



City of North Royalton

Mayor Paul Marnecheck II

Community Development, Building Division

11545 Royalton Road, North Royalton, OH 44133

Phone: 440-582-3000

APPLICATION FOR RESIDENTIAL PLAN APPROVAL ONE-, TWO-, AND THREE-FAMILY

- Submit one completed application per building or structure. Type or print all information in ink. Fill in the forms completely. Incomplete forms may delay processing.
- For new residential (ground-up) construction, the applicant shall read and complete the "New Residential Construction - Supplemental Requirements" packet.
- Submit two (2) hard copies of the entire set of construction documents (drawings and specifications). Construction documents shall include information as required by the project scope and may include, but not be limited to the following: plans, elevations, sections, detailed wall sections, enlarged details, mechanical system drawings, electrical system drawings, plumbing system drawings, specifications, product literature, etc. Drawings shall be to a standard scale and legible.
- Submit five (5) hard copies of the site plans and associated site construction documents. Construction documents shall include information as required by the project scope and may include, but not be limited to the following: site plans (showing all lot lines, structures, front / side / rear setbacks, easements, paving, site features, etc.), topographic / grading plans, utility plans, etc. Drawings shall be to a standard scale and legible.

1. PROJECT LOCATION:

Address _____

Sublot _____

Permanent Parcel Number _____

Zoning District and Ward _____

2. TYPE OF RESIDENCE:

1-Family _____

2-Family _____

3-Family _____

3. TYPE OF WORK:

New Construction _____

Addition _____

Alteration _____

Demolition _____

4. SCOPE OF WORK:

Building / General _____

Electrical _____

Specialty/Miscellaneous/Other (describe) _____

HVACR (Mechanical) _____

Plumbing _____

5. BRIEFLY DESCRIBE THE WORK COVERED UNDER THIS APPLICATION:

6. SQUARE FOOTAGE:

Basement Square Footage: _____

Garage Square Footage: _____

First Floor Square Footage: _____

Porch & Patio Square Footage: _____

Second Floor Square Footage: _____

Deck Square Footage: _____

Total (Basement, 1st & 2nd Floors): _____

Total (Garage, Porch, Patio & Deck): _____

7. PROPERTY OWNER/PROSPECTIVE BUYER:

Name

Name of Business (if applicable)

Address

Phone

City, State and Postal Code

Email (electronic mail)

8. APPLICANT - OWNER OR DESIGNATED REPRESENTATIVE:

Name

Name of Business (if applicable)

Address

Phone

City, State and Postal Code

Email (electronic mail)

9. DESIGN PROFESSIONAL (IF APPLICABLE):

Name

Name of Business (if applicable)

Address

Phone

City, State and Postal Code

Email (electronic mail)

Registration / Certification Number and Expiration Number

Type of Design Professional (Architect, Engineer, Fire Protection, Etc.)

10. LIST OF CONTRACTORS / SUB-CONTRACTORS:

Carpentry

Masonry

Electrical

Plumbing

Excavation

Roofing

General

Specialty / Miscellaneous / Other

HVACR (Heating Ventilation Air-conditioning and Refrigeration)

Specialty / Miscellaneous / Other

11. ESTIMATED CONSTRUCTION COST: _____

I certify that I am the _____ Owner _____ Owners Authorized Agent and that all of the information contained in this application is true, accurate and completed to the best of my knowledge. All official correspondence related to this application should be sent to my attention at the address shown above.

☐ I confirm I have read and understand the above statement

Printed Name, Title and Date

CLERICAL:

Permit Application Number

Application Fee Received By

NOTES AND PERMIT FEES:

Building Officials Signature and Date



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NEW RESIDENTIAL CONSTRUCTION –SUPPLEMENTAL REQUIREMENTS

New residential construction (ground-up) shall require the completion of this packet in addition to the Application for Residential Plan Review. Please familiarize yourself with the additional information provided in this document.

Use the following checklist to ensure accurate completion of the application for new residential construction:

- ☐ APPLICATION FOR RESIDENTIAL PLAN REVIEW - Submit completed "Application for Residential Plan Review".
- ☐ PLAN REVIEW FEE - Attach a check or money order payable to the City of North Royalton for the required review of the construction documents. Fee shall be calculated at twelve cents (\$0.12) per square foot of area measured from the outside dimensions of all levels, including garages, decks and porches.
- ☐ BUILDING CONSTRUCTION DOCUMENTS (DRAWINGS AND SPECIFICATIONS) - Submit two (2) hard copies of the entire set of construction documents (drawings and specifications). Drawings shall be to a standard scale and legible. Construction documents shall include information as required by the project scope and may include, but not be limited to the following: plans, elevations, sections, detailed wall sections, enlarged details, mechanical system drawings, electrical system drawings, plumbing system drawings, specifications, product literature, etc.
- ☐ SITE CONSTRUCTION DOCUMENTS (DRAWINGS AND SPECIFICATIONS) - Submit five (5) hard copies of the site plans and associated site construction documents. Drawings shall be to a standard scale and legible. Construction documents shall include information as required by the project scope and may include, but not be limited to the following: site plans (showing all lot lines, structures, front / side / rear setbacks, easements, paving, site features, etc.), topographic / grading plans, utility plans, etc.
- ☐ ELECTRICAL LOAD CALCULATIONS – Submit electrical load calculation sheet based on Section 220.82 in the most current issue of NFPA 70 National Electric Code.
- ☐ HEATING VENTILATION AND COOLING (HVAC) CALCULATIONS – Submit HVAC calculations, worksheets and resulting equipment selections based the Air Conditioning Contractors of America (ACCA) Schedule J Version 8 and ACCA Manual S Residential Equipment Selection or an approved computerized equivalent method.
- ☐ ENERGY COMPLIANCE – Provide the method by which the submission shall achieve compliance with the State of Ohio requirements for energy conservation (Prescriptive Method, Trade-off Method or Performance Method). Submit documentation / calculations supporting the selected method.
- ☐ INSPECTIONS – Review and understand the procedures for inspections as outlined on the Required Residential Inspections sheet.
- ☐ CERTIFICATE OF ACKNOWLEDGEMENT - Submit one completed "Certificate of Acknowledgement". Type or print all information in ink. Fill in the forms completely. Incomplete forms shall delay processing and issuance of registration.



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CERTIFICATE OF ACKNOWLEDGMENT

Mandatory requirements of Chapter 1448, Section 1448.01 of the
Codified Ordinances of the City of North Royalton

(Ordinance 92-54. Passed 2-18-92: Ordinance 02-121. Passed 9-03-92)

DEVELOPER / BUILDER: _____

SUBLOT NUMBER: _____

PURCHASER: _____

Purchaser hereby certifies and acknowledges that **Purchaser** has been shown, has reviewed and has been informed of, or has otherwise received, all information required in **Section 1448.01** of the North Royalton Codified Ordinances and certifies the following:

1. **Purchaser** has been shown and has reviewed a copy of the final plat of the subdivision and the topographical map showing grades, elevations, easements, open ditches, swales, creeks, walkways and all other land characteristics of the subdivision.
2. **Purchaser** has been shown and has reviewed or otherwise received a copy of all Declarations of Covenants and Deed Restrictions recorded with the Cuyahoga County Recorder which run with the land and a copy of any nonprofit Homeowners' Association Charter, and Rules and Regulations applicable to the homeowners within the subdivision, and Purchaser has been informed of the requirements of membership in any such homeowners' association.
3. **Purchaser** has been shown and has reviewed all maps, plats or plans designating all boundaries, structures, uses and zoning classifications relating to property contiguous to the subdivision and subplot.
4. **Purchaser** has been provided written information identifying the public-school district and sanitary sewer district serving the subdivision subplot.

_____**Purchaser** understands and agrees that this **Certificate of Acknowledgment** shall be submitted to the North Royalton Building Department with the application for a building permit.

_____, I, certify as the **Builder** or **Agent for the Builder**, that at this time there is **no Purchaser** and prior to sale to a **Prospective Purchaser**, such form shall be submitted to the Building Department.

Builder / Developer / Authorized Agent (Signature and Printed Name)

Date

Purchaser (Signature and Printed Name)

Date

Purchaser (Signature and Printed Name)

Date