The City of Westlake Ohio
DENNIS M. CLOUGH, MAYOR

www.cityofwestlake.org

BUILDING DEPARTMENT
27700 Hilliard Blvd.
Westlake, OH 44145
Phone 440.871.3300
Fax 440.617.4144

RESIDENTIAL REMODEL SUBMITTAL CHECKLIST	
This Sheet Must Be Completed, or Plans will be Rejected	
Address of Project	
Home Owner's Name	
Contractor Company Name	
Contact Name	
Contact Email	
Permit Application listing written Scope of Work	
2 sets Detailed Plan of existing layout	
2 sets Detailed Plan of proposed layout	
Are plumbing fixtures being replaced to same location?	
If not, Plumbing ISO is required	
Name of Plumbing Contractor	
Electrical Plan / Load Calculation Sheet	
Is under cabinet lighting being installed?	
Name of Electrical Contractor	
Is ductwork being removed or modified?	
If yes, Provide Manual J / HVAC Ductwork Plan	
Name of HVAC Contractor	
Are any walls* or soffits being removed?	
* If removing walls, indicate Load Bearing Walls	
Are any walls or beams being installed?	
Are any windows being removed?	
Are any windows being installed?	
Are any doors being removed?	
Are any doors being installed?	