

# **PROCEDURES FOR RESIDENTIAL ADDITIONS, ALTERATIONS, REMODELING AND REPAIRS IN THE CITY OF PARMA HEIGHTS**

1. COMPLETE APPLICATION FOR A PERMIT.
2. SUBMIT THREE (3) SETS OF PLANS FOR THE WORK BEING DONE. THESE PLANS MAY BE DRAWN BY THE APPLICANT AND EACH SET MUST INCLUDE:
  - (A) A DIMENSIONED PLOT PLAN SHOWING THE OUTLINE OF THE PROPERTY AND ALL BUILDINGS ON IT INCLUDING THE NEW ADDITION, POOL OR STRUCTURES.
  - (B) FLOOR PLAN INCLUDING EXISTING, ABUTTING FLOOR SPACE, DIAGRAMS AND DETAILS OF ALL FOUNDATION, FRAMING, ELECTRIC, HEATING AND PLUMBING WORK BEING DONE.
  - (C) CROSS-SECTION INDICATING MATERIALS AND ATTACHMENT TO EXISTING STRUCTURE, IF APPLICABLE.
3. A \$50.00 DEPOSIT IS DUE WHEN THE APPLICATION IS MADE. THE DEPOSIT WILL GO TOWARDS THE BUILDING PERMIT FEE OF \$100.00 PLUS \$1.00 FOR EACH 100 SQUARE FEET, OR PORTION THEREOF, OF FLOOR AREA ALTERED, REMODELED, REPAIRED OR ADDED.
4. CHECK WITH THE CONTRACTOR(S) TO SEE IF HE IS REGISTERED WITH PARMA HEIGHTS. IF NOT, HE WILL HAVE TO REGISTER (\$100.00 FEE ALONG WITH PROOF OF INSURANCE, AND ANY STATE LICENSING IF APPLICABLE)
5. ONCE APPLICATION IS APPROVED THE PERMIT WILL BE ISSUED ANY TIME AFTER 10:00AM THE FOLLOWING MORNING. ADDITIONAL PERMITS; ELECTRIC, HEATING, PLUMBING- WILL ALSO BE ISSUED AT THAT TIME AND ARE CHARGED SEPARATE FEES.
6. IF THE APPLICATION IS NOT ACCEPTED AND MUST BE RE-SUBMITTED WITH ADDITIONAL INFORMATION, THAT INFORMATION MUST BE SUBMITTED TO THE BUILDING DEPARTMENT.
7. IF THE APPLICATION IS NOT ACCEPTED BECAUSE OF A VIOLATION OF AN EXISTING CODE, A VARIANCE MAY BE APPLIED FOR BY CONTACTING THE BUILDING DEPARTMENT TO SCHEDULE A MEETING WITH THE BOARD OF ZONING APPEALS.
8. ALL PERMITS WILL BE ISSUED AT THE SAME TIME AND REQUIRED BUILDING BOND FEE (\$100.00) WILL BE COLLECTED AT THE TIME OF ISSUANCE.