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 ADDITION SUBMITTAL CHECKLIST	
This Must Be Completed or Plans Will be Rejected!	
Address	
Owner	
Contractor	
Contact Name	
Contact Email	
Completed Permit Application (ONLINE)	
Copy of Topo with distances to all lot lines	
Systems Description Form	
Energy Efficiency Compliance Form	
Plumbing ISO	
Electrical Plan / Load Calculation Sheet	
Manual J / HVAC Ductwork Plan	
Engineering Letter / Verification of Beams & Headers	
Attic Venting Calculations	
Roof Truss Package (If Applicable)	

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_____

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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.