The City of Westlake Ohio

DENNIS M. CLOUGH, MAYOR

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.

ALL REQUIRED AND SUPPORTING DOCUMENTATION MUST ALSO BE EMAILED TO:
planexam@sixmoarchitecture.com.

REQUIRED DOCUMENTATION

- ☐ **Topo - 11 x 17 (Scaled 1:20) or larger if necessary (Scaled 1:20) 1 Set prepared by Civil Engineer - signed by owner, or submit letter stating builder has owner's permission to sign)**
  ***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 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)**

Application Date:

Date Issued: _____

Application Number: _____

CITY OF WESTLAKE, OHIO

APPLICATION

FOR PLAN APPROVAL AND CERTIFICATE OF OCCUPANCY

(PLEASE PRINT OR TYPE ENTIRE FORM)

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

Grading & Drainage:

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

CONSTRUCTION TYPE: _____ OBC

FIRE SUPPRESSION: _____ (Full) or _____ (Partial)

LIVE LOAD: _____ OBC

OCCUPANCY LOAD: _____ OBC

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

A. Area - Square Feet

Basement _____
1st Floor _____
2nd Floor _____
3rd Floor _____
Other Floors _____
Total _____

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: ☐ Steel ☐ Wood; Plaster on: ☐ Lath; Fire Rated Dry: ☐ Wall or Tile; Rating in Hours ☐ _____

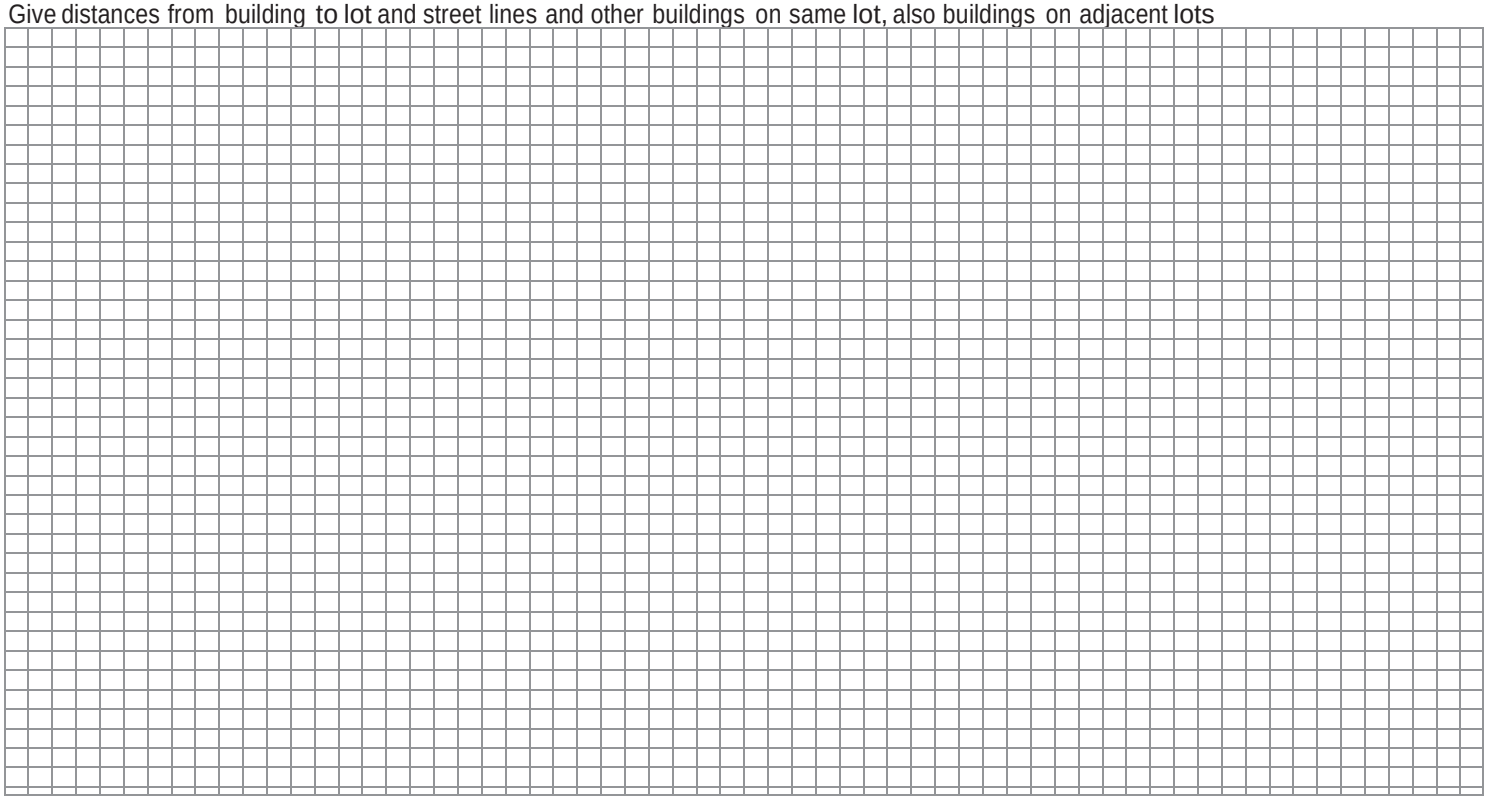
	NAME	ADDRESS	PHONE	E-MAIL
Architect				
Engineer				
General Contractor				
On Site Project Manager				

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: _____

City of Westlake 2024 Residential Code of Ohio Systems Description Form

Applicant/General Contractor: _____ Phone: _____

Address of Project: _____ Sublot: _____

Project Description: _____

Electrical System Description a,b

Service Size (Amps)	Size of Service Entrance Conductors	Panel Location(s)	Number of Sub-Panels	Location
☐ 100 Amp ☐ 200 Amp ☐ Over 200 Amp				☐ Overhead ☐ Underground

a. Provide a detailed electrical diagram for review and approval.

b. Provide detailed electrical and gas piping diagrams for generator installations.

HVAC System Description

Heating Equipment Type, Size & Efficiency	Design Heat Loss (Btu/h)	Type of Fuel	Location of Equipment
☐ Forced Air Btu/h_____ Eff._____ ☐ Boiler Btu/h_____ Eff._____ ☐ Heat Pump Btu/h_____ Eff._____ ☐ Electric kW_____ Eff._____ ☐ Geothermal kW (Btu/h)_____ Eff._____		☐ Natural Gas ☐ LP ☐ Oil ☐ Electric ☐ Other_____	☐ Basement ☐ Attic ☐ Closet ☐ Crawl Space ☐ Outdoor

Cooling Equipment Type, Size & Efficiency	Design Heat Gain (Btu/h)	Location of Equipment
□ AC Btu/h_____ Eff._____ □ Heat Pump Btu/h_____ Eff._____ □ Geothermal kW(Btu/h)_____ Eff._____		☐ Outdoor ☐ Other_____
Area of Conditioned Space (sq. ft.)	Duct Size (Supply and Return)	

Plumbing System Description

ISO Required for New Dwellings and Alterations to Plumbing System

ITEM	QTY.	ITEM	QTY.	ITEM	QTY.
Water Closet		Laundry Tray		Pressure Reducing Valves	
Lavatory Sink		Floor Sink		Garbage Disposal	
Hot Tub		Sump Pump		Clothes Washer	
Kitchen Sink		Floor Drain		Dishwasher	
Bathtub / Shower		Hot Water Heater		Backflow Device	

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

	Size of Fuel Gas Main	Piping Materials
		☐ Steel Pipe Sch. 40 ☐ CSST ☐ Other_____

The City of Westlake Ohio
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www.cityofwestlake.org

BUILDING DEPARTMENT
27700 Hilliard Blvd. Phone 440.617.4105
Westlake, OH 44145 Fax 440.617.4144

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.

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ENGINEERING DEPARTMENT
27700 Hilliard Blvd.
Westlake, OH 44145
Phone 440.871.3300
Fax 440.617.4189

Revised: 7/10/23

It has become increasingly more important for the information included on new home topo's to be as accurate and complete as possible. Therefore, the following list of items will be required to appear on each plan:

All plans submitted must be prepared by a professional surveyor or engineer registered in the State of Ohio, and include the following information:

General (to be shown on drawing)

- Scale 1" = 20'
- Drawing Size: 11" x 17" or 12" x 18" for larger parcels, Call the Engineering Dept. for a variation on the drawing scale and/or size
- Subdivision name Volume and Page of plat (if applicable)
- Sublot number (if applicable)
- Permanent Parcel Number
- House Address
- Surveyor's or Engineer's name, address, phone number, seal, certification clause, and signature
- Builders name, address and phone number
- North arrow
- Date of survey
- House dimensions and setbacks for front, rear and side yards
- All recorded easements (sewer, walk, swale, utility, etc.)
- Existing pavement and utilities
- Proposed driveway including:
    - Type of hard surface
    - Driveway dimensions
    - Curb on edge of drive opposite side loading garages within 4' of property lines
    - Proposed concrete apron with dimensions and curb cut
    - Proposed 5' concrete sidewalk
- Existing drives, aprons and sidewalks within 25 ' of property lines
- Legend
- Lot dimensions and bearings
- Locations of property pins, existing or to be set at all property comers including curve P.T. and P.C.

- Individual rear yard inlets 2 per lot where applicable, including:
    - Rim and invert elevations
    - Tie-in to storm connection with pipe size (6"min.), type, grade
    - Minimum slop 1% and length for all segments
- Proposed private sidewalk(s) with elevations
- Proposed patio with elevations (if applicable)
- Cleanouts with invert elevation or inlets with rim and invert elevations at all bends (100' min. between clean outs)
- Invert elevation at storm and sanitary connection
- Sump pump note and detail (required on all lots)
- Yard swales with a centerline 2 foot minimum from property line, typical detail, and centerline elevations
- Filter fabric or sock around entire lot- Silt Control*

The following notes should be included on all topos:

- The City of Westlake Engineering Dept. must be notified twenty-four (24) hours in advance for all required inspections.
- Sump pump is required for footer drains, use minimum 1% slope to storm sewer.
- Prior to construction, basement and footer elevations are to be verified by the builder/contractor and if a discrepancy exists between the house plans and this plot plan, the City of Westlake and (Your Company) shall be notified.
- Label benchmark and elevation with a leader to its location.
- Face/Front of mail boxes shall be installed 12" from back of curb or edge of pavement.
- I acknowledge that my builder has reviewed this plot plan with me prior to its submission to the City of Westlake.

Home Owners Signature & Date

The following details should be included on topo's as applicable:

- Typical yard swale section
- Sump pump connection detail
- Rear yard inlet
- Curb ramp detail (all corner lots)

Grading & Drainage

Show existing and proposed grades at the house corners, lot corners front and rear building lines on the property line and at the mid-point of both the front and rear property lines. Give existing and/or proposed elevations for all swales, ditches, ridges, and other unusual features of terrain.

Include existing elevations at the property line extension for the pavement centerline, gutter, top of curb road ditch, and back of walk or right-of-way. Give existing elevations on adjacent parcels (at 50 feet intervals), 25 feet off property lines. If the adjacent lot either side has an existing finished elevation of the front and rear comers of that structure.
Roadside ditch elevations should be proposed drive culverts. The minimum culvert size is 10 inch (10"). Culvert calculation should be provided.

Show surface water flow direction on the plan and include rim elevation, invert and connecting sewer design for any inlets that are required.
So that all topos/surveys are the same, include all existing and proposed elevations as indicated:

Proposed Finished Elevation Existing Elevation
The plan should include the proposed elevations for the finished first floor, finished garage floor, finished basement floor (if applicable), top of footer elevation and bottom of footer elevation.

On homes with side loading garages, provide property line elevations (existing and proposed) and proposed drive elevation opposite the doors with surface water flow across drive.

Label benchmark with elevation and location. The nearest hydrant should be used whenever possible. B.M. must be located within 200 feet of site. Datum must be U.S.G.S. related. A benchmark using an "assumed" elevation will not be acceptable.

Utilities and Connections

Indicate on the plan all existing utilities affecting the site (ie: storm sewer, sanitary sewer, water, gas, etc.) and label all pipe sizes. Include manholes on each side of the proposed connection and give a rim elevation and invert. Show and label the water, sanitary and storm sewer connections and test tees, indicate if existing or proposed.

Cleanouts should be shown with invert elevations as per 915 of the Codified Ordinances of the City of Westlake, Ohio.

Special Notes and Details

From time individual lots or entire developments may require specific information that is unique and was indicated on the approved site development plans. This information must be included on or with the topo submittal.

Although the City of Westlake will review to ensure that these items are included, it is the responsibility of the submitting surveyor to have at his disposal all information unique to the lot/development and to include that information on or with the submittal.

To Plan Preparer

All proposed grades must confirm to the minimum City of Westlake Standards and requirements and must coincide with approved subdivision Master Grading Plan (if applicable).
Of particular importance is that all grading and surface water flow must conform to the City of Westlake on-site retention requirements.

Under no circumstances will the surface water flow be allowed to drain on an adjacent parcel, or towards any dwelling unless given prior approval of the Director of Engineering of the City of Westlake.

Approval

Omission of any of the stated requirements will necessitate the denial of approval and return of the plan to the preparer for the revision.

The submittal of a plan proposing a modification of an approved house grade may require a resubmittal of the master grading plan.

Submittal

Submittal of one (1) copy of the completed topo is required and approval and should be included with the building application for each lot. Ample time should be allotted for review and approvals prior to the construction stating date. Once the topo is approved the Engineering reviewer will contact the preparer for an Additional four (4) Copies to be submitted for approval.

Additional, ***revised or resubmitted*** topos should be submitted to the Engineering Department for review and approval and must include:

- A cover letter from the plan preparer identifying the lot address, builder, and the revisions made.
- Five (5) ***hard copies*** of the revised topo.

Topos ***will not be accepted*** or reviewed without a cover letter/transmittal. Topo's will not be accepted without home owner's signature, on at least two of them.

*Inspection of Sanitary and Storm Sewer tie ins, will only happen ***once Silt Control is installed***.

As-Built Topos

Before Engineering Department's final grade check and approval, two (2) copies of an as-built topo must be submitted. Any refunds from the grading and drainage deposit will not be released until the as-built is received and approved.

James J. Smolik, P.E.
Director of Engineering

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ENGINEERING & BUILDING DEPT
INSPECTION CERTIFICATE

SINGLE FAMILY HOMES
BOTTOM OF FOOTER ELEVATION

I hereby certify that the Bottom of Footer Elevation of sublot #_____

In the _____ sub-division

at _____ was Observed to be _____.
Address & Street Name

The proposed survey and grading/plot plan for the above sublot shows the proposed sub-grade elevation to be _____.

_____
Date of Survey

_____
Signature of Professional Surveyor

_____
Engineering Department Approval

_____
Date Approved