Required Application Information

The following information is required with applications submitted to the building department. Three sets of plans are required for both residential and commercial projects. After review of plans, the submittal may be subjected to review by Board of Zoning Appeals (BZA) and/or Architectural Review Board (ARB). Office staff may advise applicants that plans may not pass review without the following elements:

Air Conditioning Compressors
- Site plan indicating location of the compressor on the lot and all distances from lot lines.

Residential Additions to Structures
- Provide a legal survey indicating all property line boundaries.
- Site plan drawn to scale showing all existing and proposed structures, complete with all dimensions.
- Exterior elevations of proposed work.
- Photographs of area where work is proposed.
- Floor plan including all electrical (outlets, lighting, wall switches, panels, etc.) Floor plan must be drawn to scale and dimensioned.
- Wall sections must indicate materials to be used.
- Framing details including size, grade, species of structural lumber and details showing method of connections and fastening.
- Architectural Review Board (ARB) appearance is required.

Concrete
- All new or replacement concrete such as aprons or driveways must be drawn to scale and clearly indicate the area where the work is to be performed. Structures located on the property must be indicated on the drawing and everything must be dimensioned.
- Sidewalk block replacements require only a drawing of the apron, property lines and blocks to be replaced indicated on the drawing.
Decks
- Provide a legal survey indicating all property line boundaries.
- Site plan drawn to scale showing all existing structures as well as proposed deck, complete with dimensions.
- Location and height of any overhead electrical conductors.
- Photographs of area where deck is proposed.
- Structural details including size and spacing of framing lumber and method of connection of joints.
- Elevation detail showing height from grade.

Fences
- Site plans submitted for fence installations must be drawn to scale. The drawing must indicate locations of all lot lines and the relation of the proposed fence to the lot boundaries. Length, height and type of fence must be indicated. Proposals where fencing crosses to another property requires a separate permit.
- Provide a legal survey indicating all property line boundaries.

Patios
- Site plans submitted for the installation of patios must be drawn to scale and include all structures and the location of the proposed patio. All elements must be dimensioned. Include the location and size of any existing patio.

Garage Replacements
- Provide a legal survey indicating all property line boundaries.
- Site plan drawn to scale showing all existing and proposed structures with all dimensions.
- Exterior elevations of proposed work.
- Floor plan including electrical, drawn to scale and dimensioned.
- Wall sections must indicate materials to be used.
- Framing details including size, grade, species of structural lumber and details showing method of connection of joints.
- Detail indicating point of connection to the working storm sewer system for drainage.
- An Architectural Review Board appearance is required.

Residential Remodeling
- Floor plan drawn to scale showing existing conditions and proposed changes. Plan must include dimensions, electrical outlets, lights and switches.
- Wall section indicating materials to be used.
- Details of framing if structural alterations are proposed.
Signs

- Elevation if sign is wall mounted.
- Rendering depicting colors.
- Dimensions of sign.
- Site plan drawn to scale including any structures, complete with dimensions.
- Photographs showing area where the sign is proposed to be located.
- Letter from the property owner approving the installation of the sign, if the owner is not the applicant.

Swimming Pools

- Plans shall be drawn to scale of not less than 1/8" per 1', indicating all materials and methods of construction and indicating all dimensions, including the length, width and depth of the pool and width of the pool deck.
- A profile plan showing the same information.
- A plot plan showing the position of the pool in relation to the buildings and lot lines.
- A cross section of scum gutters, skimmers or overflow troughs where used.
- Pipe diagrams showing sizes of all pipes, inlets, outlets, makeup water lines, vacuum lines, waste and discharge lines, circulating and other piping.
- The pool equipment layout, showing filters, pumps, chlorinators, hair and lint interceptors and their locations, and other pertinent information.
- The liquid capacity of the pool.
- The liquid capacity of wading pool, if applicable.
- The type, number and size of filters, including the square footage of the filter area in each unit.
- Top capacity of gallons per minute.
- The method of chlorination to be used.
- The type and range of testing equipment.
- The type, design and location of enclosing fence.
- Description and plan of lighting facilities.

The Building Department can be reached at (216)-932-7800 between the hours of 8:00am and 4:30pm. We are located at 3962 Silsby Road, next to the parking lot of University Heights City Hall.

Mailing Address
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