sets prepared by Civil Engineer - (5 Topos signed by owner, or submit letter stating builder has owner's permission to sign)
If spec house, builder needs to sign all 5 Topos
Show location of silt fencing on Topo
☐ Completed Building Permit Application
☐ 2 Sets of Construction Plans 24" x 36" (1/4" per ft.)

FEES

☐ $2,000 Check Made Payable to the City of Westlake for Engineering Department Grading & Drainage Deposit

SUPPORTING REQUIRED DOCUMENTATION

☐ Systems Description Form
☐ Energy Efficiency Compliance Form
☐ Plumbing ISO (Address must be on document)
☐ Electrical Plan AND Load Calculation Sheet
☐ Smoke Detector Specs
☐ Gas Fireplace Specs (If Applicable)
☐ Manual J / HVAC Ductwork Plan **
** Sizes of all floor, wall and ceiling diffusers are to be shown. Show all balancing dampers, and outside air inlets/ducts
Specify all materials and submit product data for the furnace, condenser, thermostat and outside air supply equipment

☐ Engineering Letter / Verification of Beams & Headers - only if plans are NOT Architect stamped
☐ Flashing Details
☐ Attic Venting Calculations
☐ Roof Truss Package (If Applicable)
☐ Window Schedule
☐ I-Joist Package (If Applicable)

Revised 2/13/20
APPLICATION
FOR PLAN
APPROVAL AND
CERTIFICATE OF OCCUPANCY
(PLEASE PRINT OR TYPE ENTIRE FORM)

Application Date: 

Date issued: 

Application Number: 

CITY OF WESTLAKE, OHIO

OWNER or PROJECT NAME:

hereby makes application for (1) Approval to erect, build or alter a structure as described in the application and the accompanying plans, which are a part of this application and (2) a Certificate of Occupancy for the same if applicable.

LOCATION AND DESCRIPTION OF LOT

ADDRESS: 

Sublot/Suite/ Bldg. # 

Development: 

Parcel #: 

Being feet front and feet deep on the 

Side Being feet rear and feet deep on the 

Side Total lot square footage 

DESCRIPTION OF BUILDING, STRUCTURE OR ALTERATION

Project Description: 

FLOOR AREA: 

GROSS SQ. FOOTAGE: 

LENGTH: 

WIDTH: 

HEIGHT: 

NO. OF STORIES: 

FRONT YARD SETBACK: 

REAR YARD SETBACK: 

SIDE YARD SETBACK: 

SIDE YARD SETBACK: 

ESTIMATED VALUE: 

SHORTEST DISTANCE TO ANY BUILDING ON ADJOINING LOT 

SHORTEST DISTANCE TO ANY BUILDING ON SAME LOT 

ADDITIONAL INFORMATION REQUIRED TO BE COMPLETED ON COMMERCIAL BUILDINGS

USE GROUP: 

OBC 

LIVE LOAD: 

OBC 

OCCUPANCY LOAD: 

OBC 

FIRE SUPPRESSION: (Full) or (Partial) 

Commercial: IF PROJECT IS A BUILDING ADDITION OR ALTERATION COMPLETE THE FOLLOWING FOR THE EXISTING BUILDING

A. Area - Square Feet 

B. Walls □ Masonry □ Frame, Wood □ Metal □ Other (specify) 

C. Roof □ Wood Frame □ All Metal □ Reinforced Concrete □ Heavy Timber □ Other 

D. Floors □ Wood on Wood Joists □ Concrete Steel Joists □ Reinforced Concrete □ Slab □ Other 

E. Ceilings □ Exposed Joists □ Plaster on □ Fire Rated Dry 

Rating in Hours □ 

Exposed Joists □ Wood □ Lath □ Wall or Tile 

Amount 

PLAN REVIEW 
ADDITIONAL REVIEW 
BUILDING B.B.S. 
TRENCH 
SIDEWALK 
RECREATION FEE 
CONSTRUCTION BOND 
TREE FEE 
SANITARY TAP 
STORM DRAINAGE 
TOTAL $ 

Grading & Drainage:
<table>
<thead>
<tr>
<th></th>
<th>Address</th>
<th>City, State, Zip</th>
<th>PHONE</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architect</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Contractor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>On Site Project Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If survey, site plan, or topographical map is not available, please indicate the following on graph:

- Show all lot lines and all lot dimensions.
- Show all streets bounding property
- Give distances from building to lot and street lines and other buildings on same lot, also buildings on adjacent lots

The Plan Approval herein applied for shall constitute an agreement on my part to abide by all the conditions herein contained and to comply with all the ordinances of the City of Westlake, and the laws of the State of Ohio relating to the work to be done thereunder; and said agreement is a condition of said approval.

Agent or Owner (Please print) ____________________________ (Signature) ____________________________

Company Name ____________________________ Email: ____________________________

Address ____________________________

Telephone Number ____________________________ Cell or Alternate Number: ____________________________
RESIDENTIAL ENERGY COMPLIANCE DECLARATION FORM

Job Site Address: ________________________________________________________________

Applicant shall indicate the energy compliance option below: Check ONE option.

☐ 1.) 2019 RCO Prescriptive, 1101.14 through 1104. (check one of the following)*
   ☐ 1a Simplified prescriptive, 1102.1.
   ☐ 1b UA Alternative, 1102.1.5 (attach RES-CHECK per 2018 IECC)

☐ 2.) 2019 RCO Simulated Performance Alternative, 1105. (attach Ecotrope, REM/Rate, Energyguage USA, DOE-2, or other)*

☐ 3.) 2019 RCO Energy Rating Index (ERI), 1106. (attach Ecotrope, REM/Rate, Energyguage USA, or other)*

* Air leakage testing (blower door) & verification report required – 5 ACH or less.
* Duct leakage (tightness) testing & verification report required, if outside conditioned space.

☐ 4.) 2019 RCO  OHBA Alternative, 1112. (check one of the following)**
   ☐ 4a Compliance path #1, 1112.1.2
   ☐ 4b Compliance path #2, 1112.1.2

** Air leakage testing (blower door) & verification report required – less than 5 ACH.
** Duct leakage (tightness) testing & verification report required if outside conditioned space.

☐ 5.) 2018 IECC R (check one of the following)***
   ☐ 5a Simplified prescriptive, R402.1
   ☐ 5b Total UA alternative, R402.1.5 (attach RESCHECK per 2018 IECC)
   ☐ 5c Simulated Performance Alternative, R405. (attach Ecotrope, REM/Rate, Energyguage USA, or other)
   ☐ 5d Energy Rating Index, R406. (attach Ecotrope, REM/Rate, Energyguage USA, or other)

*** Air leakage testing (blower door) & verification report required – 3 ACH or less.  R402.4.1.2.
*** Duct leakage (tightness) testing & verification report required if outside conditioned space. R403.3.3.

☐ 6.) 2019 RCO Existing Buildings, 1107, 1108, 1109, and 1111. Existing buildings (additions, alterations, repairs, and change of occupancy / use, shall comply with these sections.

Required for ALL Options Chosen

303.4 Mechanical Ventilation

Where the air infiltration rate of a dwelling unit is 5 air changes per hour or less where tested with a blower door at a pressure of 0.2 inch w.c. (50 Pa) in accordance with Section 1102.4.1.2 or Section 1112.2.4.2.1, the dwelling unit shall be provided with whole-house mechanical ventilation in accordance with Section 1505.4.
City of Westlake 2019 Residential Code of Ohio Systems Description Form

Applicant/General Contractor: ____________________________ Phone: ____________________________
Address of Project: ____________________________ Sublot: ____________________________
Project Description: ____________________________

Electrical System Description a,b

<table>
<thead>
<tr>
<th>Service Size (Amps)</th>
<th>Size of Service Entrance Conductors</th>
<th>Panel Location(s)</th>
<th>Number of Sub-Panels</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 100 Amp</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ 200 Amp</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Over 200 Amp</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

a. Provide a detailed electrical diagram for review and approval.
b. Provide detailed electrical and gas piping diagrams for generator installations.

HVAC System Description

<table>
<thead>
<tr>
<th>Heating Equipment Type, Size &amp; Efficiency</th>
<th>Design Heat Loss (Btu/h)</th>
<th>Type of Fuel</th>
<th>Location of Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Forced Air</td>
<td>Btu/h</td>
<td>☐ Natural Gas</td>
<td>☐ Basement</td>
</tr>
<tr>
<td>☐ Boiler</td>
<td>Btu/h</td>
<td>☐ LP</td>
<td>☐ Attic</td>
</tr>
<tr>
<td>☐ Heat Pump</td>
<td>Btu/h</td>
<td>☐ Oil</td>
<td>☐ Closet</td>
</tr>
<tr>
<td>☐ Electric</td>
<td>kW</td>
<td>☐ Electric</td>
<td>☐ Crawl Space</td>
</tr>
<tr>
<td>☐ Geothermal</td>
<td>kW (Btu/h)</td>
<td>☐ Other</td>
<td>☐ Outdoor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cooling Equipment Type, Size &amp; Efficiency</th>
<th>Design Heat Gain (Btu/h)</th>
<th>Location of Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ AC</td>
<td>Btu/h</td>
<td>☐ Outdoor</td>
</tr>
<tr>
<td>☐ Heat Pump</td>
<td>Btu/h</td>
<td>☐ Other</td>
</tr>
<tr>
<td>☐ Geothermal</td>
<td>kW (Btu/h)</td>
<td></td>
</tr>
</tbody>
</table>

Area of Conditioned Space (sq. ft.) Duct Size (Supply and Return)

Plumbing System Description

ISO Required for New Dwellings and Alterations to Plumbing System

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY.</th>
<th>ITEM</th>
<th>QTY.</th>
<th>ITEM</th>
<th>QTY.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Closet</td>
<td></td>
<td>Laundry Tray</td>
<td></td>
<td>Pressure Reducing Valves</td>
<td></td>
</tr>
<tr>
<td>Lavatory Sink</td>
<td></td>
<td>Floor Sink</td>
<td></td>
<td>Garbage Disposal</td>
<td></td>
</tr>
<tr>
<td>Hot Tub</td>
<td></td>
<td>Sump Pump</td>
<td></td>
<td>Clothes Washer</td>
<td></td>
</tr>
<tr>
<td>Kitchen Sink</td>
<td></td>
<td>Floor Drain</td>
<td></td>
<td>Dishwasher</td>
<td></td>
</tr>
<tr>
<td>Bathtub / Shower</td>
<td></td>
<td>Hot Water Heater</td>
<td></td>
<td>Backflow Device</td>
<td></td>
</tr>
</tbody>
</table>

WATER HEATER Location: ☐ Basement ☐ Garage ☐ Attic ☐ Other
Fuel Type: ☐ Natural Gas ☐ Electric ☐ Other
Capacity: ☐ BTUs ☐ Tankless
WATER SERVICE Type: ☐ Copper ☐ PVC / Plastic ☐ Other ☐ Extend Line
Size: ☐ 3/4" ☐ 1" ☐ 1-1/4" ☐ 1-1/2" ☐ 2"

Fuel Gas System Description

<table>
<thead>
<tr>
<th>Size of Fuel Gas Main</th>
<th>Piping Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Steel Pipe Sch. 40</td>
<td></td>
</tr>
<tr>
<td>☐ CSST</td>
<td></td>
</tr>
<tr>
<td>☐ Other</td>
<td></td>
</tr>
</tbody>
</table>
City of Westlake
27700 HILLIARD BOULEVARD • WESTLAKE, OHIO 44145 • (440) 871-3300
Dennis M. Clough, Mayor
Fax: (440) 617-4189

SURVEYOR MUST SUBMIT FOOTER VERIFICATION TO THE ENGINEERING DEPARTMENT,
AFTER EXCAVATING,
PRIOR TO SCHEDULING THE FOOTER INSPECTION.
ENGINEERING & BUILDING DEPT.
INSPECTION CERTIFICATE

Single Family Homes
Bottom of Footer Elevation

I hereby certify that the Bottom of Footer Elevation of subplot #_______
In.the ___________________________ sub-division
at ________________________ was Observed to be _________.
Address & Street Name

The proposed survey and grading/plot plan for the above subplot
shows the proposed sub-grade elevation to be _________.
Date of Survey: ________________

________________________
Signature of Professional Surveyor

________________________
Engineering Approval

__________
Date Approved

An Equal Opportunity Employer