

Olmsted Township

Building Department

26908 Cook Road • Olmsted Township, Ohio 44138 •
Website: olmstedtownship.org

(440)-235-4225

(440)-235-8025

HOME IMPROVEMENT GUIDE

Before any construction or alterations to a dwelling begin (i.e. kitchen addition, bedroom addition), permits must first be obtained from the Building Department.

The property owner should have a good idea as to what the project entails, the method of construction and assembly, the types of exterior finish and siding, the types of windows and doors and general idea for the location of closets and other interior partitions.

At the time of applying for a permit, a Building Department official will require two (2) sets of drawings, which may be professionally drawn or drawn by the homeowner. The drawings will aid the property owner during the different stages of construction and are also reviewed by the Building Department for code compliance and minimum safe construction methods.

DRAWINGS TO BE SUBMITTED: (See Attached Samples)

SITE PLAN OR PLOT PLAN:

This diagram will indicate the size of the existing lot (length and width) and will specify the size of the existing house and the size of the proposed addition. Any other structures on the lot should also be indicated on the site plan. Scale for plot plans are to be 1" = 20' or dimensioned and signed by property owner (2 copies). If constructing a new home, we require a proposed topographical survey of planned grading and drainage elevations prepared by a registered surveyor (5 copies).

ELEVATION DRAWINGS:

Elevation drawings are illustrations of the rear and sides of the proposed room addition. They will indicate the sizes and location of windows and doors and specify the types of siding (aluminum or wood), the roofing material and any other special trim.

DETAILS:

Detailed drawings will show the exact method of construction. They will show depths of footers, size and types of foundations, size of floor and ceiling joists and their spacing, type of wall construction, pitch of roof and sizes of roof rafters.

They will detail thickness of sub and finish floors, thickness of wall and ceilings and specify finished ceiling heights.

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FLOOR PLANS:

Floor plans will indicate interior arrangements of walls and specify measurements from wall to wall. These plans will locate doors, cabinets, electrical outlets and switches, plumbing and heating equipment. Floor plans also reveal any interior modifications on the existing portion of the house, which may need altering to gain entrance into this proposed addition.

All of the above drawings shall be drawn to scale. $\frac{1}{4}'' = 1'$ is suggested. Other information submitted with the drawings specifying special products and assemblies are called "specifications".

PERMITS TO BE OBTAINED:

- Building:** For foundations, footings, rough framing, insulation, cabinets, soffits, exterior and interior finishes.
- Electrical:** For new receptacles, switches, electrical appliances, exhaust fans and panel upgrades
- Plumbing:** For sinks, water closets, lavatories, tubs, showers, dishwashers, gas piping and sewers.
- Heating:** For wall heaters or other heating and/or air conditioning equipment.

INSPECTIONS ARE REQUIRED IN OLMSTED TOWNSHIP PER ADOPTED BUILDING CODES.

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CONSTRUCTION DRAWINGS

FIRST FLOOR PLAN

The floor plan submitted for your home improvement project must show the following:

1. Location and size of all existing and proposed walls.
2. Location and size of all existing and proposed doors, including the direction of the swing, and windows.
3. Location, size and span of all floor joists.
4. Finished measurements for all rooms, halls, closets and means of egress.
5. Placement of all plumbing fixtures including direction and size of all waste pipes, vents, supply lines and trap sizes.
6. Placement of all electrical fixtures, outlets, switches and built-in appliances if applicable.
7. Any additions to or alterations of the existing heating supply including electric baseboard heat.
8. Intended use of each room being added.
9. All floor plans must be drawn to a scale.
10. Two copies of all plans must be submitted for review by the Building Department.

Room additions, porch additions, sun rooms and new house construction. The elevation plans submitted for your home improvement project must show the following:

1. Both front and side views of proposed addition with existing structure included showing structure as completed.
2. Placement, size and style of all existing and proposed doors, windows and vents.
3. Style, size and type of all exterior coverings including siding and roofing.
4. Height and width dimensions of all existing and proposed structures involved, including:
 - (a) height of foundation above grade.
 - (b) Height and width of each story.
 - (c) Height from roof line to roof peak.
 - (d) Roof pitch and overhang projections.
5. Placement, sizes and material of existing and proposed storm sewers, gutters and downspouts.
6. Elevation plans must be drawn to a scale of $\frac{1}{4}'' = 1'$
7. Two copies of all plans must be submitted for review by the Building Department.
8. Energy Code calculations: Mech check calculated or prescriptive package for compliance with the Energy Code (new home). Additions and alterations require R-values specified for foundation, floors, walls, attics/ceilings.