

# Village of South Russell

## Building & Zoning Department

5205 Chillicothe Rd.

South Russell, OH 44022

(440)338-1312 Fax:338-1606

www.southrussell.com

### PERMIT PROCEDURES FOR APPLICATIONS TO THE BUILDING DEPARTMENT:

#### **REQUIRED DOCUMENTATION:**

- OHIO ENERGY CODE CALCULATIONS FROM THE ARCHITECT OR INSULATOR.
- EMAIL ATTACHMENT OF DRAWINGS TO [BUILDING@SOUTHRUSSELL.COM](mailto:BUILDING@SOUTHRUSSELL.COM) FOR REVIEW PRIOR TO ABR MEETINGS.
- IF HOMEOWNER'S ASSOCIATION APPROVAL IS NEEDED, HOA SIGNATURES & DATE MUST BE INCLUDED ON THE FRONT ELEVATION OF ONE SET OF PRINTS.
  - NEW HOMES: 4 COMPLETE SETS OF DRAWINGS WITH ATTACHED SITE PLANS + 3 ADDITIONAL SITE PLANS.
  - ADDITIONS & ALTERATIONS: 4 COMPLETE SETS OF DRAWINGS WITH SITE PLANS ATTACHED.
  - MINOR ALTERATIONS: (DOES NOT CHANGE OF LOOKS OF ANY ELEVATION) 2 SETS OF PLANS SHOWING ROOM SIZES AND PROPOSED CHANGES.

#### **REQUIRED REVIEWS:**

1. **ZONING** APPLICATION MUST MEET THE ZONING CODE COMPLIANCE OF USE, SIZE, SETBACKS, HEALTH DEPARTMENT, ETC. OPTIONS, IF PERMIT DENIED: ZONING BOARD OF APPEALS OR WITHDRAWAL OF APPLICATION.
2. **ARCHITECTURAL BOARD OF REVIEW- (\*\*ABR SUBMITTALS ARE DUE 8 DAYS PRIOR TO MEETING)**
  - ARCHITECT, BUILDER &/OR HOMEOWNER MUST ATTEND MEETING.
  - IF APPROVED: DRAWINGS RETURNED TO THE BUILDING DEPT. FOR STRUCTURAL REVIEW.
  - IF APPROVED "AS NOTED": REVISE & RESUBMIT THREE COMPLETE SETS OF BLUE PRINTS TO THE BUILDING DEPT. FOR NEXT MEETING OR FOR STAMP-WHICHEVER IS MARKED.
  - IF NOT APPROVED: REVISE & RESUBMIT 3 COMPLETE SETS OF DRAWINGS TO THE BLDG. DEPT. 5 DAYS PRIOR TO THE SCHEDULED MEETING.
3. **SITE PLAN REVIEW:** (NEW HOMES ONLY) REQUIRES VILLAGE ENGINEERS STAMPED APPROVAL.
4. **COPY SUBMITTAL: (NEW HOMES ONLY)**
  - A. SANITARY SEWER PERMIT FROM GEAUGA COUNTY DEPT. OF WATER RESOURCES.
  - B. SEPTIC PERMIT FROM GEAUGA COUNTY HEALTH DEPT. (ENVIRONMENTAL)
  - C. WATER WELL PERMIT FROM GEAUGA COUNTY OR CHAGRIN FALLS HEALTH DEPARTMENT.
5. **BUILDING PERMIT:** FOLLOWING STRUCTURAL COMPLIANCE, FEES & DEPOSITS WILL BE CALCULATED.

#### **FEES:**

##### **1. ZONING:**

- A. NEW HOMES \$75.00.
- B. ALL OTHER TYPES \$25.00.
- C. NO FEE FOR ACCESSORY STRUCTURES < 200 SQ.FT.

##### **2. ARCHITECTURAL BOARD OF REVIEW:**

- A. NEW/ADDITIONS \$90.00.
- B. SIGN REVIEWS \$90.00.

##### **3. BUILDING:**

- A. NEW SINGLE FAMILY \$0.50 PER SQUARE FOOT/AGGREGATE FLOOR AREA.
- B. HABITABLE ADDITIONS \$0.50 PER SQ.FT/AGGREGATE FLOOR AREA-MINIMUM \$100.00.
- C. NON-HABITABLE ADDITIONS/DECKS \$0.20 SQUARE FOOT/AGGREGATE FLOOR AREA-MIN. 100.00
- D. DETACHED STRUCTURES \$0.20 PER SQUARE FOOT/AGGREGATE FLOOR AREA-MINIMUM \$100.00
- E. ALTERATIONS/REPAIRS/REPLACEMENT, INTERNALLY OR EXTERNALLY \$0.25 SQ. FOOT OF AGGREGATE FLOOR AREA-MINIMUM \$100.00.

### 3. BUILDING CONTINUED:

- F. SIDING, ROOFING, FENCING, DETACHED STRUCTURES < 200FT \$100.00 BASIC FEE.
- G. SIDEWALKS, DRIVES, INSULATION \$100.00 BASIC FEE  
REPAIRS & REPLACEMENTS REQUIRE PERMIT / NO FEE.
- H. POOLS- IN GROUND : \$100.00 ABOVE GROUND: \$20.00
- I. PLUMBING & ELECTRICAL SEE PERMIT APPLICATION FOR FEES & CALCULATIONS.  
HOT WATER TANK INSTALATION ONLY \$40.00.
- J. MECHANICALS, CARPENTRY, SEWER WORK, AND ALL OTHER TYPES WHICH REGISTRATION: \$100 FEE
- K. CONSTRUCTION DEPOSITS ARE CALCULATED AS 5 TIMES THE AMOUNT OF THE BUILDING PERMIT BUT NO LESS THAN \$1000.00.
- L. STATE ASSESSMENT FEES: RESIDENTIAL: 1% PERMIT FEE COMMERCIAL: 3% PERMIT FEE

**\*\*\*ALL NEW HOMES: THE GRASS MUST BE UP, GREEN AND MOWABLE AT TIME OF COMPLETION OF THE BUILDING OR AN EROSION CONTROL DEPOSIT OF \$3000.00 IS REQUIRED BEFORE THE FINAL INSPECTION.**