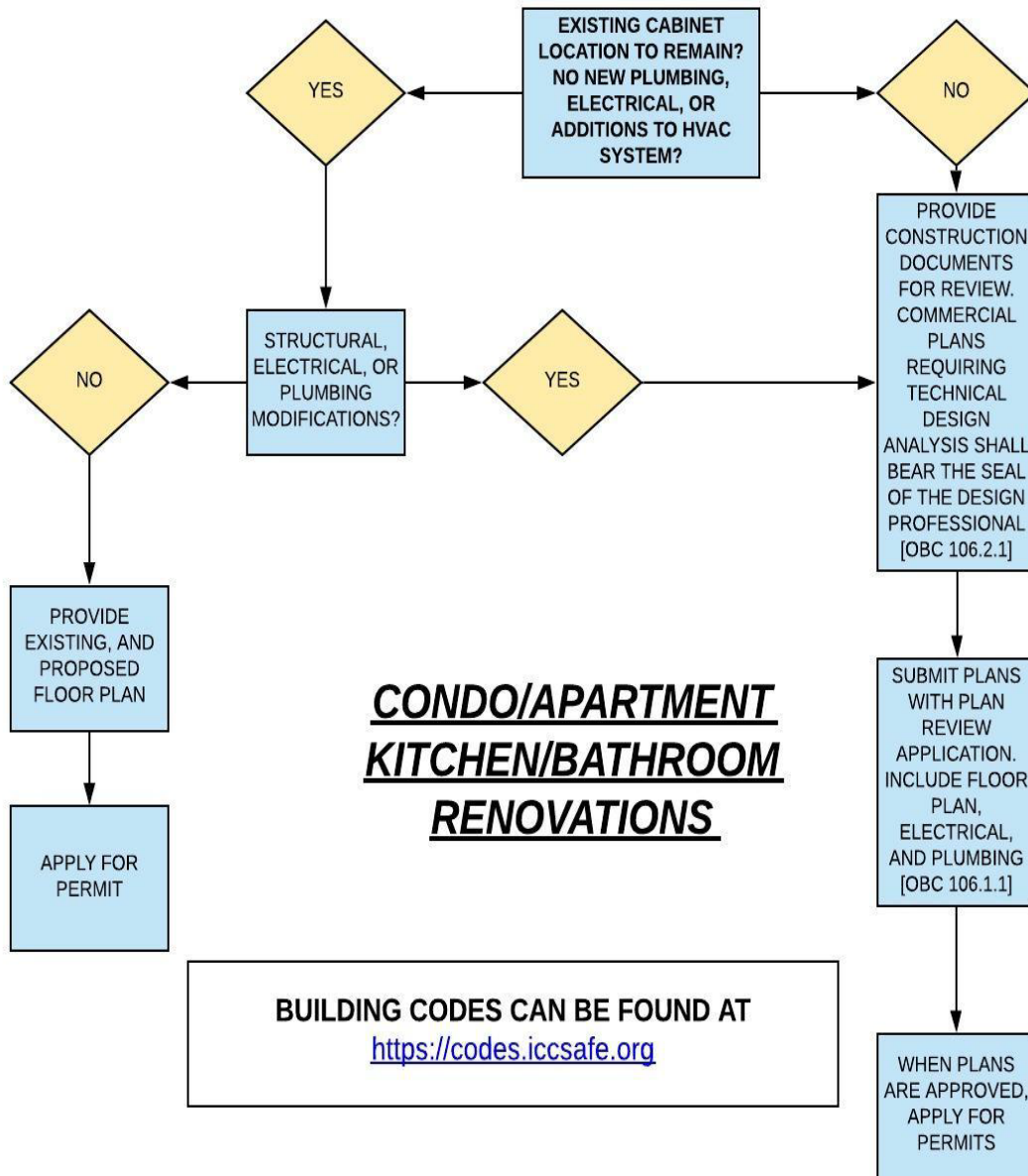




**City of Lakewood**  
**Department of Housing**  
**and Building**

**City of Lakewood, Ohio**  
12650 Detroit Ave.  
Lakewood, OH 44107  
(216) 529-6270  
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SEE REVERSE SIDE FOR  
DETAILS

All plans must be drawn to scale, or dimensions shown. A **Plan Review Application** must be completed in its entirety and be legible (this is part of the plan submittal and is required to complete the approval).

The following are the **minimum required drawings**.

1. **Replacement of cabinets and countertops only in the exact same locations (No other work):**
  - a) Minimum - provide "*Existing Floor Plan*".
  - b) Building permit only required.
  
2. **Other than replacement in exact locations, or adding/moving electrical, plumbing or HVAC:**
  - a) An **index** that includes the scope of work, occupancy classification, type of construction, the area in gross square feet for each level, the maximum design occupant load, the structural design loads, and the seismic design category and site class.
  - b) A **floor plan** showing the **existing** layout (labeled "*Existing Floor Plan*").
  - c) A **demolition plan** showing (using dashed lines or other method) **what is being moved/removed** (labeled "*Demolition Plan*").
  - d) A **floor plan** showing the **new** layout (labeled "*New Floor Plan*").
    - I. If adding new **non-load bearing** walls or ceilings or if existing walls and ceilings are opened, exposed penetrations and new framing must meet fire resistance requirements as applicable, and construction details must be shown (UL or ASTM rated assemblies). Fire blocking as applicable must be provided. New/altered construction must comply with the building's construction type [Ohio Building Code (OBC) Chapter 6].
    - II. If **load bearing** walls are moved or removed **plans must be prepared and sealed by a registered design professional [OBC 106.2.1]**.
    - III. If **structural floors or ceilings** are opened, cut, trenched, or altered in any way **plans must be prepared and sealed by a registered design professional [OBC 106.2.1]**.
    - IV. If plans include **changes to the electrical, plumbing, or HVAC systems** we encourage applicants to submit these plans with the building plans. However, OBC 105.1.4 provides for phased approval. If submitted separately, the project may be delayed due to increased plan review time, and the plan review fees will be increased based upon the number of separate submittals [Lakewood Codified Ordinances (LCO 1309.15)].
    - V. **Electrical** plans (labeled "*Electrical Plan*") must include a minimum of a one-line diagram and a load calculation. Location of fixtures, switches, and receptacles must be shown on a separate set of floor plans (**Existing and new must be shown**).
    - VI. **Plumbing** plans (labeled "*Plumbing Plan*") must show location of fixtures (**Existing and new must be shown**) and an isometric is required if new drain, waste and vent (DWV) or supply lines are installed.
    - VII. **Heating, Ventilation, & Air Conditioning** (HVAC) plans (labeled "*HVAC Plans*") must show the layout of ductwork, British Thermal Units (BTU's) or horsepower, allowance for combustion and makeup air, and the location of equipment. (**Existing and new must be shown**). Manufacturers installation manuals must be available at inspection.
  
3. **Plan Review Procedure:**
  - a) If there is no new electrical, plumbing, or HVAC, plans can be reviewed in-house.
  - b) All others go to our outside plan reviewer(s) and will be charged the appropriate fee.

**Note: All contractors and sub-contractors must be registered by the Building Department [LCO 1321 & 1323]. Work on commercial buildings (4 dwelling units or more in a building) in the five specialty trades: Electrical, HVAC, Refrigeration, Plumbing, and Hydronics, also requires a license from the Ohio Construction Industry Licensing Board (OCILB) [Ohio Revised Code (ORC) 4740].**