



# BUILDING PERMIT NEWSLETTER

Revised June 2014

## A GUIDE TO BUILDING PERMITS IN THE CITY OF PAINESVILLE

This newsletter is a **guideline** to help you understand building permit requirements and procedures in the City of Painesville. If you have specific or technical questions about the permit process or the required inspections, please call the Community Development Department at 440-392-5931.

### ZONING REGULATIONS

The City of Painesville is divided into three basic Zoning Districts: Residential, Commercial and Industrial. Each district allows various types of uses, such as residential, retail, office, etc.

Each Zoning District allows "Permitted & Conditional Uses", and regulates what you may build on your property. Minimum distances between structures and property lines, known as "setbacks", are established throughout the City. The setback maintains the character of the neighborhood and insures that the building is accessible to emergency vehicles. Setbacks vary by each zoning District and geographic location throughout the City.

Occasionally, due to unusual circumstances, a project will not be in compliance with the requirements of the Zoning Code. A Board of Zoning Appeals has been established to review these cases and when appropriate, to grant variances.

Information about your zoning district and setbacks may be obtained from the Community Development Department at 440-392-5931. The Zoning Code is also available online at [www.painesville.com](http://www.painesville.com) at no cost.

### BUILDING REGULATIONS

While zoning deals with your property and the relationship of your building to the lot lines, building codes deal with the building or structure. These codes require minimum standards for design and construction to ensure the safety and welfare of the occupants.

**BEFORE YOU BUILD  
CALL THE COMMUNITY  
DEVELOPMENT DEPARTMENT  
440-392-5931**

One, Two and Three Family Dwellings, including all accessory structures, are regulated by the Residential Code of Ohio (RCO). The provisions of the RCO apply to the construction, prefabrication, alteration and repair to dwellings, garages, decks, etc.

Commercial, Industrial and Multi-Family Dwellings are regulated by the Ohio Building Code. Additional codes such as the National Electrical Code and the Ohio Plumbing Code regulate electrical, wiring and plumbing installations.

### DESIGN REVIEW AND HISTORIC DISTRICTS

The City has established several Design Review and Historic Districts. These areas are not only reviewed for Building and Zoning compliance but are also subject to detailed review of design aesthetic. Please call to determine if your project is in one of these areas.

### PLAN REQUIREMENTS

Plans and specifications are to be submitted for review and approval prior to and for the purpose of obtaining the required permits.

### PERMIT INFORMATION

Permits are required for the following:

#### BUILDING PERMIT

Construction, demolition, addition, alteration or repair of any structure, including remodeling or change of use. This includes, **but is not limited to**, dwellings, additions, garages, sheds, swimming pools, decks, etc.

#### ELECTRICAL PERMIT

All electrical repairs and installations.

#### PLUMBING PERMIT

All plumbing repairs and installations, including hot water tanks.

#### HVAC PERMIT

(Heating, Ventilations and Air Conditioning) All new buildings, additions and replacement installations.

#### ZONING PERMIT

All news buildings, additions and change of uses.

#### FENCE PERMIT

All new, reconstructed or relocated fencing.

## SEWER PERMIT

All new or repaired sewer installations. **Regulation and inspection of all sewer-related activity is done through the City of Painesville Engineering Department**, however, permits for these jobs are issued in the Community Development Department. Please call the Engineering Department at 440-392-5935 for more details.

Permits must be obtained prior to the start of any work and are required to be displayed at the work site. If you have hired a contractor to perform the work, make sure he/she displays the required permits.

**Electrical, Plumbing, HVAC, Sewer Builders and General Contractors are required to be registered with the City of Painesville before doing any work in the City.** A homeowner may obtain permits only when they are the owner/occupant and will perform the work themselves.

Plans are to be complete, drawn to scale and shall be of sufficient clarity to indicate the nature and extent of the work proposed and shall show in detail that the work will conform to all applicable regulations and standards. Plans shall include a site plan drawn to scale showing the location of all easements, drainage facilities, property lines, the proposed building or structure and every existing building on the property. The author of the plans and specifications shall be identified. Residential and Accessory Structures require a minimum of three (3) sets of construction plans. Commercial & Industrial require a minimum of six (6) sets of plans and specifications.

At a minimum, these plans shall include:

- Site Plan
- Foundation Plan
- Floor Plan
- Cross Sections
- Exterior Elevations

- Complete description of the mechanical, plumbing and electrical systems.
- Additional graphic or text information as may be required to review construction methods or equipment.

## REQUIRED INSPECTIONS

As particular sections of construction are completed, inspections must be done by the Community Development Department. Please schedule an inspection before proceeding to the next phase. Otherwise, you may be required to tear down a portion of your work to show visible proof that completed work complies with the code. When calling for your inspections, you should call one to two days in advance so that your inspection can be properly scheduled. Due to the number of inspections the department is performing, the department cannot ensure that your inspection will be completed within twenty-four (24) hours.

Building Inspections follow a logical sequence. Below is the order of the required inspections. It is mandatory that you schedule each of the necessary inspections.

1. Footer inspection – before concreted footings are poured.
2. Foundations Inspection – before backfilling.
3. Slab Inspection – before slab is poured.
4. Framing Inspections – after roofing, framing, fire blocking, bracing are in place and the electrical, plumbing and HVAC+C rough inspections have been completed.
5. Rough Electric Inspection – after all boxes, conduits, raceways, conductors etc are roughed in.
6. Rough Plumbing Inspections – after all waste vent and waterlines are roughed in.
7. Rough HVAC Inspection – after all ducts, dampers, etc. are roughed in.
8. Insulation Inspection.

9. Apron/Sidewalk Inspection – before concrete is poured
10. Final Mechanical Inspections – final on electrical, plumbing and heating/air conditioning systems.
11. Occupancy/Final Building Inspection – after building is completed and ready for occupancy. Carpet and trim work should be installed.

Upon completion and final inspection, an Occupancy Permit will be issued to the owner of the property.

## FOR INSPECTIONS CALL

**440-392-5931**

**COMMUNITY DEVELOPMENT  
DEPARTMENT  
Division of Code Enforcement**

Assistant City Manager/Department  
Director

Doug Lewis

[dlewis@painesville.com](mailto:dlewis@painesville.com)

Building Official

Electrical Inspector

David Zofko

[dzofko@painesville.com](mailto:dzofko@painesville.com)

City Planner

Lynn White

[lwhite@painesville.com](mailto:lwhite@painesville.com)

Building Inspector

Plumbing Inspector

Jeff Taylor

[jtaylor@painesville.com](mailto:jtaylor@painesville.com)

Property Maintenance/Housing  
Inspector

Noell Sivertsen

[nsivertsen@painesville.com](mailto:nsivertsen@painesville.com)

Property Maintenance/Housing  
Inspector

Mike Dobrzeniecki

[mdobrzeniecki@painesville.com](mailto:mdobrzeniecki@painesville.com)

Secretary

Tina Pomfrey

[tpomfrey@painesville.com](mailto:tpomfrey@painesville.com)

Part-Time Secretary

Diane Melsheimer

[dmelsheimer@painesville.com](mailto:dmelsheimer@painesville.com)

**Spanish interpretation is  
available upon request.**