

**CITY OF PEPPER PIKE**

28000 Shaker Blvd.  
Pepper Pike, Ohio 44124  
216-896-6134 Fax: 216-831-1160

Permit Number: \_\_\_\_\_  
Date: \_\_\_\_\_  
Check # \_\_\_\_\_

**NEW STRUCTURE/CONSTRUCTION, ADDITION, STORAGE SHEDS,  
DECK/PATIO, TENNIS COURTS, OR DEMOLITION PERMIT**

**Plan Review Fee \$95.00 per hour** \$ \_\_\_\_\_

**Residential:** New Construction: \$20.00 per 100 square feet of gross floor area \_\_\_\_\_  
Occupancy Fee - \$100.00 \_\_\_\_\_  
Minimum Fee of \$1,500.00 \_\_\_\_\_  
Engineering Fee - \$1,000.00 \_\_\_\_\_  
SWPPP - \$750.00 \_\_\_\_\_  
Additions: \$0.35 per square foot of gross floor area \_\_\_\_\_  
Occupancy Fee- \$35.00 \_\_\_\_\_  
Minimum Fee- \$150.00 \_\_\_\_\_  
Deposit - \$75.00 if permit fee is \$150 or under \_\_\_\_\_  
Deposit - \$125.00 if permit fee is more than \$150 \_\_\_\_\_  
Repair/Remodel/Alterations: Base Fee: \$50.00 \_\_\_\_\_  
Plus \$3.00 per 100 square foot \_\_\_\_\_  
Demolition: \$15.00 per 1,000 square feet \_\_\_\_\_  
Minimum - \$150.00 \_\_\_\_\_  
Deposit - \$500.00 \_\_\_\_\_  
Secondary Accessory Building: \$0.35 per s.f. of gross floor area \_\_\_\_\_  
Occupancy Fee – \$35.00 \_\_\_\_\_  
Minimum Fee - \$150.00 \_\_\_\_\_  
Deposit - \$75.00 if permit fee is \$150 or under \_\_\_\_\_  
Deposit \$125.00 if permit fee is more than \$150 \_\_\_\_\_  
Storage Sheds, Gazebo, Pergola, Etc. \$115.00 \_\_\_\_\_  
Deposit - \$75.00 \_\_\_\_\_  
Deck and Patio – Flat Fee \$130.00 \_\_\_\_\_  
Deposit - \$50.00 \_\_\_\_\_  
Tennis Court – Flat Fee \$100.00 \_\_\_\_\_  
Deposit - \$600.00 \_\_\_\_\_  
**Plus 1% State Fee (not on deposit fees)** \_\_\_\_\_

**Commercial:** New Construction Building: \$300.00 Base Fee \_\_\_\_\_  
Plus \$20.00 for each 100 square feet (\$.20 per s.f.) \_\_\_\_\_  
Occupancy Fee - \$100.00 \_\_\_\_\_  
Repair/Remodel/Alterations: Base Fee: \$250.00 \_\_\_\_\_  
Plus \$3.00 per 100 square feet \_\_\_\_\_  
Demolition: \$15.00 per 1,000 square feet \_\_\_\_\_  
Minimum - \$150.00 \_\_\_\_\_  
Deposit -\$500.00 \_\_\_\_\_  
Tennis Court: Flat Fee \$150.00 \_\_\_\_\_  
Deposit - \$600.00 \_\_\_\_\_  
**Plus 3% State Fee (not on deposit fees)** \_\_\_\_\_  
ENGINEERING FEE – new building \$5,000 \_\_\_\_\_

Contains: \_\_\_\_\_ sq. ft. Estimated Construction Cost: \$ \_\_\_\_\_

Describe proposed new construction, addition, storage shed, deck/patio, tennis courts or demolition:

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Job Address: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Architect: \_\_\_\_\_

General Contractor: \_\_\_\_\_

Sewer & Plumbing \_\_\_\_\_ Electrical: \_\_\_\_\_

Mechanical Contractor: \_\_\_\_\_ Low Voltage: \_\_\_\_\_

**Note:** A stone driveway must be installed to prevent tracking of mud in the street or a wash station must be installed.

Section #1444.06 (a) Effective Period of Permits: If, after a permit has been issued, the operation called for by it is not commenced within six months of the date thereof, such permit shall be void, and before such operation can commence, a new permit shall be taken out by the owner or by his or her agent or architect and fees as hereafter fixed for the original permit in Section 1446.01 shall be paid therefor.

Section #1446.11 – Commencement of Construction Prior to Permit Issuance Fee: The fee for any permit shall be twice the amount provided herein if the permit is applied for after the construction and/or other work for which a permit is required has commenced. Payment of such fee does not relieve contractor from other penalties provide in the Building and Housing Code.

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Contractor signs are not permitted to be displayed within the City of Pepper Pike.

It is the responsibility of the permit holder to schedule all required inspections. Permit holder or owner/agent must be present at inspection site during inspection.

The acceptance of the permit herein applied for shall constitute an agreement on the part of the applicant to abide by all the conditions herein contained and to comply with all the ordinances of the City of Pepper Pike, and the laws of Ohio relating to the work to be done hereunder; and said agreement is a condition of said permit. It is a further condition of this permit that the Building Inspector of the City of Pepper Pike must be notified 48 hours before the completion of work requiring inspection by the Building Code of the City.

Prior to the site preparation for the construction of a new house and until grass is full-grown, a silt fence must be installed and maintained by the Builder. It is also the homeowner or contractor's responsibility to keep public streets clear of mud and / or all other debris during this time. Failure to maintain silt fence or keep streets clear of debris will result in the City taking remedial action at the owners' expense.

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Signature of Applicant

Date

**Required SWP3 Pre-Construction Information (To be Completed and Returned to**

**SWPPTrackAdmin@cvelimited.com)**

**Project Name:** \_\_\_\_\_

Permit Holder	
Name: _____	Phone: _____
Company: _____	Email: _____
NDPES Permit Number: _____	

Site Contractor	Co-Permittee: Yes	No
Name: _____	Phone: _____	
Company: _____	Email: _____	

Design Engineer	
Name: _____	Phone: _____
Company: _____	Email: _____

Additional contact to receive SWPPP Reports	
Name: _____	Phone: _____
Company: _____	Email: _____

**Estimated start of Construction:** \_\_\_\_\_

- Contractor/Permittee should verify that the email address [doNotReply@SwpppTrack.com](mailto:doNotReply@SwpppTrack.com) is not blocked by any spam filter so the contractor/permittee receives all email notifications.
- A representative from Chagrin Valley Engineering, Ltd. (CVE) will be conducting oversight inspections at least once per month.
- When a SWPPP inspection is performed on the site, the Contractor will receive an email with a pdf of the inspection report attached. The report will detail any deficiencies that are found during the inspection.
- If there are deficiencies found during the inspection, the Contractor will receive an email the morning after the site inspection is conducted with a link to the SWPPP Tracker website to access all the deficiencies/work items. From this site the Contractor can view the items and indicate that the work item has been corrected. CVE will conduct an inspection to verify that the work item has been corrected and will remove the corrected item from the system. The Contractor will continue to receive this email every 72 hours until all work items are corrected.
- If there are deficiencies found during the inspection, the Contractor/Permittee will receive weekly status reports showing all open work items.
- The Permittee is required to perform their own inspections of all erosion and sediment control practices at least once every 7 days and within 24-hours after a rain event of at least 0.5" over a 24-hour period. The Contractor will receive an email when the site receives more than 0.5" of precipitation in a 24 hour period based on National Weather Service data. The Permittee is required to provide a copy of all these reports to the Community via Chagrin Valley Engineering, Ltd. at [SWPPTrackAdmin@cvelimited.com](mailto:SWPPTrackAdmin@cvelimited.com)