



Commercial Submittal Packet

City of Pepper Pike Building Department
28000 Shaker Boulevard Pepper Pike, Ohio 44124
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www.pepperpike.org

Submitting for the Architectural Board of Review

Before any new structure, addition, exterior alteration or site improvements are issued a building permit; the application must be reviewed by the Architectural Board of Review (ABR). The ABR meets the second and fourth Friday of each month. To be on the agenda for the meeting, all applications, associated fees and drawings must be submitted to the Building Department by 11:30 am one week prior to the meeting.

If the proposed project needs to be reviewed by the Planning Commission or Board of Zoning Appeals the applicant will need to fill out the appropriate request to be on the next Planning Commission agenda. The owner or owner's representative will need to be present for the meeting. In order to be on the next Planning Commission agenda, plans must be submitted two weeks prior to the next scheduled meeting.

1. The following is required for the ABR submission:

- a. Application.
- b. Review fee (see fee schedule).
- c. Two (2) sets of drawings.
- d. Two (2) preliminary site plans. (for new buildings include landscaping plan).
- e. Photos of existing area(s) where project will take place.
- f. Photos of structures/houses on either side and across the street, plus a Google Earth view.
- g. Approval from neighborhood (if applicable).

Note: Architectural Board of Review approval is not a license to build. After the ABR has approved the project, three (3) complete sets of construction documents, complete with all the ABR changes must be submitted to the Building Department for review for code compliance.

Submitting for Building Permit Plan Approval

All plans submitted shall bear sufficient information to determine compliance with City of Pepper Pike Codified Ordinances and the latest addition of the Ohio Building Code (OBC).

Buildings or structures located in flood hazard areas must contact the City of Pepper Pike Engineer's Office before applying for a building permit.

The following is required for Building Permit Plan Approval:

Fill out the "*Application for Non-Residential Plan Approval*". (Page 4 and 5)

Submit two (2) complete sets of construction documents (complete with all the ABR changes) along with the associated forms. The following submission shall include information necessary to determine compliance with the code. (Full description of the requirements per Section 106 of the Ohio Building Code)

- Index
- Site Plan
- Floor Plans
- Exterior Wall Envelope
- Sections
- Ratings
- System Descriptions
- Additional information

The following information is required for Site Plan Approval:

Submit four (4) plans containing the following information:

- Stamp and Seal of Professional Engineer of Surveyor
- Benchmark ties to CRGS elevation datum
- Adjacent buildings and setbacks from property lines and Right of Way
- Label parcel size, property line distances, bearings and corner markers
- Size and location of utility and sewer connections
- Sewer inverts of upstream and downstream manholes
- Basement and first floor elevations
- Drive culvert size and type
- Sanitary details for lots with sewer connections.
- Storm Water Pollution Prevention Plan (SWP3) conforming to Chapter 1520 of the Codified Ordinances

The following information is required for accessory structures and fences:

Submit two (2) plans containing the following information:

- Plan showing the property lines of the parcel and the setback measurements. For fence installations, a property line survey is required and the property lines clearly staked.
- Existing buildings and structures
- Location of the proposed structure or fence



City of Pepper Pike Application for Non- Residential Plan Approval

Project/Building Location:

Building Name _____
Address _____
City, State, Zip _____

Scope of Project:

<input type="checkbox"/> Building General	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Sprinkler System
<input type="checkbox"/> Electrical	<input type="checkbox"/> Fire Alarm

Type of Project:

<input type="checkbox"/> New Building Construction	<input type="checkbox"/> Repairs
<input type="checkbox"/> Building Addition	<input type="checkbox"/> Change of Occupancy
<input type="checkbox"/> Building Alterations	<input type="checkbox"/> Request Existing Bldg. C of O

Brief Description of the Scope of Work Covered Under this Application:

Building Owner Information:

Name _____
Address _____
City, State, Zip _____
Phone No. _____ Fax _____
Email _____

Applicant Information (Owner or designated representative):

Name _____
Address _____
City, State, Zip _____
Phone No. _____ Fax _____
Email _____

Registered design professional information:

<input type="checkbox"/> Architect	Ohio Registration No.:
<input type="checkbox"/> Engineer	Ohio Registration No.:
<input type="checkbox"/> Certified Fire Protection System Designer	Ohio Registration No.:
Designer _____	
Address _____	
City, State, Zip _____	
Phone No. _____ Fax _____	
Email _____	

General building code information:

Use Group(s):				
<input type="checkbox"/> A-1	<input type="checkbox"/> A-2	<input type="checkbox"/> A-3	<input type="checkbox"/> A-4	<input type="checkbox"/> A-5
<input type="checkbox"/> B	<input type="checkbox"/> E	<input type="checkbox"/> F-1	<input type="checkbox"/> F-2	
<input type="checkbox"/> H-1	<input type="checkbox"/> H-2	<input type="checkbox"/> H-3	<input type="checkbox"/> H-4	
<input type="checkbox"/> I-1	<input type="checkbox"/> I-2	<input type="checkbox"/> I-3	<input type="checkbox"/> I-4	<input type="checkbox"/> M
<input type="checkbox"/> R-1	<input type="checkbox"/> R-2	<input type="checkbox"/> R-3	<input type="checkbox"/> R-4	
<input type="checkbox"/> S-1	<input type="checkbox"/> S-2	<input type="checkbox"/> U		
Mixed use groups? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Separated <input type="checkbox"/> Non-separated				

Construction Type:				
<input type="checkbox"/> I A	<input type="checkbox"/> I B	<input type="checkbox"/> II A	<input type="checkbox"/> II B	
<input type="checkbox"/> III A	<input type="checkbox"/> III B	<input type="checkbox"/> IV	<input type="checkbox"/> V A	<input type="checkbox"/> V B

Check appropriate floor(s):	Total square footage per floor:
<input type="checkbox"/> Basement	
<input type="checkbox"/> First Floor	
<input type="checkbox"/> 2, 3, 4, 5, 6	
<input type="checkbox"/> Additional floors	
Total Building Square Footage	

Compliance with energy code:
<input type="checkbox"/> I have submitted documentation with this submittal showing compliance with the energy code.

Fire protection systems:

(Enter the type of system such as NFPA 13, NFPA 72, etc., if known. Enter "N/A" if not applicable)	
<input type="checkbox"/> Building sprinkler system:	<input type="checkbox"/> Smoke detection system:
<input type="checkbox"/> Limited area sprinkler system:	<input type="checkbox"/> Fire detection system:
<input type="checkbox"/> Building fire alarm system:	<input type="checkbox"/> Hood suppression:

Cost of Construction:

Cost of the work covered by this application:

Certification:

I certify that I am the __ owner __ agent for the owner, and all information contained in this application is true, accurate, and complete to the best of my knowledge. All official correspondence in connection with this application should be sent to my attention at the address shown above.
Signature _____
Print Name _____ Date _____

Falsification of a public document is a violation of the Ohio Revised Code section 2921.13(A)(5), a misdemeanor of the first degree, punishable by up to six (6) months imprisonment and a fine of \$1,000 or both.

THE AREA BELOW IS FOR OFFICIAL USE ONLY:

Application No.:	Permit Fee:
Date Applicant Notified:	Cash Deposit:
	Engineering Fee/Deposit:

Inspection Requirements

- **Job Site Address** must be posted during entire construction project.
- **Approved Job Copy construction documents must be available on all jobs for the required inspection.** If approved construction documents are not on the job site, a re-inspection may be scheduled. A fee will be assessed for re-inspections.
- **Re-inspection Fees** – A re-inspection fee will be charged when the inspector must return to work that was not ready, building was locked and inspector could not gain access, approved construction documents not on site, and / or had failed a previous inspection. Fee must be paid prior to scheduling final inspection, or if two (2) fees are assessed on a project, fees are due before the next inspection is scheduled.
- **Scheduling Inspections** – Contact the Building Department at 216-896-6134 Monday through Friday between the hours of 8:00 am – 11:30 am.

There is a minimum 24 hour notice for all inspections. Please be prepared to give the following information when scheduling your inspection:

- **Permit number**
- **Contractor**
- **Contractor contact name**
- **Phone number**
- **Type of inspection**

Required Inspections

(Full description of the requirements for the inspection per Section 108 of the Ohio Building Code)

- Lot Line Markers
- Footers or Foundation Inspection
- Concrete slab and under-floor inspection
- Lowest Floor Elevation inspection
- Frame Inspection
- Lath or gypsum board Inspection
- Fire-resistant penetration Inspection
- Energy efficiency Inspection
- Testing of residential building service equipment

Note: Manufacturer's installation instructions must be on site at the time of inspection for all equipment and appliances.

Other Inspections

- **Fence post hole inspection:**
 - Upon completion of footing forms, reinforcement, etc., but before placing and concrete.
 - It is the property owner's responsibility to verify the property lot line locations.

- **Roof inspection:**
 - **Ice Guard Inspection:** After Ice Guard is applied but before any roof coverings (shingles) are installed.
 - **Final Inspection:** For re-roof projects a final inspection is required. For all other projects a final roof inspection can be performed at the time of the final building inspection.

- **Demolition inspection:**
 - **Clean Hole Inspection** – If a structure being demolished has a foundation, an inspection is required after all concrete, stone, masonry etc. has been removed from the hole and before any clean backfill is placed.
 - **Final Inspection** – A final inspection is required after all demolition debris, driveway (if applicable) and any other materials from the structure have been removed and all areas disturbed by the demolition are reseeded and prepared for new grass growth.

- **Final inspection:**
 - Upon completion of all phases of any construction. Final inspection approval is required upon completion and compliance with all phases of any construction **prior to occupancy.**
 - After payment of any re-inspection fees.

- **Miscellaneous inspections:**
 - **Engineering:**
 - Engineer to review and approve site plan.
 - Engineer to inspect and survey the property after footers have been constructed but prior to construction of any walls.
 - Engineer to inspect and survey the property after first floor deck has been constructed.
 - Engineer to inspect and survey the property after final grade has occurred.

- **Certificate of Occupancy:**
 - Certificate of Occupancy will be issued after the following is completed and confirmed.
 - Final Inspection has been performed and construction is confirmed to be in compliance with the Approved Construction Document / Certificate of Plan Approval.
 - Final Grade / Drainage approval from the City Engineer.

CONTRACTOR REGISTRATION

- Contractors must register annually using the appropriate form provided by the City of Pepper Pike Building Department. **Note: All contractors doing work within the City are required to register with the City no matter if they are performing Residential or Commercial work.**

- The following contractors are registered annually (January – December) at a fee of \$100:
 - **Electrical** – requires copy of State of Ohio Electrical License
 - **HVAC** – requires copy of State of Ohio HVAC License
 - **Plumbing** – requires copy of State of Ohio Plumbing License
 - **Gas Piping** – requires copy of State of Ohio Plumbing or HVAC License
 - **Note:** a registered HVAC or Plumbing contractor can install gas piping and obtain any required permits for gas piping.
 - **Fire Safety** – Includes; Fire Alarm, Fire Suppression & Fire Sprinkler. – requires copy of State Fire Marshal company annual certificate.
 - **General** – All other contractors not listed above. (Example - General Contractors, Roofers, Excavators, Septic, Concrete and Paving, Tree Trimming/ Removal, Painting, Siding & Windows, Etc.)

- **Registration Requirements:** Registrations are valid January 1st – December 31st of each year. The following items must be received at one time in order to process registration request.
 - Registration application form.
 - R.I.T.A. TAX Form.
 - \$25,000 Bond – Standard form from your insurance co. Bonds must expire on December 31st, of current year. Bond must be signed before sending to our office. **Fax copies will not be accepted.**
 - Certificate of Liability Insurance: (List City of Pepper Pike as additional insured) **Fax copies will not be accepted**
 - \$100,000 - \$300,000 Liability Insurance.
 - \$50,000 Property Damage Insurance.
 - \$100 Registration Fee.
 - Note: If done VIA mail, please enclose a self-addressed stamped envelope.

Failure to comply with the above request will be subject to the penalties provided in Section 1440.99 City of Pepper Pike Codified Ordinances. Failure to be registered and still work in the City will result in a STOP WORK ORDER being issued by our Building Official and you will also be charged double when applying for registration and the cost of the permit..