

## GEAUGA COUNTY BUILDING DEPARTMENT COMMERCIAL APPLICATION REQUIREMENTS

\*\*\* THE FOLLOWING DEPARTMENTS SHALL BE CONTACTED AND ALL NECESSARY PERMITS OBTAINED PRIOR TO STARTING ANY COMMERCIAL PROJECT. A LOCAL ZONING PERMIT OR EXEMPTION LETTER SHALL BE SUBMITTED ALONG WITH THE BUILDING PERMIT APPLICATION. A BUILDING PERMIT SHALL NOT BE ISSUED UNTIL ALL REQUIRED APPROVALS ARE OBTAINED. \*\*\*

**A.) GEAUGA COUNTY ENGINEER:** For all new installations a drive/culvert permit shall be obtained by the owner/contractor.

**LOCATION:** 12665 Merritt Rd, Chardon, Ohio 44024 **Phone:** 440-279-1800

**Fax:** 440-285-9864

**B.) GEAUGA SOIL & WATER CONSERVATION DISTRICT:** When a proposed commercial, industrial, or residential development area consists of five (5) or more contiguous acres and earth-disturbing activities are proposed for the whole area or any part thereof. The owner of record shall develop and submit to the Geauga SWCD a Water Management and Sediment Control Plan, in accordance with the criteria in Section 3.20 and the requirements set forth in Section 4.01A. The plan shall contain sufficient detail information, drawings, and explanation to describe the method of storm water management and how soil erosion and off-site sedimentation will be kept to a minimum, both during and after development. No earth-disturbing activities shall commence prior to the filing of the Water Management and Sediment control Plan with the Geauga SWCD {See County Engineer's Standard Specifications, Section III-A&B-10 and OEPA General Permit Part II}.

**NOTIFICATION:** The Geauga SWCD shall be notified 48 hours prior to commencement of earth-disturbing activities for all approved commercial, industrial or residential development, regardless of acreage. The Geauga SWCD shall also be notified upon project completion.

**LOCATION:** 14269 Claridon-Troy Rd. Burton, Ohio 44021 **Phone:** 440-834-1122 **Fax:** 440-834-0316

**C.) OHIO EPA:** To ensure that the commercial sewage systems are operating properly and/or prevent the development of a hardship situation, the Ohio EPA needs to be involved in the following situations for facilities with their own sewage treatment system:

1. New buildings designed for occupancy that will generate a wastewater stream.
2. Building expansions whether they involve new wastewater streams or not. This is necessary to ensure that the expansion will not disrupt the existing sewage system or future reserved replacement areas (for on-site disposal).
3. Issuance of new or higher classification of food establishment or food license (i.e. Upgrading from FE to Class I).
4. Interior remodeling of existing structures or building conversion from residential to commercial use.

**LOCATION:** Northeast District Office 2110 E. Aurora Rd. Twinsburg. Ohio 44087 **Phone:** 330-425-9171 **Fax:** 330-487-0769

2/15/23

**4101:2-1-17 CONSTRUCTION DOCUMENTS, WHEN REQUIRED:**

Where the **OBC** is applicable under Rule 4101:2-1-09 of the Administrative Code and before a building or addition to a building is constructed or erected, and before a building is altered or relocated, or building equipment is installed therein, or there is a change of occupancy, construction documents relating to the work and equipment under consideration shall be prepared in conformity with Rules 4101:2-1-19 and 4101:2-1-20 of the Administrative Code and submitted to the building official for inspection.

**4101:2-1-18 CONSTRUCTION DOCUMENTS, WHEN AND WHERE TO FILE:**

**{B}** Construction documents shall be submitted in triplicate.

**4101:2-1-19 CONSTRUCTION DOCUMENTS TO BE ADEQUATE:**

**{A}** Construction drawings required shall be drawn to scale and shall be sufficiently clear, comprehensive, detailed, and legible when submitted to the building official so that, together with any accompanying construction documents, a person who is competent in such matters can determine whether or not the proposed building, addition, or alteration, and all proposed building equipment will conform in safety and sanitation to all applicable provisions of the OBC.

**{C}** Construction documents for all buildings shall designate the occupancy, type of construction, suppression system occupancy hazard classification and fire resistance rating of all structure elements as required by this code. The construction documents shall include data substantiating all required fire resistance ratings.

**{D}** Construction documents shall indicate how penetrations will be made for electrical, mechanical, plumbing, and communication conduits, pipes, and systems, and shall also indicate the materials and methods for maintaining the required structural integrity, fire resistance rating, and firestopping.

**{E}** Construction drawings, when submitted to the building official for review shall be in standard multiples of eight and one-half inches by eleven inches or nine inches by twelve inches MINIMUM in size and shall include:

1. An index of drawings located on first sheet.
2. A plot plan showing street location; the location of the proposed building and all existing buildings on the site; including setback and sideyard dimensions; distance between all buildings; and location and size of all utility lines.
3. Floor plans, including plans of full or partial basements or cellars and full or partial attics or penthouses. Floor plans must show all relevant information such as door swings, stairs and ramps, windows, shafts, etc.; and must be sufficiently dimensioned to describe all relevant space sizes. Wall materials must be described by crosshatching (with explanatory key), by notation, or by other clearly understandable method. Spaces must be identified by code appellation, i.e., an "auditorium" may not be identified as "meeting room" if its size and function dictates that it is an auditorium;

4. All elevations necessary to completely describe the exterior of the building including floor to floor dimensions;
5. Cross section, wall sections and detail sections, to scale, as may be required to describe the general building construction including wall, ceiling, floor and roof materials and construction; and details which may be necessary to describe typical connections, etc;
6. Complete structural description of the building on the above drawings including size and location of all principal structural elements and a table of live loads used in the design of the building and computations, stress diagrams and other data sufficient to show correctness of plans;
7. Complete description of the mechanical, electrical and fire protection systems of the building on the above drawings or on separate drawings, including plumbing schematics and principle plumbing, heating, ventilation and air conditioning duct and piping layouts and lighting and power equipment layouts; and
8. Additional graphic or text information as may be reasonably required by the building official to allow him to review special or extraordinary construction methods or equipment

#### **CONSTRUCTION DOCUMENTS, REQUIRED EVIDENCE OF RESPONSIBILITY**

**{A}** Required construction documents, when submitted for inspection as required under Rule 106.3.4 Administrative Section of the OBC, shall bear the identification of the person responsible for their preparation and for the provisions for safety and sanitation shown therein.

**{B}** Construction documents, when submitted for inspection as required under Rule 106.3.4 Administrative Section of the OBC, shall bear the seal of a registered design professional pursuant to section 4703-3-01 and 4703:1-3-01 of the Ohio Administrative Code.

#### **BEFORE ISSUING THE BUILDING PERMIT, THE COUNTY ALSO REQUIRES THE FOLLOWING PERMITS:**

- {1}** A Zoning Permit from the Village/Township where work is proposed.
- {2}** A Drive/Culvert Permit.
- {3}** Approval Letter/Permit from Geauga Soil & Water
- {4}** EPA/Water Resources Sewage Permit
- {5}** Floodplain Permit, issued by (Gauga County Building Department)
- {6}** Three complete set of construction documents

\*\*\* Plumbing permits shall be required prior to installation. Plumbing Permits are issued by the Geauga County Health Department.

**LOCATION:** 470 Center St. Bldg. # 8, Chardon, Ohio 44024      Phone: 440-279-1900  
**Fax:** 440-286-1290

1/20/2006