



COUNTY OF LAKE

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DEPARTMENT OF LAKE COUNTY BUILDING INSPECTION

Electronic Plan Submittal Guidelines for Residential Submittals only

- Plans submitted electronically must be in original single layer Adobe PDF format (no scans). A submittal fee must be paid via credit card by contacting the office or mail by check or hand delivered to the Building Department before plans can be reviewed. (Submittal fees are available on line or by calling the office.) Other information pertaining to the submittal (zoning permit, etc.) shall be included with the documents in a separate PDF.
- Plans shall be submitted as a complete set. Include a title sheet or index listing all pages provided with the submittal. Each page shall be oriented in the upright position. Each page shall include the seal of the design professional if applicable. Please indicate the total number of pages included in the set (***the maximum total number of pages is 20***).
- The submission needs to be sent as an ***unsecured*** PDF, as we will provide the review result along with our typical county informational stamp; including the date of approval. We also will insert our logo stamp on each page of the set and secure the documents prior to forwarding the documents to the submitter.
- The submitter will be notified of their adjudication or certificate of plan approval by e-mail correspondence, including associated building permit fees.
- The submitter is responsible to print the reviewed documents and provide (post) a complete, readable set for the jobsite and county field inspection personnel prior to commencing construction. Digital viewing of plans is acceptable but it is the permit holder's responsibility to provide appropriate provisions on-site for viewing the approved documents during inspections. Many projects require numerous submittals / revisions during the course of construction; therefore, it is imperative that all updates be forwarded to our office for timely review and approval to avoid unnecessary delays during construction and are available to contractors and county personnel.

The following form must be completed and submitted with *Plans/Drawings and site plan for Review:*
For New Dwellings:

- Plan Review Application
<http://www.lakecountyohio.gov/Portals/39/F%20Residential%20Building%20Permit%20App%202016.pdf>
- Systems Description Form
<http://www.lakecountyohio.gov/Portals/39/BuildingDept/MiscInformations/2013%20RCO%20Systems%20Description%20Form%20Feb%202013.pdf>
- Energy Form
<http://www.lakecountyohio.gov/Portals/39/BuildingDept/Applications/Fillable%20Res%20Energy%20Compliance%20Declaration%20Form.pdf>
- Utilities Form
Form<http://www.lakecountyohio.gov/Portals/39/BuildingDept/MiscInformations/UTILITIES%20AVAILABILITY%20NOTICE.pdf>

For Additions:

- Plan Review Application
<http://www.lakecountyohio.gov/Portals/39/F%20Residential%20Building%20Permit%20App%202016.pdf>
- Systems Description Form
<http://www.lakecountyohio.gov/Portals/39/BuildingDept/MiscInformations/2013%20RCO%20Systems%20Description%20Form%20Feb%202013.pdf>
- Energy Form
<http://www.lakecountyohio.gov/Portals/39/BuildingDept/Applications/Fillable%20Res%20Energy%20Compliance%20Declaration%20Form.pdf>

For all other submissions:

- Plan Review Application
<http://www.lakecountyohio.gov/Portals/39/F%20Residential%20Building%20Permit%20App%202016.pdf>

Building permits are issued to property owners or properly registered general contractors.