



*Village of
Moreland Hills*

Residential
Submittal Packet

Village of Moreland Hills Building Department
4350 SOM Center Road Moreland Hills, Ohio 44022
Phone: (440) 248-1188
www.morelandhills.com

Submitting for the Project Review

Before any new dwelling structure, addition or site improvements are issued a building permit; the application must be reviewed by the Building Official.

If a 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/Board of Zoning Appeals agenda. The owner or owner's representative will need to be present for the meeting. Planning and Zoning meetings are held on the first Monday of the month unless otherwise scheduled. In order to be on the meeting agenda, plans must be submitted by 3:30 pm on the Monday three weeks prior to the next scheduled meeting.

1. The following is required for the Planning and Zoning submission:

- a. Application for Residential Plan Review/Approval (pages 5-7 of this packet).
 - b. Review fees (may be paid on one check, payable to Village of Moreland Hills):
 - i. \$100 for Planning Commission/Village Architect's review
 - ii. \$750 Engineering Review Deposit for new dwellings; may be required for other projects depending on the scope of work
 - c. Two (2) complete sets of plans, elevations and site layout. Provide a pdf file of all submittal materials emailed to building@morelandhills.com.
 - i. An engineered site survey is required for new dwellings and may be required for additions, accessory structures, etc. if needed to determine compliance with set-back requirements.
 - ii. A topo is required for all new dwellings. See page 4 for requirements
 - d. If the plans/documents are larger than 11"x17" and you are unable to provide files on PDF, submit (3) complete sets.
 - e. Photos of existing area(s) where project will take place.
 - f. Photos of houses surrounding the lot for architectural comparison.
2. If your submittal will require a variance, please include a separate Board of Zoning Appeals application and the \$250 application fee.

Note: Planning Commission (PC) or Board of Zoning Appeals (BZA) approval is not a license to build. After PC or BZA has approved the project, two (2) complete sets of construction documents, complete with any changes must be submitted to the Building Department for review for code compliance with the Residential Code of Ohio.

Submitting for Building Permit Plan Approval

All plans submitted shall bear sufficient information to determine compliance with Village of Moreland Hills and the latest addition of the Residential Code of Ohio (RCO).

Buildings or structures located in flood hazard areas must contact the Village of Moreland Hills Engineer's Office before applying for a building permit.

The following is required for Building Permit Plan Approval:

Fill out the "*Application for Residential Plan Approval*". You are required to select one of the five (5) methods to show energy compliance. (Page 4 and 5)

Fill out the "*Ohio Residential Plan Systems Description Form.*" (Page 6)

Provide a copy of evidence of approval for sanitary sewer connection or household septic treatment system from the Cuyahoga County Board of Health.

Submit two (2) complete sets of construction documents (complete with any changes from the PC or BZA meeting) 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 Residential Code of Ohio)

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

MORELAND HILLS LOT TOPO REQUIREMENTS

The following information is required for Site Plan Approval:

Submit two (2) plan sets containing the following information:

- Stamp and Seal of Professional Engineer or Surveyor
- Benchmark tied to NAVD88 elevation datum
- Adjacent home first floors and setbacks from property lines
- Setbacks from property lines and right-of-way
- Label parcel size, property line distances, bearings and corner markers
- Size and locations of utility and sewer connections and size of utilities in r/w
- Sewer inverts of upstream and downstream manholes
- One foot contours for flat lots, two foot contours for hilly lots
- Basement, first floor and garage elevations.
- Spot elevations (existing and proposed) at house corners and spot elevations to adequately define drainage paths
- Drive culvert size and type (minimum 12", 25 ft. long).
- Sanitary test tee detail for lots with sewer connection; trench detail showing 6" stone under and 12" stone over sanitary pipe.
- For lots with catch basins in yard or drive, provide elevation information and detail of basin.
- Storm Water Pollution Prevention Plan (SWP3) conforming to Chapter 971 of the Codified Ordinances
- For lots with sanitary sewer connections, include note "Contact Village Engineer 48 hours prior to installation of sanitary sewer to arrange for inspection."
- For projects with greater than 1 acre of disturbance or less than an acre but part of a larger common plan of development or sale, compliance with the OEPA General Storm Water Permit Construction Activity OHC000005 or latest version. This requires post-construction BMP's to be designed.
- Other details may be necessary for particular lots. Village Engineer will note these on plan review.



Application for Residential Plan Review/Approval

Project Location:

Address _____

Type of Project:

- | | |
|--|--|
| <input type="checkbox"/> New Building Construction:
<input type="checkbox"/> Single Family Dwelling
<input type="checkbox"/> Two Family Dwelling
<input type="checkbox"/> Three Family Dwelling | <input type="checkbox"/> Building Addition
<input type="checkbox"/> Building Alterations
<input type="checkbox"/> Building Repairs
<input type="checkbox"/> Request Existing Bldg. C of O |
|--|--|

Brief description of the scope of work covered under this application:

Property 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 _____

Square Footage:

Check appropriate floor(s):	Gross square footage per floor:
<input type="checkbox"/> Basement	
<input type="checkbox"/> First Floor	
<input type="checkbox"/> Second Floor	
<input type="checkbox"/> Additional floors	
Total Building Gross Square Footage	

Cost of Construction:

Cost of the work covered by this application: _____

Energy Compliance: Applicant shall indicate one of the five energy compliance options below.

<input type="checkbox"/> <u>2019 RCO Sections 1101.14 – 1104 Prescriptive Method**</u>
<input type="checkbox"/> <u>2019 RCO Section 1105 Simulated Performance**</u>
<input type="checkbox"/> <u>2019 RCO Section 1106 Energy Rating Index (ERI)**</u>
<input type="checkbox"/> <u>2019 RCO Section 1112 “The Ohio Home Builder’s Association (OHBA) Alternative Energy Code**</u> Check one of the following: <input type="checkbox"/> Compliance Path #1 <input type="checkbox"/> Compliance Path #2
** Note: all four options above must have a blower door result of 5 ACH at 50 pascals or less
<input type="checkbox"/> <u>2018 International Energy Conservation Code (IECC)***</u> Check one of the following: <input type="checkbox"/> Simplified Prescriptive <input type="checkbox"/> Total UA Alternative <input type="checkbox"/> Simulated Performance Alternative <input type="checkbox"/> Energy Rating Index (ERI) Compliance Alternative ***Note: this option must have a blower door result of 3 ACH at 50 pascals or less

Certification:

<p>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 provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. I authorize the City of Pepper Pike Building Department to enter this property for the purpose of site inspections for the duration of this project. All official correspondence in connection with this application should be sent to my attention at the address shown above.</p> <p>Signature _____ Print Name _____ Date _____</p>

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:

Ohio Residential Plan Systems Description Form

Electrical Design:

Service Size:
Panel Location in dwelling:
Size of Service Entrance Cable:
<input type="checkbox"/> Overhead <input type="checkbox"/> Underground

- A. Provide a detailed electrical diagram for services over 200 amps for review and approval.
 B. Provide detailed electrical and gas piping diagrams for generator installation.

HVAC Design:

Heating Equipment Type and Size: <input type="checkbox"/> Forced Air <input type="checkbox"/> Boiler <input type="checkbox"/> Heat Pump <input type="checkbox"/> Electric <input type="checkbox"/> Geothermal Btu/h_____ Efficiency_____
Location of heating equipment in dwelling:
Type of Fuel:
Design Heat Loss:

Cooling Equipment Type and Size: <input type="checkbox"/> AC <input type="checkbox"/> Heat Pump <input type="checkbox"/> Geothermal Btu/h_____ Efficiency_____
Location of cooling equipment in dwelling:
Design Heat Gain:

Fuel Gas Design:

Size of Gas Main:
Number of Fuel Gas Outlets:
Piping Materials: <input type="checkbox"/> Steel Pipe Sch. 40 <input type="checkbox"/> CSST <input type="checkbox"/> Other

Plumbing System Design:

Item	No.	Item	No.	Item	No.
Water Closet		Laundry Tub		Sump pump	
Lavatory Sink		Clothes Washer		Backflow device	
Hot Tub		Dishwasher			
Kitchen Sink		Floor Drain			
Bathtubs/Shower		Hot Water Heater			

Water Heater: <input type="checkbox"/> Natural Gas <input type="checkbox"/> Electric <input type="checkbox"/> Tankless Btu_____ Gallons_____
Location of water heater in dwelling:

Provide Isometric Plan with submission

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 440-248-1188 Monday through Friday between the hours of 8:30 am – 4:00 pm. The office is closed for lunch between 12:30 – 1:30 pm.

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 Residential Code of Ohio)

- 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 rated assemblies only)
- 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 Village of Moreland Hills Building Department. **Note: All contractors doing work within the Village are required to register with the Village 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, completed and signed. **Required with each yearly registration.**
 - \$20,000 Bond – Standard form from your insurance co. Bonds must expire on December 31st, of current year. We must receive the **original** bond, and it must be signed by a principal of the company being registered. **Fax or e-mail copies will not be accepted.**
 - **Note:** If applying for multiple registrations (i.e. more than one trade), the total amount can be on one bond.
 - Certificate of Liability Insurance: (List Village of Moreland Hills as additional insured)
 - \$100,000 - \$300,000 Liability Insurance.
 - \$50,000 Property Damage Insurance.
 - \$100 Registration Fee. Make checks payable to the Village of Moreland Hills.
 - **Note:** If done VIA mail, please enclose a self-addressed stamped envelope.

- **Chagrin Falls Township:** A separate registration is required if you are performing work within the Chagrin Falls Township.

Incomplete registrations will not be processed. Failure to comply with the above request will be subject to the penalties provided in Section 1331.09 of the Village of Moreland Hills Codified Ordinances. Failure to be registered and still work in the Village 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.