

RESIDENTIAL PLAN APPROVAL APPLICATION

CITY OF MIDDLEBURG HEIGHTS

15700 BAGLEY ROAD, MIDDLEBURG HEIGHTS, OHIO 44130

Phone (440) 234-2218 / Fax (440) 234-9092 / e-mail: building@middleburgheights.com



Property Owner Name: _____ **Phone:** _____

Property Address: _____

Property Owner Address (if different from above): _____

Permanent Parcel Number: _____ - _____ - _____ **Sublot Number** (for new construction): _____

Applicant Name (Agent and Company): _____

Architect/Plans Author: _____ **Phone #** _____

Architect E-mail (to assist with correspondence) _____

Engineer: _____ **Phone #** _____

Project Description: _____

CHECK ALL THAT APPLY:

SINGLE-FAMILY

TWO-FAMILY

MULTI-FAMILY

NEW CONSTRUCTION

INTERIOR ALTERATION

ADDITION

ABOVE-GROUND POOL

IN-GROUND POOL

FOUNDATION

ATTACHED GARAGE

DETACHED GARAGE

Size of lot: _____ Total House Square Footage: _____ Size of House Footprint: _____

Square Footage: 1st Floor: _____ 2nd Floor: _____ Porch: _____ Patio: _____

Total # of Bedrooms: _____ Total # of Bathrooms: _____ Total # of Rooms: _____

Foundation Type: _____ Roofing Material: _____

Air Conditioning Size: _____ Heating System Type & Size: _____

Exterior Building Material: _____

Exterior Surface Material: _____

Fireplace Type (if applicable): _____

Signature of Applicant: _____ **Date:** _____

SUBMIT WITH APPLICATION:

NEW HOUSES	4 BUILDING PLANS (includes 1 for the Architect) 7 TOPOS MODEL ENERGY CODE BUILDING MATERIAL LIST \$125 ARCHITECT REVIEW FEE
ADDITION TO HOUSES	2 BUILDING PLANS 2 SITE PLANS
INTERIOR REMODEL	2 BUILDING PLANS
SWIMMING POOL	2 SITE PLANS WITH BROCHURE

General Information for Building Plans

- * All residential building plans must comply with the 2017 Residential Code of Ohio, 2017 Ohio Plumbing Code, 2017 Ohio Mechanical Code, 2018 National Electric Code, as well as the Middleburg Heights Codified and Zoning Ordinances.
- * All drawings must be prepared in ink or equivalent
- * Minimum scale of ¼ inch = 1 foot; all dimensions must be shown
- * 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.
- * Include 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