



City of Lakewood
Department of Housing
and Building

City of Lakewood, Ohio
12650 Detroit Ave.
Lakewood, OH 44107
(216) 529-6270
building.permits@lakewoodoh.gov

COMMERCIAL
ASPHALT PAVING GENERAL REQUIREMENTS
(Only Fresh Hot Mix Asphalt Shall Be Used)

PARKING LOTS – NEW:

1. All vegetation shall be removed.
2. Areas to be paved shall be uniformly graded with clean fill to provide positive drainage. A bulkhead shall be provided at the public sidewalk and other existing pavements to provide a smooth transition.
3. The base course of asphalt shall be a minimum of 4 inches thick, spread, leveled, power rolled and compacted to at least of 90% of maximum density and tack coated prior to placing the surface course.
4. The surface course shall be power rolled and compacted to a minimum of 2 inches thick and the pavement shall have a minimum slope of 1% to storm basins. All areas inaccessible to a power roller shall be thoroughly tamped with hot iron tampers. No water shall flow on to adjoining properties, and the surface course shall not be placed during inclement weather.
5. The finished pavement shall display a close grained, uniform and smooth surface free of sharp changes in grade, ridges and valleys, hollows, and voids. No depressions will be permitted which will trap water to form a puddle more than ¼” deep or more than 6 feet across. The weight of the wearing surface after the final rolling will be at least 12 pounds per square foot per inch of compacted thickness.
6. Appropriate barricades and signs shall be erected to prevent the movement of traffic over the pavement until it has set for a minimum of 48 hours.
7. A seal coat shall be applied according to the manufacturer’s specifications.
8. A striping plan shall be submitted to the Building Department for approval. Standard parking stall sizes, handicap accessible spaces and walkway striping should be indicated.

PARKING LOTS – RESURFACE:

1. Prior to laying the surface course, the existing pavement shall be thoroughly cleaned, and vegetation removed. All cracks, upheavals, and pot holes shall be repaired with full depth asphalt paving and compacted. All contact surfaces and cold pavement joints shall be tack coated with asphalt emulsion binder to bond the overlay to the existing surface. A bulkhead shall be provided at the sidewalk to provide a smooth transition.
2. The surface course shall be power rolled and compacted to a minimum of 2” thick and the pavement shall have a minimum slope of 1% to storm basins. All areas inaccessible to a power roller shall be thoroughly tamped with hot iron tampers. No water shall flow over adjoining properties, and the surface course shall not be placed during inclement weather.

3. The finished pavement shall display a close grained, uniform and smooth surface free of sharp changes in grade, ridges and valleys, hollows, and voids. No depressions will be permitted which will trap water to form a puddle more than ¼” deep or more than 6 feet across.
4. Appropriate barricades and signs shall be erected to prevent the movement of traffic over the pavement until it has set for a minimum of 48 hours.
5. A seal coat shall be applied according to the manufacturer’s specifications.
6. A striping plan shall be submitted to the Building Department for approval. Standard parking stall sizes, handicap accessible spaces and walkway striping should be indicated.

AREA/DRIVEWAY & GARAGE DRAIN INSTALLATION GUIDELINES

1. All drains installed, repaired, or replaced on private property require a dye test and a permit.

Adequate time MUST be allotted for the Public Works/Sewer Dept. to dye test and verify the connection of any storm water drain to a City of Lakewood sewer. (2 weeks minimum)

No permit will be issued for any storm water or garage drain without a dye test or proof of an approved sewer connection. This applies to area/driveway drains that need to be replaced, repaired or relocated. In non-combination sewer service areas, the area/driveway drain must be connected to the property’s storm sewer lateral.

NOTE: It is recommended that the driveway drain be connected separately to the storm lateral and not connected to a less than 6” downspout piping system as the roof system is designed to handle roof water only. Driveway drains connected to a less than 6” downspout drainage system may cause basement seepage issues. The City Engineer can be consulted for assistance. The final decision rests with the property owner(s).

2. All storm drain piping must be a minimum of 4” diameter of an approved material (Typically ASTM 3034).
3. Receptors must be sized for the volume of water, rated for the vehicle load (H10 rating for garages and driveways), installed according to the manufacturer’s instructions and provide a minimum 12” sump with no bottom outlet.
4. A water seal must be provided to keep debris from entering the city sewer. Typically this is achieved by installing an inverted 45 degree direction change at the immediate receptor discharge (a cleanout is required for any underground direction change greater than 45 degrees).
5. Garage drains must be trapped and connected to the sanitary sewer.
6. The height of the finished drain strainer should be at an elevation to allow for no more than a 4% grade for the area being drained (approximately ½” per foot).
7. Drain pipe must be bedded in compacted, clean #57 limestone or river wash and backfilled to a minimum of 12” above the top of the drain piping. Backfill to rough grade with clean fill.



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COMMERCIAL **CONCRETE PAVING GENERAL REQUIREMENTS**

DRIVEWAYS & PARKING LOTS:

1. All vegetation shall be removed, and areas to be paved shall be uniformly graded to provide positive drainage.
2. The subbase shall be uniform and a minimum of 4" thick of well compacted stone.
3. Reinforcement is optional. Isolation (expansion) joints shall be placed at buildings, drains, light post foundations, the public sidewalk, every 500 lineal ft. maximum, and at other existing pavements.
4. Prior to placement of the concrete, the subbase shall be dampened to prevent water from wicking out of the fresh concrete. Grade pins shall be provided.
5. The concrete shall be a minimum of 5" thick and have a compressive strength when cured of not less than 3000 psi. Contraction joints shall be continuous (not staggered), in square panels, and spaced every 12 ft. The finished slab shall have a minimum slope of 1% to the street and/or area drains. No water shall flow on to adjoining properties, and concrete shall not be placed during inclement weather.
6. Public sidewalks, curbs, and aprons shall be in accordance with the Department of Public Works specifications.
7. The finished pavement shall display a uniform surface free of sharp changes in grade, ridges and valleys, hollows, and voids. No depressions will be permitted which will trap water to form a puddle more than ¼" deep or more than 6 feet across. A liquid curing compound or other methods (e.g.: plastic sheets, continuous sprinkling) shall be applied to cure the concrete after finishing.
8. Appropriate barricades and signs shall be erected to prevent the movement of traffic over the pavement until the forms have been removed and it has cured sufficiently (usually a minimum of 7 days).
9. A striping plan shall be submitted to the Building Department for approval. Standard parking stall sizes, handicap accessible spaces and walkway striping should be indicated.

(NOTE: An on-site location shall be provided for washout purposes. See reverse for area drain requirements)

AREA/DRIVEWAY & GARAGE DRAIN
INSTALLATION GUIDELINES

1. All drains installed, repaired, or replaced on private property require a dye test and a permit.

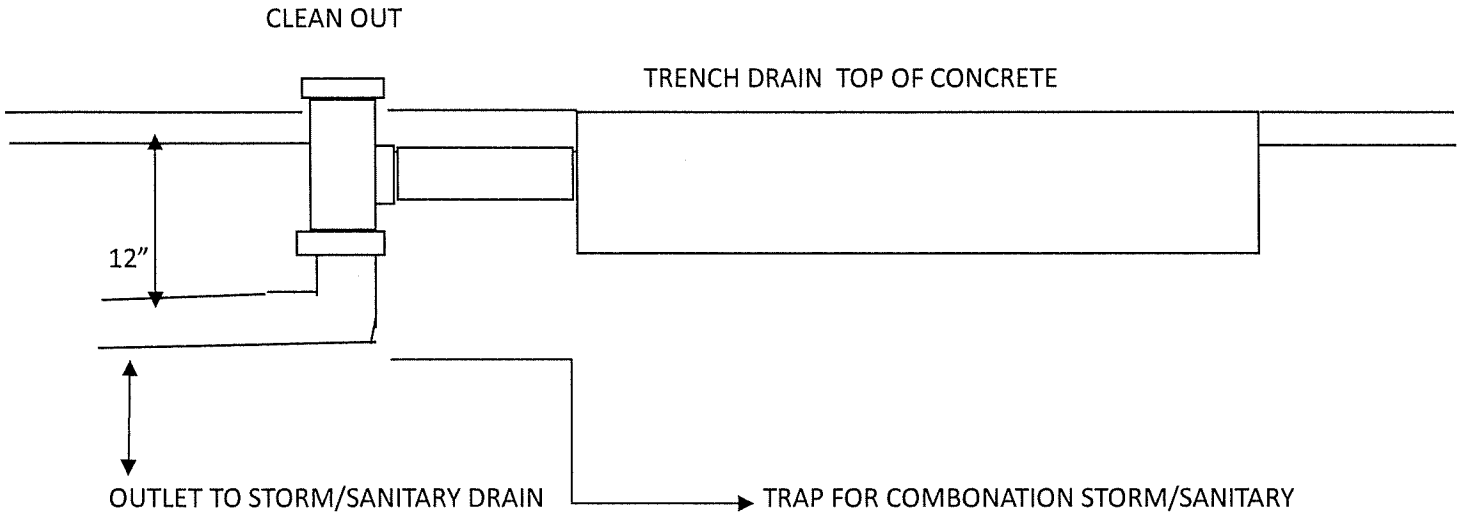
Adequate time MUST be allotted for the Public Works/Sewer Dept. to dye test and verify the connection of any storm water drain to a City of Lakewood sewer. (2 weeks minimum)

No permit will be issued for any storm water or garage drain without a dye test or proof of an approved sewer connection. This applies to area/driveway drains that need to be replaced, repaired or relocated. In non-combination sewer service areas, the area/driveway drain must be connected to the property's storm sewer lateral.

NOTE: It is recommended that the driveway drain be connected separately to the storm lateral and not connected to a less than 6" downspout piping system as the roof system is designed to handle roof water only. Driveway drains connected to a less than 6" downspout drainage system may cause basement seepage issues. The City Engineer can be consulted for assistance. The final decision rests with the property owner(s).

2. All storm drain piping must be a minimum of 4" diameter of an approved material (Typically ASTM 3034).
3. Receptors must be sized for the volume of water, rated for the vehicle load (H10 rating for garages and driveways), installed according to the manufacturer's instructions and provide a minimum 12" sump with no bottom outlet.
4. A water seal must be provided to keep debris from entering the city sewer. Typically this is achieved by installing an inverted 45 degree direction change at the immediate receptor discharge (a cleanout is required for any underground direction change greater than 45 degrees).
5. Garage drains must be trapped and connected to the sanitary sewer.
6. The height of the finished drain strainer should be at an elevation to allow for no more than a 4% grade for the area being drained (approximately ½" per foot).
7. Drain pipe must be bedded in compacted, clean #57 limestone or river wash and backfilled to a minimum of 12" above the top of the drain piping. Backfill to rough grade with clean fill.

TRENCH DRAIN INSTALLATION





City of Lakewood
Department of Housing
and Building

Case #:

Building Permit Application

12650 DETROIT AVENUE • LAKEWOOD, OH 44107 • (216) 529-6270 • Fax: (216) 529-5930

building.permits@lakewoodoh.gov

PROJECT ADDRESS:

Suite/Unit #

or **PERMANENT PARCEL NUMBER:**

PROPERTY CLASSIFICATION:

1, 2 or 3 Family

OR

Commercial (includes multifamily and condominiums)

Who is performing the work?

Homeowner

OR

Contractor

PERMIT TYPE:

Building

*Plumbing

*Mechanical

*Electrical

*(complete reverse side)



SCOPE OF PERMIT (Check all that apply):

New Primary Structure	Addition	Alteration	Repair	Equip. Replacement	Commercial Sign
Tent or Temporary	Rear Deck	Shed	Pool/Hot Tub	Water Controlling	Waterproofing
Commercial Hood	Fire Suppression		Fire Alarm	Storm Sewer	Refrigeration
Demolition	Paving	Drain	No Drain	Fence __ New or __ Existing	

Other (Please specify): _____

Generator Manufacturer _____ Model _____ No. of BTU's _____

***VALUATION: (cost of the work) \$**

***PROJECT SIZE: (in square feet)**

BRIEF DESCRIPTION OF WORK: (Include scope, dimension, location)

DRAIN IN WORKSPACE (NEW REPLACEMENT EXISTING)

PROPERTY OWNER NAME:

*Phone:

Business Name (if applicable)

*Email:

Mailing Address:

City:

State:

Zip:

CONTRACTOR CO. NAME:

*Phone:

CONTRACTOR NAME:

*Email:

Mailing Address:

City:

State:

Zip:

ARCHITECT/ENGINEER:

Phone:

Mailing Address:

City:

State:

Zip:

I hereby certify all information contained in this application is true, accurate and complete to the best of my knowledge. Furthermore, I am the property owner of record; or an authorized representative of the contractor registered with the city of Lakewood listed above and authorized by the property owner to perform the work described. I am primarily responsible for the work described and agree to abide by the applicable provisions of law and building codes adopted by the state of Ohio and the City of Lakewood. All subcontractors working under my direction shall be registered with the City of Lakewood. Perpetuation of fraud or misrepresentation including contractors or property owners obtaining permits on behalf of an unregistered contractor is a violation of LCO §1306.69 and punishable by fines, jail time and revocation of contractor registration.

Anticipated Completion Date: _____

SIGNATURE OF CONTRACTOR / OWNER

DATE

ELECTRICAL PERMIT			
Items	Qty	Cost per	Extended cost
Base Fee		\$30.00	\$30.00
Each 120-volt receptacle		3.00	
Each fixture outlet		3.00	
Each outlet or receptacle in excess of 120 volts		12.00	
Motors (each unit): 1/4 HP or less		10.00	
1/3 hp to and including 3/4 HP		15.00	
7/8 HP to and including 5 HP		20.00	
Over 5 HP		25.00	
X-ray machines or equipment		50.00	
Corrections or Alterations		20.00	
Panel, services, related equipment, and disconnects		50.00	
Low voltage smoke and/or fire alarm systems		50.00	
Residential State Fee add 1% - Commercial State Fee add 3%	1%	3%	
		Total	\$

PLUMBING PERMIT			
Items	Qty	Cost per	Extended cost
Base Fee		\$30.00	\$30.00
Lavatories, sinks, laundry trays, bathtubs, showers, standpipes, combination fixtures, urinals, water closets, floor drains, area drains, yard drains, refrigerator drains, dishwashers, sterilizers, dental chairs, water filters, ejector, sump pumps, garbage grinders, grease interceptor, and each three feet or fraction thereof of gang shower length, per each unit		3.00	
Gas Piping: For each outlet		5.00	
Each indoor sprinkler head		5.00	
Each outdoor sprinkler head		2.00	
Each inside leader		3.00	
Each air admittance valve		10.00	
Hot water storage tanks: Up to and including 150-gallon capacity		5.00	
151 gallon and up to and including 300-gallon capacity		8.00	
301 gallon and more		10.00	
Each drain or sewer per 100 feet of aggregate length or part thereof according to diameter:			
Up to and including 6 inches in diameter		10.00	
8-inch diameter		15.00	
10-inch diameter		20.00	
12-inch diameter		25.00	
Potable water piping per 100 feet of aggregate length or part thereof <small>(excluding service line governed by Water Dept.)</small>		10.00	
Residential State Fee add 1% - Commercial State Fee add 3%	1%	3%	
		Total	\$

HVAC PERMIT							
Unit	Qty	Make	Model	BTU's/Tons of Cooling	Type of Fuel	New or Replacement	
Warm Air Furnace						<input type="checkbox"/> New <input type="checkbox"/> Replacement	
Boiler						<input type="checkbox"/> New <input type="checkbox"/> Replacement	
Unit Heater						<input type="checkbox"/> New <input type="checkbox"/> Replacement	
Heat Pump						<input type="checkbox"/> New <input type="checkbox"/> Replacement	
Air Conditioner						<input type="checkbox"/> New <input type="checkbox"/> Replacement	
*Will the A/C be placed in the side yard? YES or NO *If YES , please attach A/C side yard placement worksheet.							
If new whole house A/C, cost is: \$ _____ Increase in heating BTU's: _____							
New Rough In/Re-Work Ductwork: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial							
Commercial Kitchen Hood Type 1, with Grease Duct (Do NOT include Suppression) <input type="checkbox"/>							
Commercial Kitchen Hood Type 2, with Duct <input type="checkbox"/>							
MUA (Make-Up Air Unit) <input type="checkbox"/>							
						Total	\$



Owner Acknowledgement of Property Lines

Housing & Building

(216) 529-6270

building.permits@lakewoodoh.gov

Date: _____

I hereby acknowledge that property line location is the sole responsibility of the property owner. The location of the accessory structure or addition to a primary structure on the plot plan will be measured from a point that the homeowner deems as the property line. Lakewood assumes no responsibility for errors related to property line location. If there is a question regarding an existing property line, a licensed surveyor should be consulted to obtain a property line survey.

Project Address: _____

Owner Name: _____

Owner Address: _____

Owner Phone#: _____

Email Address: _____

Project Description: _____

Property Owner Signature