



BUILDING DEPARTMENT

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COMMERCIAL PLAN SUBMITTAL INFORMATION

General Information

- Plans will be reviewed in accordance with the 2017 Ohio Building, Mechanical, and Plumbing codes, as well as the 2017 NEC.
- All new construction, additions, or exterior alterations require approval from our Planning Commission. Plan approval will not be issued without this review.
- One set of civil engineered drawings will need to be submitted to our Engineering Department for initial review for new construction, additions, or exterior site changes.
- Fire alarms, sprinklers, exhaust hoods, and suppression work require separate plan approval. Drawings must be done by a registered fire alarm or sprinkler designer.
- Review time is approximately two to three weeks, but can vary by project.
- All fees will be calculated at the time the plan approval is complete.

Review Process

- Applicants must submit 4 sets of drawings with completed plan approval application.
- Plans are then routed to the Plans Examiner, Engineering, Planning and Fire Departments and reviewed concurrently.
- A plan approval will be issued after all departments and the Plans Examiner have approved the plan.

Plan Resubmittal

- Plans Marked Insufficient Documents
 - Submit 3 complete sets of revised plans.
 - Submit 2 written response letters to the plan review record, and any additional requested information.
- Non-Conformance or Conditional Approvals
 - Submit 3 copies of the drawing pages that need revisions.
 - Submit 2 written response letters to the plan review record, and any additionally requested information.