

# APPLICATION FOR RESIDENTIAL BUILDING PERMIT



**CITY OF MIDDLEBURG HEIGHTS**  
**Division of Building**  
15700 BAGLEY ROAD, MIDDLEBURG HEIGHTS, OHIO 44130  
Phone (440) 234-2218 • Fax (440) 234-9092  
E-mail: [building@middleburgheights.com](mailto:building@middleburgheights.com)



## TO THE BUILDING COMMISSIONER:

With this detailed application and plans, I \_\_\_\_\_, hereby make application for the construction as described in detail below at the location given. The acceptance of the permit herein applied for shall constitute an agreement on the part of the undersigned to abide by all conditions therein contained and to comply with all ordinances of the City of Middleburg Heights and the laws of the State of Ohio relating to the work to be done there under and said agreement is a condition of said permit. Furthermore, I agree to notify the Division of Building for inspections as follows: FOOTER BEFORE POURING; FRAMING; ELECTRICAL WIRING, PLUMBING, HEATING PIPES, ETC. BEFORE COVERING; FOUNDATIONS AND DRAINS BEFORE BACKFILLING; AND FINAL FOR OCCUPANCY.

ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_

PROPERTY OWNER NAME \_\_\_\_\_

PROPERTY OWNER ADDRESS (If different from above) \_\_\_\_\_

PERMANENT PARCEL NUMBER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ S/L # \_\_\_\_\_

## Plan Submittal Information

Architect/Plans Author: \_\_\_\_\_ Phone # \_\_\_\_\_

Architect E-mail (to assist with correspondence) \_\_\_\_\_

Mechanical Engineer \_\_\_\_\_ Phone # \_\_\_\_\_

Electrical Engineer \_\_\_\_\_ Phone # \_\_\_\_\_

Civil Engineer \_\_\_\_\_ Phone # \_\_\_\_\_

**NOTE: BEFORE ANY JOB IS STARTED, ALL CONTRACTORS MUST BE REGISTERED AND A PERMIT MUST BE APPROVED AND ISSUED. ANY JOB STARTED BEFORE APPROVAL AND ISSUANCE OF A PERMIT SHALL BE SUBJECT TO A PENALTY.**

GENERAL CONTRACTOR \_\_\_\_\_

CONTRACTOR AGENT \_\_\_\_\_ CELL # \_\_\_\_\_

CONTRACTOR ADDRESS \_\_\_\_\_

CONTRACTOR PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

I HEREBY APPROVE THE ABOVE APPLICATION FOR A PERMIT TO PERFORM THE ABOVE DESCRIBED WORK SUBJECT TO THE REQUIRED APPROVED DRAWINGS.

\_\_\_\_\_  
BUILDING OFFICIAL

\_\_\_\_\_  
DATE

**RESIDENTIAL CONSTRUCTION – CHECK ALL THAT APPLY:**

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> SINGLE-FAMILY     | <input type="checkbox"/> TWO-FAMILY          | <input type="checkbox"/> MULTI-FAMILY |
| <input type="checkbox"/> NEW CONSTRUCTION  | <input type="checkbox"/> INTERIOR ALTERATION | <input type="checkbox"/> ADDITION     |
| <input type="checkbox"/> ABOVE-GROUND POOL | <input type="checkbox"/> IN-GROUND POOL      | <input type="checkbox"/> FOUNDATION   |
| <input type="checkbox"/> ATTACHED GARAGE   | <input type="checkbox"/> DETACHED GARAGE     |                                       |

SIZE OF LOT _____	TOTAL HOUSE SQUARE FOOTAGE _____
SQ. FT. OF 1 <sup>ST</sup> FLOOR _____	SQ. FT. OF 2 <sup>ND</sup> FLOOR _____
TOTAL # OF BEDROOMS _____	TOTAL # OF BATHROOMS _____
TOTAL # OF ROOMS _____	SIZE OF HOUSE FOOTPRINT _____
HEATING SYSTEM SIZE _____	HEATING SYSTEM TYPE _____
AIR CONDITIONING SIZE _____	ROOFING MATERIAL _____
EXTERIOR BUILDING MATERIAL _____	
EXTERIOR SURFACE MATERIAL _____	
FIREPLACE TYPE _____	

**JOB DESCRIPTION**

**DESCRIBE FULLY:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>ESTIMATED CONSTRUCTION COST:</b>	BUILDING	\$ _____
	ELECTRICAL	\$ _____
	PLUMBING	\$ _____
	HVAC	\$ _____
	<b>TOTAL</b>	<b>\$ _____</b>

***SUBMIT WITH APPLICATION:***

<b>NEW HOUSES</b>	4 BUILDING PLANS (includes 1 for the Architect) 7 TOPOS MODEL ENERGY CODE BUILDING MATERIAL LIST
<b>ADDITION TO HOUSES</b>	2 BUILDING PLANS 2 SITE PLANS
<b>INTERIOR REMODEL</b>	2 BUILDING PLANS
<b>SWIMMING POOL</b>	2 SITE PLANS WITH BROCHURE

**General Information for Building Plans**

- \* All residential building plans must comply with the 2006 Residential Code of Ohio, 2007 Ohio Plumbing Code, 2007 Ohio Mechanical Code, 2008 National Electric Code, as well as the Middleburg Heights Codified and Zoning Ordinances.
- \* All drawing must be prepared in ink or equivalent
- \* Minimum scale of ¼ inch = 1 foot; all dimensions must be shown
- \* Minimum sheet size to be 11 x 17 inches
- \* Owners name and address of project must be shown
- \* When plans are prepared by an Ohio registered design professional, at least one set of plans must bear the original seal, signature and date. This set will be retained by the city.
- \* Structural framing plans detailing all members, sizes, span lengths and spacing; include connection details
- \* List design load criteria: live load, dead load, snow load, wind load, bearing capacity and lateral earth pressure
- \* Show foundation plan and footing details; label all rooms and smoke alarms
- \* Show all elevations indicating widow and door dimensions and widow sill height above finished floor
- \* Include load calculations for all columns; structural framing plan for roof and location of safety glazing
- \* Provide manufacturer's design specifications for pre-fabricated fireplaces
- \* Include energy conservation for specific requirements
- \* For our records, we encourage a PDF of the final set of approved documents

**CONTRACTORS**

**General/Builder**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

**Asphalt/Paving**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

**Carpentry**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

**Concrete**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

**Drywall**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

**Electrical**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

**Excavation**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

**HVAC**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

**Insulation**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

**Landscaping**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

**Masonry/Foundation**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

**Plumbing**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

**Roofing**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

**Siding**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

**Structural Steel**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

**OTHER**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_