



**CITY OF CLEVELAND HEIGHTS
BUILDING DEPARTMENT
40 SEVERANCE CIRCLE
216-291-4900 FAX: 216-291-4421**

INFORMATION ON BUILDING DEPARTMENT REQUIREMENTS

PLEASE BE SURE YOU OR YOUR CONTRACTOR, CHECK WITH THE BUILDING DEPARTMENT BEFORE STARTING ANY REPAIR OR CONSTRUCTION WORK. (216) 291-4900

It is the homeowner's responsibility, ultimately, to see that permits are obtained. Either the contractor or the homeowner may purchase the permits from the Building Dept. in City Hall, 40 Severance Circle. If your work is being contracted, in most cases the contractor must obtain the permit(s) - this can be made clear in your contract. *Permits must be posted during the period of construction.*

NOTE: If a permit is not obtained, a Stop-Work Order or Violation Notice will be issued; fees will double and a court summons may be issued for non-compliance or repeat offenders.

Building permits are required for the following:

- to demolish, alter or make major repairs to any existing building structure, or any portion of that structure, or to build any new structure / addition. (Plans for new structures or exterior design changes must be approved by the Architectural Board of Review before a permit can be issued.) New roof coverings, window replacements, new siding (except small areas of replacement), decks, new steps (or rebuilding steps), all require permits.
- to do any electrical (other than minor violation corrections), plumbing, heating or air conditioning work.
- to do any concrete or asphalt work involving replacement or asphalt resurfacing, or any paving work (brick walks, etc.).

In general, permits are required for most construction activities except minor repairs, exterior / interior painting, gutters and downspouts installations.

AGAIN, IF IN DOUBT, CONTACT THE BUILDING DEPARTMENT.

Contractors must be registered by The City. Since the term "contractor" includes "sub-contractors," they cannot legally work under a "homeowner" permit unless they are doing work for which a per-

mit is not required (i.e., floor tile work under the owner's bathroom remodel permit). Registration protects you by requiring the contractor to provide liability insurance and a bond to ensure fiscal responsibility, the completion of your project, and code-conforming work. Homeowners need not be registered to obtain a permit to personally perform work upon their established residence, provided that it is a single-, two-, or three-family property. They may not, however, make any connection to a public utility system (sewer or water line hook-ups).

Inspections are a part of the permit process. All work for which a permit is required must be inspected to ensure it meets code. Electrical, plumbing and heating work must be inspected prior to enclosure in walls, floors or ceilings. It is also a good idea to have the final inspection made before final payment to a contractor. **As the homeowner, you can set up the appointment for inspection by calling the Building Dept. at (216) 291-4900 at 8 a.m. - 10 a.m., 1 p.m. -2 p.m. Monday through Friday.**

**PERMIT HOURS: 8:00 a.m.- 10:00 a.m.
1:00 p.m.- 2:00 p.m.**

All construction debris must be removed from the premises and taken to an appropriate landfill. The City's Service Department will not pick up construction debris. This should be a part of your contract. If doing your own work, check the Yellow Pages under "Landfills" or "Rubbish and Garbage Removal," and make appropriate arrangements for disposal of debris.

rf/revised 4/06