

Residential Informational Packet  
One, Two, and Three Family

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I. **Plan Submission:**

A. **Required Drawings:**

1. **Submit two (2) sets of drawings containing the following information.** Include energy prescriptive package or simulated performance software report (such as REScheck) to be used. A copy of the stamped approved plans shall be kept on the site of the building or work at the time of inspection:

a. **Index.** An index of drawings located on the first sheet.

b. **Site Plan.** A site plan showing to scale the size and location of new residential construction and all existing structures on the site, including setback and side yard dimensions, all property and interior lot lines, distances from lot lines and the locations of the nearest streets. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The residential building official is authorized to waive or modify the requirements for a site plan when the application for approval is for alteration or repair or when otherwise warranted.

c. **Residential buildings or structures located in flood hazard areas.** Construction documents submitted for residential buildings or structures located in communities with identified flood hazard areas shall include the current FEMA Flood Hazard Boundary Map (FHBM), Flood Insurance Rate Map (FIRM), or Flood Boundary Floodway Map (FBFM) for the project location. The required site plan shall include building elevations using the same datum as the related flood hazard map. The owner shall be responsible for the compliance with local flood damage prevention regulations for additional critical elevation information for the project site.

d. **Floor plans.** Complete floor plans, including plans of full or partial basements and full or partial attics. Floor plans must show all relevant information such as door swings; stairs and ramps; windows; shafts; all portions of the means of egress; etc. and shall be sufficiently dimensioned to describe all relevant space sizes. Wall materials shall be described by cross-hatching (with explanatory key), by notation or by other clearly understandable methods. Spaces must be identified by how each space is intended to be used.

e. **Exterior wall envelope.** The residential construction documents shall provide details of the exterior wall envelope as required, including flashing; intersections with dissimilar materials; corners; end details; control joints; intersections at roof; eaves or parapets; means of drainage; water-resistive membrane; all elevations necessary to completely describe the exterior of the residential building including floor to floor dimensions and details around openings.

f. **Sections.** Cross sections, wall sections, details including typical connections as required to fully describe the residential building construction showing wall, ceiling, floor and roof materials. Residential construction documents shall describe the exterior wall envelope in sufficient detail to determine compliance with this code.

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g. **Structure.** Complete structural description of the residential building including size and location of all structural elements used in the design of the residential building and other data as required to fully describe the structural system.

h. **Ratings.** The fire-resistance ratings of all structural elements as required by this code, data substantiating all required fire-resistance ratings including details showing how penetrations will be made for electrical, mechanical, plumbing and communication conduits, pipes and systems and the materials and methods for maintaining the required structural integrity, fire-resistance rating and fire stopping.

i. **System descriptions.** Description of the mechanical, plumbing and electrical systems, including: materials; location and type of fixtures and equipment; materials, and sizes of all ductwork; location and type of heating, ventilation, air conditioning and other mechanical equipment and all lighting and power equipment.

j. **Additional information.** Additional graphic or text information as may be reasonably required by the residential building official to allow the review of special and extraordinary construction methods or equipment.

2. **Completed Application** (attached): shall be returned with the plans to the Fairlawn Building Department located at the above address.

3. **Individual Lot Topography:** showing site layout and drainage, to be submitted to the City Engineer's office for approval.

**Dennis Stoffer, City Engineer**  
**3057 W. Market St.**  
**Fairlawn, OH 44333 (330) 836-6661**

4. **An authorization letter from the Building Department** and permit fee must be delivered by the builder to Summit County Environmental Services in order to obtain a sanitary sewer permit.

5. **Contact City of Akron Water Department** for water hook up and requirements.

6. **Contact Fairlawn Service Dept.** for other utility connection requirements including sanitary sewer and storm sewer connections.

#### **B. Processing Time:**

The information presented will be reviewed by the appropriate City personnel. After plan approval, the appropriate permits will be issued. **Please allow 7-10 working days (30-day review period permitted by Code)**

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II. Fees:

Zoning Certificate Fees

(1) Residential

(A)	Single-Family	\$50.00
(B)	Two or Three Family	\$50.00
(C)	Four or More	\$100.00 + \$0.10 per sq. ft.
(D)	Additions, Alterations, Garages	\$40.00

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Building Permits and Fees

(A)	Residential (new construction only)	\$200.00 + \$1.00 per 100 sq. ft.
(1)	Street Opening Bond	\$10-\$100/sq ft, minimum of \$1,000-\$2,000, maximum of \$5,000-\$10,000 & \$50 non- refundable fee (based on type of opening)
(2)	Street Cleaning Bond	\$2,050 (\$2,000 bond & \$50 non-refundable fee)
(3)	Sewer Tap-In	\$1,000.00
(B)	Additions/Alterations of existing residential structures, whether attached or unattached	\$200.00 + \$1.00 per 100 sq. ft.

(C) **Bond refunds:**

Street Opening and Cleaning Bonds will be refunded after a final inspection has been done and all work has been satisfactorily completed. To apply for a refund, you must send the original signed and sealed bond along with a letter requesting the refund to:

City of Fairlawn  
Attn: Building and Zoning Dept.  
3487 S. Smith Road  
Fairlawn, OH 44333

(D)	Re-inspection fee	\$30.00
	Re-inspection fee will be charged, payable in advance, before a re-inspection is performed by this office.	
(E)	Drainage plan review fee	\$600.00

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(F) Fees and procedures subject to change without notice

III. **Inspections:**

Following is a list of required inspections and items checked at each inspection.

**Always refer to the approved construction documents for requirements**

Please note that this is not a comprehensive list, but covers major items inspected.

**A. Stake-Out Inspection:**

1. All lot corners shall be set with pins clearly evident
2. Stakes to be placed showing building layout
3. Layout to be approved before any excavation is to begin
4. If excavation has begun before approval of this inspection, an as-built plot plan will be required from a registered surveyor when foundation walls are completed, but before any framing can begin

**B. Footer Inspection:**

1. All vegetation and foreign material to be removed
2. Grading and formwork will be approved before any concrete is to be poured
3. No wooden grade stakes are to be used within the footers
4. Minimum frost line depth shall be 38 inches below grade

**C. Foundation and Waterproofing Inspection:**

1. Pre-pour inspection required for poured-in-place foundations
2. Installation of required damp-proofing
3. Reinforcing as required by soil conditions and code
4. Foundation anchorage shall be anchor bolts ½ in. in diameter and shall extend into the masonry or concrete wall a minimum of 7 in. They shall be spaced a maximum of 6 ft. apart and a maximum of 1 ft. from all exterior corners

**D. Foundation Drain Inspection:**

1. 4 in. perforated piping required
2. Placed on a minimum of 2 in. of washed gravel or crushed rock at least 1 sieve size larger than perforations and covered with a minimum of 6 in. of same material
3. Drains shall be provided around all habitable or usable spaces below grade
4. Can be combined with foundation inspection upon request

**E. Downspout Connection to City Storm Sewer:**

1. Tie-in to under drain at street
2. Match existing pipe schedule and material
3. T or Wye Connection
4. Rubber boot strap connections only accepted for unusual circumstances  
Normal circumstances require glued fittings.
5. Inspection of footer tie-in also required
6. Under drain must sit on a bed of 2 in. #57 washed stone with a 6 in. cover (same as foundation drain)
7. Rosemont Properties, where provided, must be tied into collector pipe (bottom pipe)

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**F. Rough Framing Inspection:**

1. Rough approval of plumbing, electric, HVAC by Summit County Building Standards
2. Roof tie-down installed in accordance with 802.11
3. Installation of continuous load path from rafters or trusses to foundation
4. Insulation and drywall behind tub
5. Stairways:
  - a. 8 ¼ in. maximum riser, no more than 3/8 in. difference overall
  - b. 9 in. minimum run, no more than 3/8 in. difference overall
6. Bridging between joists
7. Metal ties for cuts in top plate
8. Notching and drilling of studs
9. Secure column/beam connection in basement with lag bolts or welded for steel
10. Sump pump crock in basement is raised above floor
11. Sump pump required unless otherwise approved by City Engineer
12. Joist size and spans ceiling and floor
13. Stud size and spacing
14. Header size and spans
15. Window dimensions as required by Ohio Residential Code
16. Installation of ice barrier underlayment
17. Installation of approved wall bracing method

**G. Concrete Sub-Floor Inspection:**

1. All vegetation and foreign material to be removed.
2. 4 in. thick base course consisting of clean, graded sand, gravel crushed stone
3. 6 mill. vapor barrier
4. Can be combined with rough inspection upon request
5. Reinforcing Placement

**H. Energy Conservation Inspection/Thermal Envelope Inspection:**

1. All joints between wood members sealed with an approved sealant
2. Sufficient amount of insulation around all doors and windows
3. Insulation in all wall corners
4. Vapor retarder installed on Warm-In-Winter side of insulation
5. Fire blocking and draft stopping
6. Visual inspection per Table 1102.4.1.1 and Blower Door Test

**I. Final Inspection:**

1. Final approval of plumbing, electric, HVAC by Summit County Building Standards
2. Smoke detectors installed as required by Ohio Residential Code section 314
3. Carbon Monoxide detectors installed as required by Ohio Residential Code section 315
4. Handrails
  - a. required with more than three (3) steps
  - b. securely fastened to support 300 lbs. of force
  - c. open basement stairs require two, closed require one
5. 4 in. maximum space between stair spindles

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6. 4 in. house numbers attached to house and facing street
7. Sidewalk installation as required
8. Finish grading around foundation walls
9. Gutters
10. Corrosion protection
11. Roof flashing, ventilation, soffit, and fascia.
12. Door openings – locks
13. Glazing hazardous locations
14. Weather stripping
15. Stairways
16. Spark arrestor/chimney cap
17. Permanent certificate shall be posted at the electrical panel to document energy-savings components of the building structure

**J. Electrical, Plumbing and Mechanical:**

Handled by: **Summit County Building Department**  
1030 E. Tallmadge Ave.  
Akron, OH 44310  
330-630-7280

# City of Fairlawn Zoning, Housing & Residential Building Department

## Residential Permit Application

Project Address \_\_\_\_\_ S/L # \_\_\_\_\_

Description of Work \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner Address (if different than above) \_\_\_\_\_

Contractor \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Address \_\_\_\_\_

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

Architect Address \_\_\_\_\_

<u>Check Appropriate Floors</u>	<u>Square Footage Per Floor</u>
Basement	
First Floor	
Second Floor	
Sub- Total	
Garage	
Total Square Footage	
<b>Estimated Cost of Project</b>	<b>\$</b>

**Energy compliance code option used (check one):**

- The 2018 International Energy Conservation Code
- RCO Sections 1101.14-1104
- The Section 1112 (OHBA Option)
- Section 1105 (Simulated Performance Approach)
- Section 1106 (Energy Rating Index (ERI) Approach)

**Method of compliance (check one):**

- 2018 IECC Prescriptive Table R402.1.2
- RCO Prescriptive Table 1102.1.2 or 1112.2.1
- Using Envelope Trade-off Software (Rescheck)
- Using Performance Analysis Software
- Using ERI Analysis Software

For new construction submit two (2) sets of plans with this application and lot topography to the City Engineer. For additions, submit two (2) sets of plans with this application including a plot plan. The undersigned (if not property owner) hereby states that authority has been granted by the owner to apply for this license. This application is submitted to erect or alter a structure as described in this application, and the accompanying drawings, which are a part of this license application. The acceptance of this license herein applied for shall constitute an agreement on the part of the undersigned to abide by all the conditions herein contained. The undersigned shall comply with all rules and regulations of the City of Fairlawn, the adopted construction codes, and the laws of the State of Ohio, and this agreement, as a condition of said. Further, all work shall be conducted in a workmanlike manner and all required inspections shall be called into the Building Department at least 24 hours in advance.

**Please allow 7 – 10 days for review of this application.**

**Non-Compliance: Projects begun prior to a zoning certificate and building permit being issued for a single-family residential dwelling shall cost 150% of the applicable fee and for any structure other than a single-family residential dwelling, shall cost 300% of the applicable fee. Work required by emergency repairs shall be exempt from this fee provided the permit is applied for within seventy-two hours of initiating the emergency repairs.**

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Applicant Name \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

# City of Fairlawn Zoning, Housing & Residential Building Department

## List of Subcontractors (Residential)

Project Name: \_\_\_\_\_ Address: \_\_\_\_\_

Superintendent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Please supply names, addresses and phone numbers of all subcontractors. **License will not be processed until this department has received this information.**

<b>Excavation</b>	<b>Painting</b>
<b>Concrete</b>	<b>Electrical</b>
<b>Masonry</b>	<b>Plumbing</b>
<b>Rough Framing</b>	<b>Heating &amp; Cooling</b>
<b>Finish Framing</b>	<b>Landscaping</b>
<b>Roofing</b>	<b>Crane</b>
<b>Drywall</b>	<b>Steel Erection</b>
<b>Flooring</b>	<b>Other</b>