

Requirements for Plan Reviews  
Of all Residential Projects, including Existing Dwellings

**TO ALL APPLICANTS SEEKING PLAN APPROVAL AND PERMITS  
FOR ADDITIONS, ALTERATIONS AND RENOVATIONS**

The provisions of the "Residential Code of Ohio for One, Two, and Three Family Dwellings" (RCO) section 101.2 shall apply to the **construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition** of every residential building or structure, any appurtenances connected or attached to such buildings or structures, or any accessory structures. The procedure for review and approval is governed by the RCO and Berea Codified Ordinances (BCO), and as outlined below:

**1. RCO 105.3-**Application for plan approval. To obtain a plan approval, the applicant shall first file an application in writing on a form furnished by the Residential Building Department for that purpose. Such application shall:

- Be accompanied by construction documents and other information as required in section 106 of RCO
- Give such other data and information as required by the Residential Building Official.

**2. RCO section 106.1.3** Information on residential construction documents. Drawing shall be dimensioned and drawn on suitable material. They shall include the following information:

- **Site Plan** – A site plan showing a north orientation arrow, the size and location of new residential construction and all existing structures on the site, all property and interior lot lines, the locations of the nearest streets, the established street grades, the locations, types and sizes of all utility lines, the location of any fences, and the elevations of all proposed finished grades; and it shall be drawn in accordance with an accurate boundary line survey. (figure 1)

**Figure 1**

**General Notes**

Since every attempt has been made for accuracy of these drawings, it is advised that each trade review all parts of the drawings that pertain to the work of which they will be responsible and report any dimensional or other errors, to the Contractor for correction or further clarification. Some minor dimensional changes may be made in the field to accommodate mechanicals, specific materials or general field conditions. Please note that all room sizes shown on the drawings are approximate.

All footers to bear on original solid soil. Assume 3000 psf soil bearing capacity, verify as required. Adjust all footer depths as required to extend below the frost line, after field determining finish grade height, which may differ from what is shown on the drawings.

All floor joists to have solid or 1x3 "X" bracing at midspan, on all spans over 8'-0". Double joists under any parallel bearing walls above, unless noted otherwise, and add solid blocking through the floor system to transfer all point loads from above to the top of beam or foundation below.

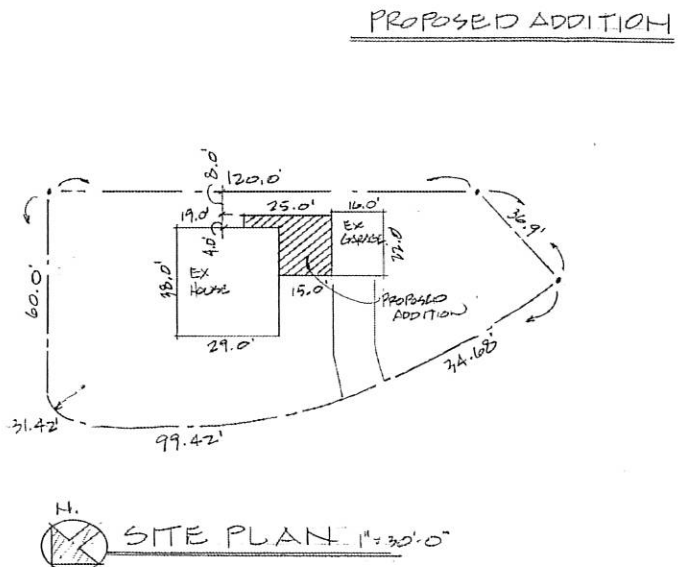
All bearing headers to be minimum (2) 2x8s unless noted otherwise. All steel fitch plate beams and LVLs, three members wide and over, shall be through bolted with 1/2" dia. bolts at 2'-0" o.c. alternating top and bottom, and minimum two bolts at each end.

All beams to bear on Jack (trimmer) studs or in walls with solid studs or blocking, to bring points below. Use 2 Jack studs with all headers over 8'-0".

All hip rafters to be single 2x or LVL member, one size larger than the rafters themselves. All valley rafters to be dbl 2x or LVL members, one size larger than the rafters, or as noted otherwise, bevel bottom edge as required.

All rafters or prefabricated trusses, if any, shall be braced and secured to top of walls per manufacturers recommendations, or as required to prevent any racking, shifting or settling. Adjust rafter birdsmouths and/or wall heights as required to maintain a constant gutterboard height, especially when using different rafter member sizes or changes in roof pitches.

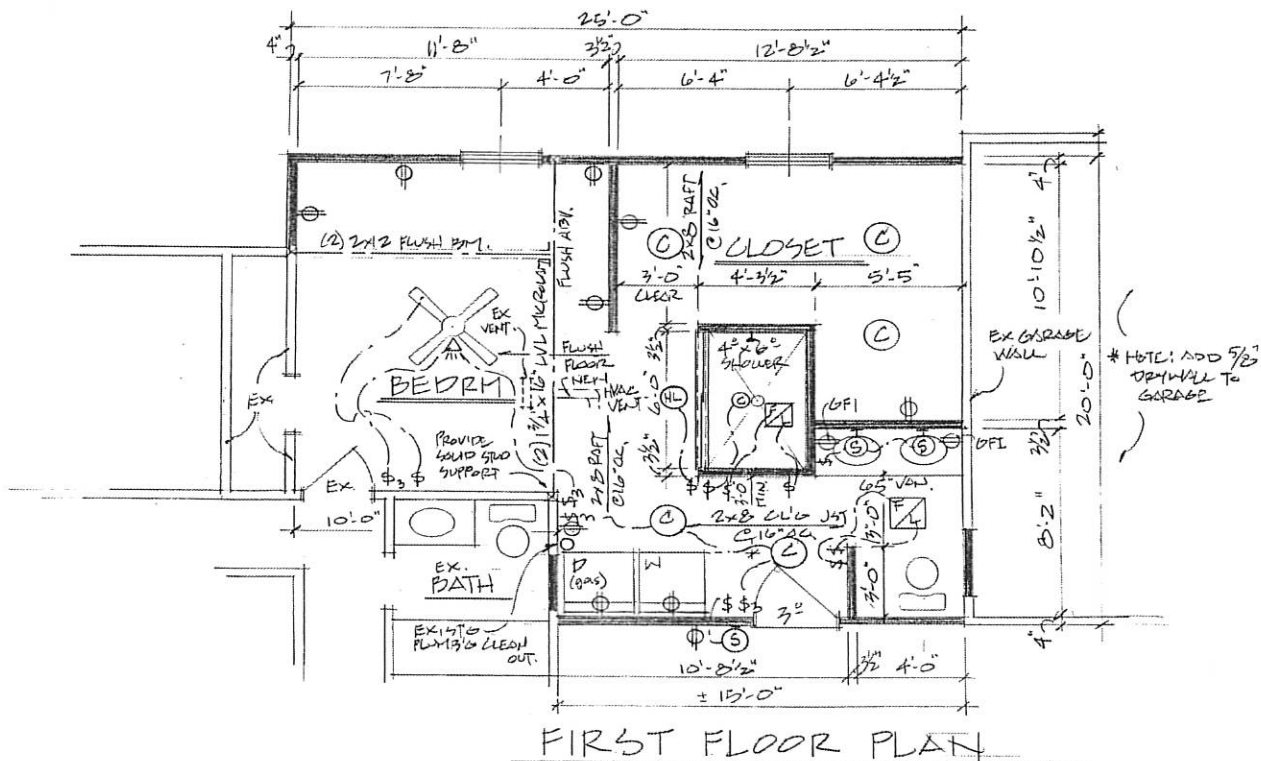
Window numbers shown on the elevations are " " units. Window suppliers to review and notify Contractor of any units that do not meet local egress requirements, or any units that may require tempered glass, especially if another window manufacture other than " " is used.



• **Floor Plan** – 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 method. Spaces must be identified by how the each space is intended to be used. (figure 2)

• **System Descriptions (all electrical, mechanical, and plumbing systems).** 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. (figure 2)

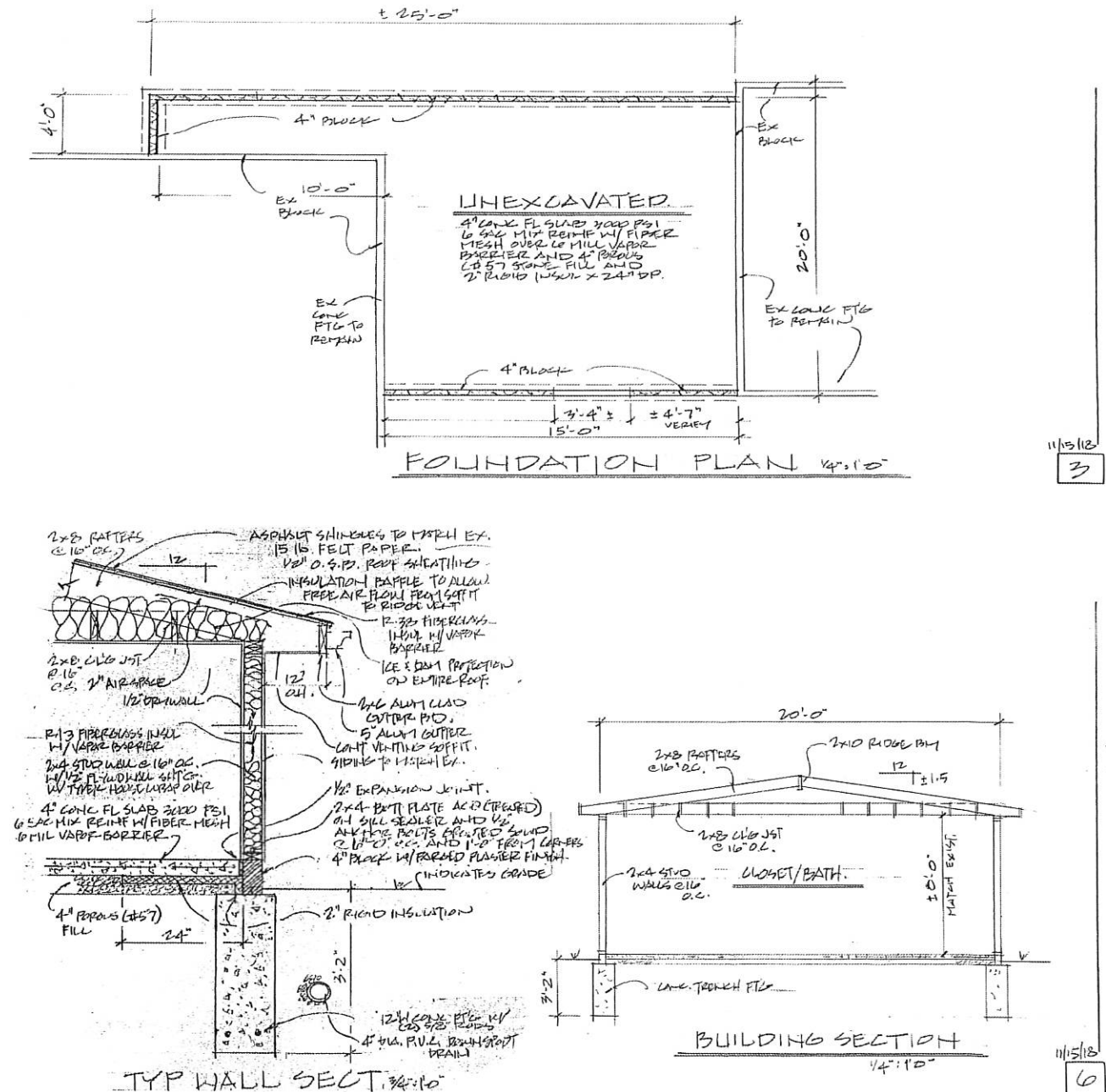
**Figure 2**



• **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. (figure 3)

• **Building Structural & Sections** – 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. (figure 3)

**Figure 3**



The plans expected for remodeling, repairing, replacing, etc. are not required to be architectural grade renderings. However, they should bear a reasonable resemblance to the project; floor by floor,

## Required Inspections

All inspections are scheduled by calling 440-826-5812 between the hours of 8:30am – 4pm. Be advised 24 hour notice is required for all inspections. The following inspections are required:

### **Before Backfilling:**

- Sewer –sanitary and storm
- Water supply line
- Footing
- Foundation Wall
- Top of footing elevation verification
- Drain Tile
- Water/Damp Proofing
- Electrical underground service lateral

### **Before Placing Concrete:**

- Footings
- Slabs
- Crawl Areas
- Garage floor
- Basement Floors
- Flat Work ( Driveway, Sidewalk & Walkways)

### **Before Drywall & Insulation:**

- Electric Service – Required prior to energizing service
- Framing - To be called for & performed after the following:
  - Fire Blocking/Stopping
  - Shear walls
  - Engineered truss drawings must be on site
- Rough Electrical
- Rough Plumbing
- Rough Gas Piping
- Rough Mechanical

### **After & Including Insulation:**

- Insulation/caulk (Energy code compliance which was submitted will be verified)
- Final Electrical
- Final Plumbing
- Final Mechanical
- Final Build - To be called for & performed after all other permits have been finale

If there are further questions about inspections, please feel free to contact the Building Department (440) 826-5812 or email at [buildingdept@cityofberea.org](mailto:buildingdept@cityofberea.org).

## Occupancy

If occupancy is not granted at the final occupancy inspection, it may be possible to obtain Conditional Occupancy. Conditional Occupancies are allowed when weather related items are the only outstanding issues and they are not considered hazardous to public health and/or safety. The homeowner shall not move in until either Occupancy has been granted or a Conditional Occupancy has been issued.