



6154 Mayfield Road, Mayfield Heights, OH 44124
Phone: 440-442-2626, ext. 210 Fax: 440-442-7662

COMMERCIAL PLANS APPROVAL APPLICATION/REQUIREMENTS

****PLEASE NOTE NEW SUBMITTAL REQUIREMENTS and FEES AS OF JANUARY 2023****

SUBMITTAL REQUIREMENTS DEPOSIT

A \$500.00 minimum plan review deposit is required at the time of submittal PLUS \$150 processing fee. Deposit and processing fee can be made by cash or check only. PERMIT FEES **WILL NOT** BE TAKEN FROM DEPOSITS. The unused portion will be returned to the applicant after plans are approved. Any additional fees will be charged to the applicant.

- PDF of the plans (as one PDF, not separate sheets) and specs should be emailed to monicaferrante@mayfieldheightsohio.gov.
 - Paper copies are no longer required at submittal but may be requested at a later date.
 - For fire alarm submittal, please see note below.
- EXTERIOR ALTERATIONS/ADDITIONS** are subject to approval by the Architectural Board of Review.

PERMIT FEES

BUILDING PERMITS:

Alterations/Additions (500 sq. ft. or more):

\$500.00 plus \$5.00 for each \$1,000 **or fraction of** estimated cost of construction (plus 3%)

Alterations/Additions (less than 500 sq. ft.):

\$250.00 plus \$5.00 for each \$1,000 **or fraction of** estimated cost of construction (plus 3%)

New Construction:

Base Fee: {up to 10,000 sq. ft. = \$1,000} {10,001-20,000 sq. ft. = \$2,000} {20,001/+ sq. ft. = \$3,000}
plus \$25.00 for each 100 square feet **or fraction of** floor area. (plus 3% state fee)

- Fees for sub-trades, fire alarms, and fire protection are not included in building permit fees.

FIRE ALARM PERMITS:

New: \$200.00 plus \$30 per 1,000 sq ft or fraction there of + 3% state fee

Upgrade/Alteration/Addition: \$200.00 plus \$30 per 1,000 sq ft or fraction there of + 3% state fee

FIRE PROTECTION PERMITS: (sprinklers & hood suppression)

\$100.00 + \$5.00 per head (plus 3%)

HOOD – With Fire Suppression: \$100.00 + \$5.00 per head (plus 3%)

HOOD – Without Fire Suppression: \$103.00 (including 3%)

*Permit payments are accepted in cash or check made payable to The City of Mayfield Heights.

**When plans are approved, contractor must fill out a building permit application before permit may be issued.



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APPLICATION FOR COMMERCIAL PLANS APPROVAL

JOB ADDRESS:			
JOB NAME:			
Bldg. No:	Suite No:	Floor:	Bldg. Descr. (store, church, etc):
PROPERTY OWNER:			
OWNER'S ADDRESS:			
CITY, STATE, ZIP:			PHONE:

SCOPE OF PROJECT:	TYPE OF PROJECT
Building General (New/Addition/Alterations)	New Construction
Mechanical (HVAC/Electrical/Plumbing)	Building Addition
Sprinkler System	Building Repairs/Alterations
Fire Alarm	Change of Occupancy/Use

TOTAL SQUARE FOOTAGE:	
Basement:	
First Floor:	
Additional Floors:	
Total Square Footage:	

FIRE PROTECTION SYSTEMS TYPE:	
Building Sprinkler	Smoke Detection
Limited Area Sprinkler	Fire Detection
Building Fire Alarm	N/A
Hood Suppression	Other:

PROPOSED OBBC USE GROUP CLASSIFICATION:											
A-1	A-4	E	H-1	H-4	I-3	R-1	R-4				
A-2	A-5	F-1	H-2	I-1	I-4	R-2	S-1				
A-3	B	F-2	H-3	I-2	M	R-3	S-2				
U Mixed use groups? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Separated <input type="checkbox"/> Non-separated											

CONSTRUCTION TYPE:					
1	2A	3A	4	5B	
1B	2B	3B	5A		

Included with my submittal is energy code compliance. (not required for fire submittals)

JOB DESCRIPTION:

Project for: ___ new occupant ___ existing occupant ___ vacant space other: _____

Estimated Cost of Construction: _____

FIRE ALARM SUBMITTAL: Total # of Devices: _____

FIRE PROTECTION SUBMITTAL: Total Number of Heads: _____

REGISTERED DESIGN PROFESSIONAL:

Architect: Ohio Registration No: _____

Engineer: Ohio Registration No: _____

Certified Fire Protection System Designer: Ohio Registration No: _____

COMPANY: _____ **PHONE:** _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

EMAIL ADDRESS (MUST BE PROVIDED): _____

CONTRACTOR: to be determined

COMPANY: _____ **PHONE:** _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

EMAIL ADDRESS: _____

APPLICANT:

COMPANY: _____ **PHONE:** _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

EMAIL ADDRESS: _____

The acceptance of the permit herein applied for shall constitute an agreement on the part of the applicant to abide by all the conditions herein contained and to comply with all the ordinances of the City of Mayfield Heights and the laws of Ohio relating to the work to be done hereunder; and said agreement is a condition of said permit.

SIGNATURE OF APPLICANT: _____

PRINT NAME: _____

TITLE _____ **DATE** _____