



## LAKE COUNTY BUILDING DEPARTMENT

27 WOODLAND ROAD, PAINESVILLE, OHIO 44077

TEL: 440-350-2636 440-918-2636 800-899-LAKE Ext. 2636 FAX: 440-350-2660

[www2.lakecountyohio.org/buildinginspection](http://www2.lakecountyohio.org/buildinginspection)

### ADMINISTRATION & STANDARDS

*Under the authority of the Board of Commissioners, the Lake County Building Department is responsible for the administration and enforcement of the applicable State of Ohio Building codes for residential, commercial, and industrial construction in its Jurisdiction. These Building Codes provide the department's inspectors with guidelines to help ensure the health and welfare of the residents. Certified by the State of Ohio, the Building Department provides Plan Reviews, Inspection Services, and Building, Electrical, Mechanical and Fire Protection Code information.*

### JURISDICTION

[Concord Township](#)

[Fairport Harbor Village](#)

[Grand River Village](#)

[Kirtland City](#)

[Kirtland Hills](#)

[Lakeline Village](#) – Residential Only

[Leroy Township](#)

[Madison Township](#)

[Madison Village](#)

[Mentor-on-the-Lake](#)

[Painesville Township](#)

[North Perry Village](#)

[Perry Township](#)

[Perry Village](#)

[Timberlake Village](#) – Residential Only

[Waite Hill](#) – Residential Only

[Wickliffe](#) – All Commercial and Residential Electric Only

[Willoughby Hills](#) – Commercial Only

[Willowick](#) – Commercial Only



## LAKE COUNTY BUILDING DEPARTMENT

27 WOODLAND ROAD, PAINESVILLE, OHIO 44077

TEL: 440-350-2636 440-918-2636 800-899-LAKE Ext. 2636 FAX: 440-350-2660

[www2.lakecountyohio.org/buildinginspection](http://www2.lakecountyohio.org/buildinginspection)

### PERMIT INFORMATION

**BUILDING:** A building permit shall be obtained before proceeding with any construction, alteration, repair, moving, or demolition of any structure, deck, swimming pool, etc.

**SEPARATE PERMITS Shall Be Obtained for the Following:** Electrical, HVAC, Gas Piping, Hydronics, Fire Alarm, Fire Sprinkler, Kitchen Hood, Hood Suppression, Room Suppression, Refrigeration, and other equipment installations that are essential features in the construction or use of the structure.

- Permits of any type will be issued only after compliance with the Residential Code of Ohio or the Ohio Building Code and only on evidence of an approved Zoning Permit, Lake County Engineer/Stormwater Management Approval, Sanitary Sewer or Septic Approval, Soil & Water Approval, and an approved Water Supply, if applicable.
- The proposed work must be done in accordance with approved plans, specifications, codes, and standards.
- It is the duty of the General Contractor / Applicant to insure that all required inspections are scheduled and all work installed has been approved by the Lake County Building Department prior to proceeding to the next phase of construction. The General Contractor / Applicant is responsible to obtain a Final inspection at the completion of the project.
- Permits become null and void if work or construction authorized is not commenced within 12 months, or if construction or work is suspended or abandoned for a period of 180 consecutive days at any time after work is commenced.

**PLUMBING PERMITS** must be obtained from the Lake County General Health District, 33 Mill Street, Painesville, Ohio Tel: 440-350-2543.

**TWENTY-FOUR (24)-HOUR NOTICE** is required for **ALL INSPECTIONS**.

**APPROXIMATE TIME OF INSPECTION:** You can call on the day of your inspection, between 8:00 a.m. – 9:15 a.m. for an approximate inspection time.

**REINSPECTION FEES** – A Reinspection Fee will be charged when the inspector must return to work that was not ready, building was locked, approved prints not on site, and / or had failed a previous inspection. Fee must be paid prior to scheduling final inspection, or if two (2) fees are assessed on a project, fees are due before the next inspection is scheduled.



**LAKE COUNTY BUILDING DEPARTMENT**  
27 WOODLAND ROAD, PAINESVILLE, OHIO 44077  
TEL: 440-350-2636 440-918-2636 800-899-LAKE Ext. 2636 FAX: 440-350-2660  
[www2.lakecountyohio.org/buildinginspection](http://www2.lakecountyohio.org/buildinginspection)

## **CONTRACTOR REGISTRATIONS**

- Contractors must register annually using the appropriate form provided by the Lake County Building Department – bonding and insurance is not required.
- Contractors need to check with the local jurisdiction where they are working for any requirements at the local level.
- The following contractors are registered annually (January – December) at a fee of \$100:
  - **General**
  - **Electrical** - requires copy of State of Ohio Electrical License
  - **HVAC** - requires copy of State of Ohio HVAC License
  - **Commercial Gas Piping** - requires copy of State of Ohio HVAC or Plumbing License
  - **Residential Gas Piping** - requires copy of current registration with another City / County Building / Health Dept or State of Ohio HVAC or Plumbing License
  - **Hydronics** - requires copy of State of Ohio Hydronics License
  - **Refrigeration** - requires copy of State of Ohio Refrigeration License
  - **Fire Alarm** – requires copy of Company Annual Certificate from State Fire Marshal
  - **Fire Sprinkler** – requires copy of Company Annual Certificate from State Fire Marshal
  - **Hood Suppression** - requires copy of Company Annual Certificate from State Fire Marshal



## **SUBMITTING FOR A COMMERCIAL BUILDING PERMIT Page 1 of 2**

1. **SUBMIT (4) FOUR COMPLETE SETS OF PLANS** sealed by a State of Ohio Registered Design Professional, specifications, and data for commercial and/or industrial construction, along with a completed Application for Commercial Building Permit Plan Review.
  - a. All submittals must include FOUR complete sets of drawings, including plot plan, elevations, floor plans, elevator enclosures, complete wall sections showing footer, foundation, floor, walls, and roof construction indicating all structural members, size, spacing, material, etc. Mechanical and Electrical drawings and specifications must be included. The name and address of author shall be plainly printed in the lower right hand corner of all plans or drawings.
2. Buildings or structures located in flood hazard areas must contact the Lake County Engineer's Office before applying for a building permit.
3. All plans submitted shall bear sufficient information to determine compliance with the Ohio Building Code. Drawings shall also indicate clearly the principle use or occupancy of the building or structure. Where more than one type of use or occupancy is intended, the location and floor area for such uses or occupancies shall be clearly shown on plans.
4. **FIRE AUTHORITY (for commercial and / or industrial construction)** - Pursuant to the 2007 Ohio Building Code, Section 106: 106.1.2(5), if you are submitting drawings to the Lake County Building Department for a commercial permit applicant must also immediately submit one set of construction documents and the Local Fire Department Submittal Form supplied by the Building Department to the local Fire Official for approval. The Submittal Form completed by the local Fire Official must be returned to the Building Department before the building permit will be issued.
5. **ZONING PERMIT** - Check with the local zoning inspector for requirements. Bring a copy of the zoning permit to the Building Dept.
6. **SITE PLANS** - Submit required number of site plans to the local zoning inspector, Lake County Soil & Water, Lake County Engineer/Stormwater Management, Lake County Health District, and the Lake County Utilities for approvals, if necessary.
7. **WATER SUPPLY (for new structures)** - If public water is not available, the applicant must supply acceptable evidence that an adequate supply of potable water is available. A well log approved by the Lake County Health District will be acceptable.



## LAKE COUNTY BUILDING DEPARTMENT

27 WOODLAND ROAD, PAINESVILLE, OHIO 44077

TEL: 440-350-2636 440-918-2636 800-899-LAKE Ext. 2636 FAX: 440-350-2660

[www2.lakecountyoohio.org/buildinginspection](http://www2.lakecountyoohio.org/buildinginspection)

### **SUBMITTING FOR A COMMERCIAL BUILDING PERMIT Page 2 of 2**

8. **SANITARY SEWERS/ SEPTIC SYSTEMS** - If public sanitary sewers are not accessible, an individual disposal system must be installed in accordance with the Ohio State and County Health Departments' requirements. Contact the Lake County Health District or the EPA office. If a septic system is to be installed, the Lake County Health District (See Item # 11) must approve the grade/site plan.
9. **LAKE COUNTY DEPARTMENT OF UTILITIES SEWER & WATER AVAILABILITY NOTICE FORM** (for new structures) – signed by the Lake County Utilities Department.
10. **LAKE COUNTY SOIL & WATER CONSERVATION DISTRICT** - Submit a copy of the Approval Letter from the Lake County Soil and Water District if applicable.
11. **LAKE COUNTY ENGINEER / STORMWATER MANAGEMENT DEPT** – Approval stamped on site plan (See Item # 12) if applicable.
12. **SUBMIT A SITE PLAN** with all required approvals **ON ONE SITE PLAN**: Lake County Engineers / Stormwater Management or your Local Jurisdiction Engineer, Lake County Soil & Water District, and the Lake County Health Department, if applicable.
13. **REVISED / AMENDED DOCUMENTS / INFORMATION SUBMITTED MUST INCLUDE (4) FOUR COMPLETE SETS** sealed by a State of Ohio Registered Design Professional, specifications, and data for commercial and/or industrial construction, along with a completed Application for Commercial Building Permit Plan Review.
14. **STATE 3% PERCENT FEE**: Pursuant to 3781.102 (F) (1) of the Ohio Revised Code all commercial permits and plan reviews shall be charged a 3% state tax.

**PLUMBING PERMITS** must be obtained from the Lake County General Health District, 33 Mill Street, Painesville, Ohio Tel: 440-350-2543.



## LAKE COUNTY BUILDING DEPARTMENT

27 WOODLAND ROAD, PAINESVILLE, OHIO 44077

TEL: 440-350-2636 440-918-2636 800-899-LAKE Ext. 2636 FAX: 440-350-2660

[www2.lakecountyoohio.org/buildinginspection](http://www2.lakecountyoohio.org/buildinginspection)

### **SUBMITTING FOR A RESIDENTIAL BUILDING PERMIT Page 1 of 2**

1. **SUBMIT (2) TWO COMPLETE SETS OF PLANS** along with a completed Application for Residential Building Permit Plan Review.
2. Buildings or structures located in flood hazard areas must contact the Lake County Engineer's Office before applying for a building permit.
3. All plans submitted shall bear sufficient information to determine compliance with the Residential Code of Ohio. Drawings shall also indicate clearly the principle use of the building or structure. The floor area for such uses shall be clearly shown on plans.
  - a. **All submittals must include TWO complete sets of drawings** including plot plan, elevations, floor plans, elevator enclosures, complete wall sections showing footer, foundation, floor, walls, and roof construction indicating all structural members, size, spacing, material, etc.
  - b. **Index:** Complete description of all work to be performed.
  - c. **Floor Plans:** Complete floor plans including any full or partial basements and / or full or partial attic. Floor plans must show all relevant information such as door swings, stairs, ramps, windows, shafts, all portions of the means of egress, etc and sufficiently dimensioned to describe all relevant space sizes.
  - d. **Exterior Wall Envelope:** RESCheck™, prescriptive package submittal, or performance-based compliance.
  - e. **Sections:** Cross sections, wall sections, details including typical connections as required to fully describe the residential building construction showing wall, ceiling, floor, and roof materials.
  - f. **Structure:** Complete structural description of the residential building including size and location of all structural elements used in the design of the residential building and other data as required to fully describe the structural system.
  - g. **Rating:** The fire-resistance ratings of all structural elements as required by this code.
  - h. **System Descriptions:** Description of the mechanical, plumbing and electrical systems, including: materials; location and type of fixtures and equipment; materials, and sizes of all ductwork; location and type of heating, ventilation, air conditioning and other mechanical equipment and all lighting and power equipment. See the Ohio Residential Plan Submittal Form.
  - i. **Additional Information:** Additional graphic or text information as may be reasonably required by the residential building official to allow the review of special or extraordinary construction methods or equipment.
  - j. **Manufacturer's Installation Instructions:** As required by this code, shall be available on the job site at the time of inspection.
  - k. **Amended Construction Documents:** If substantial changes to the residential building are contemplated after first document submission, or during construction, those changes must be submitted in duplicate with an Application for Residential Building Permit Plan Review to the Lake County Building Department for review and approval.



## LAKE COUNTY BUILDING DEPARTMENT

27 WOODLAND ROAD, PAINESVILLE, OHIO 44077

TEL: 440-350-2636 440-918-2636 800-899-LAKE Ext. 2636 FAX: 440-350-2660

[www2.lakecountyohio.org/buildinginspection](http://www2.lakecountyohio.org/buildinginspection)

### **SUBMITTING FOR A RESIDENTIAL BUILDING PERMIT Page 2 of 2**

4. **ZONING PERMIT** - Check with the local zoning inspector for requirements. Bring a copy of the zoning permit to the Building Dept.
5. **SITE PLANS** - Submit required number of site plans to the local zoning inspector, Lake County Soil & Water, Lake County Engineer/Stormwater Management, Lake County Health District, and the Lake County Utilities for approvals, if necessary.
6. **WATER SUPPLY (for new dwelling)** - If public water is not available, the applicant must supply acceptable evidence that an adequate supply of potable water is available. A well log approved by the Lake County Health District will be acceptable.
7. **SANITARY SEWERS/SEPTIC SYSTEMS (for new dwellings)** - If public sanitary sewers are not accessible, an individual disposal system must be installed in accordance with the Ohio State and County Health Departments' requirements. Contact the Lake County Health District or the EPA office. If a septic system is to be installed, the Lake County Health District (See Item # 11) must approve the grade/site plan.
8. **LAKE COUNTY DEPARTMENT OF UTILITIES SEWER & WATER AVAILABILITY NOTICE FORM** (for new dwellings) signed by the Lake County Utilities Department.
9. **LAKE COUNTY SOIL & WATER CONSERVATION DISTRICT (for new dwellings)** - Submit a copy of the Approval Letter from the Lake County Soil and Water District if applicable.
10. **LAKE COUNTY ENGINEER / STORMWATER MANAGEMENT DEPT (for new dwellings)** – Approval stamped on site plan (See Item # 11) if applicable
11. **SUBMIT A SITE PLAN** with all required approvals **ON ONE SITE PLAN**: Lake County Engineers / Stormwater Management, Lake County Soil & Water District, and the Lake County Health Department, if applicable.
12. **STATE 1% PERCENT FEE**: Pursuant to 3781.102 (F) (2) of the Ohio Revised Code all residential permits and plan reviews shall be charged a 1% state tax.

**PLUMBING PERMITS** must be obtained from the Lake County General Health District, 33 Mill Street, Painesville, Ohio Tel: 440-350-2543.



## LAKE COUNTY BUILDING DEPARTMENT

27 WOODLAND ROAD, PAINESVILLE, OHIO 44077

TEL: 440-350-2636 440-918-2636 800-899-LAKE Ext. 2636 FAX: 440-350-2660

[www2.lakecountyohio.org/buildinginspection](http://www2.lakecountyohio.org/buildinginspection)

### INSPECTION REQUIREMENTS Page 1 of 4

#### EFFECTIVE DECEMBER 01, 2009

- **JOB SITE ADDRESS** posted during entire construction process.
  - **JOB CARD** posted in plain sight (Green for Building) (Orange - for Electrical only).
  - **APPROVED JOB COPY PLANS MUST BE AVAILABLE ON ALL JOBS FOR ALL INSPECTIONS.** If approved prints are not on the job site, a reinspection must be scheduled – PLEASE NOTE **REINSPECTION FEES.**
  - **REINSPECTION FEES** – A Reinspection Fee will be charged when the inspector must return to work that was not ready, building was locked, approved prints not on site, and / or had failed a previous inspection. Fee must be paid prior to scheduling final inspection, or if two (2) fees are assessed on a project, fees are due before the next inspection is scheduled.
  - **TWENTY-FOUR (24)-HOUR NOTICE** is required for ALL INSPECTIONS. You can call on the day of your inspection, between 8:00 a.m. – 9:15 a.m. for an approximate inspection time.
1. **FOOTING / PADS / PILINGS INSPECTION:**
    - A. Upon completion of Footing Forms, Reinforcement, etc. but BEFORE INSTALLING CONCRETE.
    - B. A minimum of ONE-HOUR window is required when scheduling for inspection.
    - C. Earliest pour time is 10:00 a.m.
  2. **FOUNDATION INSPECTION:**
    - A. Upon completion of water proofing, drain tile with cover stone in place, and prior to backfilling.
    - B. If building a NEW DWELLING - **AFTER** Satisfactory Notification of **TOP OF BLOCK APPROVAL** (As-built received) from the local jurisdiction's engineer. If in a township, contact the Lake County Engineer's Office (550 Blackbrook Rd, Painesville Twp 440-350-2770); otherwise contact your local city or village engineer.
  3. **SLAB INSPECTION:**
    - A. **AFTER** Satisfactory Notification of all U.G. PLUMBING APPROVALS from the Lake County General Health District, 33 Mill Street, Painesville, Ohio Tel 440-350-2543.
    - B. Upon completion of insulation, vapor barriers, mesh, etc. but BEFORE INSTALLING CONCRETE.
    - C. A minimum of ONE-HOUR window is required when scheduling for inspection.
    - D. Earliest pour time is 10:00 a.m.
  4. **FIREPLACE INSPECTION:**
    - A. **Masonry** - to be inspected at top of smoke chamber when first flue tile is set and smoke chamber parged.
    - B. **Prefab** - rough in before enclosing. Prefab fireplace inspection should be done at the same time as the structural, electrical, and mechanical rough in inspection.



## LAKE COUNTY BUILDING DEPARTMENT

27 WOODLAND ROAD, PAINESVILLE, OHIO 44077

TEL: 440-350-2636 440-918-2636 800-899-LAKE Ext. 2636 FAX: 440-350-2660

[www2.lakecountyohio.org/buildinginspection](http://www2.lakecountyohio.org/buildinginspection)

### INSPECTION REQUIREMENTS Page 2 of 4

#### EFFECTIVE DECEMBER 01, 2009

5. **STRUCTURE, ELECTRICAL, MECHANICAL, FIRE ALARM, FIRE SPRINKLER ROUGH-IN INSPECTION:**
  - A. **AFTER** Satisfactory Notification of all **PLUMBING ROUGH APPROVALS** from the Lake County General Health District, 33 Mill Street, Painesville OH Tel 440-350-2543.
  - B. All Additional Permits must be on file (electrical, mechanical, gas piping, etc).
  - C. Rough-in, in any area, before concealment.
  - D. Structure, electrical, mechanical roughs, and fireplace shall be inspected at the same time.
    - **Framing:** Complete framing inspections shall be made after the roof deck or sheathing, all framing, fire blocking and bracing are in place and pipes, chimneys and vents to be concealed are complete and the rough electrical, heating wires, pipes and ducts are approved. Protection of joints and penetrations in fire-resistance-rated assemblies shall not be concealed from view until inspected and approved.
    - **Electrical:** Complete electrical rough in with all splicing in boxes ready to receive devices.
    - **Mechanical:** Complete mechanical installations including all ductwork, fuel gas piping, equipment, and electrical connections. Heat pipes in concrete slab to be inspected prior to pouring concrete.
6. **ENERGY EFFICIENCY – INSULATION INSPECTION:**
  - A. After any Rough Plumbing, Rough Framing, Electrical, Mechanical, and any other work that may be concealed has been inspected and approved.
  - B. Insulation is completely installed but prior to placement of any drywall or other covering.
  - C. Inspections shall include, but not be limited to, inspections for envelope insulation *R* and *U* value, fenestration *U* value, duct system *R* value, and HVAC and water heating equipment efficiency.
7. **FIRE RESISTANCE RATED CONSTRUCTION INSPECTION:**
  - A. Protection of joints and penetrations in fire-resistance-rated assemblies shall not be concealed from view until inspected and approved.
  - B. After all wallboard is installed and before wallboard joints and fasteners are taped and finished.
8. **ELECTRICAL SERVICE INSPECTION: (Temporary or Permanent)**
  - A. **Temporary Power Pole** - prior to the utility company hook up.
  - B. **Permanent Electrical Service** - when main panel is installed and grounding is complete with cover off prior to the utility company hook up.
  - C. **Approval** is faxed the next business day to the utility company. The Electrical Contractor / homeowner is responsible for scheduling hook up with the appropriate utility company.



## LAKE COUNTY BUILDING DEPARTMENT

27 WOODLAND ROAD, PAINESVILLE, OHIO 44077

TEL: 440-350-2636 440-918-2636 800-899-LAKE Ext. 2636 FAX: 440-350-2660

[www2.lakecountyohio.org/buildinginspection](http://www2.lakecountyohio.org/buildinginspection)

### INSPECTION REQUIREMENTS Page 3 of 4

#### EFFECTIVE DECEMBER 01, 2009

9. **REQUESTING FINAL INSPECTION FOR OCCUPANCY / CERTIFICATE OF OCCUPANCY INSPECTION:**

- Upon completion of all phases of any construction. Final inspection is required upon completion and approval of all phases of any construction prior to occupancy.
- AFTER** Satisfactory Notification of the **FINAL PLUMBING APPROVAL** from the Lake County General Health District, 33 Mill Street, Painesville, Ohio Tel 440-350-2543.
- For All New Residential New Dwellings - **AFTER** Satisfactory Notification of **FINAL GRADING APPROVAL** from the local jurisdiction's engineer. If in a township, contact the Lake County Engineer's Office (550 Blackbrook Rd, Painesville Twp 440-350-2770); otherwise contact your local city or village engineer.
- For All New Residential New Dwellings with septic systems in Kirtland City and Perry Village - **AFTER** Satisfactory Notification of **FINAL SEPTIC APPROVAL** from the Lake County General Health District, 33 Mill Street, Painesville, Ohio Tel 440-350-2543.
- For commercial projects, after submittal of all required **ACCEPTANCE TEST CERTIFICATES** to the Lake County Building Department. See Acceptance Test Information in Section 10.
- After submittal and review of all Special Inspection Reports according to OBC Section 1704.
- After payment of any reinspection fees.

**TWENTY-FOUR (24)-HOUR NOTICE** is required for **ALL INSPECTIONS**. You can call on the day of your inspection, between 8:00 a.m. – 9:15 a.m. for an approximate inspection time.

#### **CERTIFICATE OF OCCUPANCY COPIES**

- Contractors / Owners may contact the Lake County Building Department one week after a final inspection has been approved to request a copy of the certificate of occupancy.



## LAKE COUNTY BUILDING DEPARTMENT

27 WOODLAND ROAD, PAINESVILLE, OHIO 44077

TEL: 440-350-2636 440-918-2636 800-899-LAKE Ext. 2636 FAX: 440-350-2660

[www2.lakecountyoohio.org/buildinginspection](http://www2.lakecountyoohio.org/buildinginspection)

### INSPECTION REQUIREMENTS Page 4 of 4

#### EFFECTIVE DECEMBER 01, 2009

#### 10. ACCEPTANCE TESTS

##### A. Automatic Sprinkler Systems

1. After scheduling tests with the local fire department, notify the building department of the date and time of the test.
2. Provide Sprinkler Acceptance Test Certificate as required by NFPA 13.

##### B. Piping Installations - prior to acceptance and initial operation shall be inspected and pressure tested to determine that the materials, design, fabrication, and installation practices comply with the requirements of this code.

1. Provide the Lake County Building Department Fuel Piping Pressure Acceptance Test Certificate (OBC 109.9, RCO 109.8).

##### C. Fire Alarm Systems - upon completion of the installation of the alarm notification appliances and circuits, alarm-initiating devices and circuits, supervisory-signal initiating devices and circuits, signaling line circuits, and primary and secondary power supplies shall be tested in accordance with NFPA 72.

1. After scheduling tests with the local fire department, notify the building department of the date and time of the test.
2. Provide Fire Alarm Acceptance Test Certificate as required by NFPA 72.

##### D. Automatic Fire-Extinguishing System - including commercial hood and duct systems, commercial cooking systems, dry-chemical systems, foam systems, Halon systems, clean-agent systems, carbon dioxide systems, etc.

1. After scheduling tests with the local fire department, notify the building department of the date and time of the test.
2. Provide Acceptance Test Certificate as required by the Ohio Building Code.



## LAKE COUNTY BUILDING DEPARTMENT

27 WOODLAND ROAD, PAINESVILLE, OHIO 44077

TEL: 440-350-2636 440-918-2636 800-899-LAKE Ext. 2636 FAX: 440-350-2660

[www2.lakecountyohio.org/buildinginspection](http://www2.lakecountyohio.org/buildinginspection)

### **LAKE COUNTY STORMWATER MANAGEMENT DEPARTMENT**

GENERAL CONTRACTORS / HOMEOWNERS  
IF YOU ARE BUILDING IN THE FOLLOWING AREAS:

[CONCORD TWP](#)  
[FAIRPORT HARBOR VILLAGE](#)  
[GRAND RIVER VILLAGE](#)  
[LEROY TWP](#)  
[KIRTLAND CITY](#)  
[KIRTLAND HILLS](#)  
[MADISON TOWNSHIP](#)  
[MENTOR-ON-THE-LAKE](#)  
[PAINESVILLE TOWNSHIP](#)  
[PERRY TWP](#)  
[PERRY VILLAGE](#)  
[TIMBERLAKE VILLAGE](#)  
[WICKLIFFE CITY](#)  
[WILLOUGHBY HILLS](#)  
[WILLOWICK](#)

PLEASE CONTACT THE LAKE COUNTY ENGINEER /  
STORMWATER MANAGEMENT DEPT  
LOCATED AT 550 BLACKBROOK, PAINESVILLE TEL: 440-350-2770

*Before* We Can Issue a Building Permit, We Will Need the  
Engineer / Stormwater Management's Approval Stamp on the Site Plan.

---

### **LAKE COUNTY SOIL AND WATER CONSERVATION DISTRICT**

GENERAL CONTRACTORS/HOMEOWNERS  
IF YOU ARE BUILDING NEW CONSTRUCTION  
IN THE FOLLOWING AREAS:

[CONCORD TOWNSHIP](#)  
[FAIRPORT HARBOR VILLAGE](#)  
[GRAND RIVER VILLAGE](#)  
[KIRTLAND CITY](#)  
[LEROY TOWNSHIP](#)  
[MADISON TOWNSHIP](#)  
[MENTOR-ON-THE-LAKE](#)  
[NORTH PERRY VILLAGE](#)  
[PAINESVILLE TOWNSHIP](#)  
[PERRY TOWNSHIP](#)  
[PERRY VILLAGE](#)  
[WAITE HILL VILLAGE](#)  
[WICKLIFFE](#)  
[WILLOUGHBY HILLS](#)

PLEASE CONTACT THE LAKE COUNTY SOIL AND WATER DISTRICT  
LOCATED AT 125 EAST ERIE STREET, PAINESVILLE TEL: 440-350-2730

*Before* We Can Issue a Building Permit, We Will Need either the Soil and Water's  
Approval Letter or an Exemption Stamp on the Site Plan.



## LAKE COUNTY BUILDING DEPARTMENT

27 WOODLAND ROAD, PAINESVILLE, OHIO 44077

TEL: 440-350-2636 440-918-2636 800-899-LAKE Ext. 2636 FAX: 440-350-2660

[www2.lakecountyohio.org/buildinginspection](http://www2.lakecountyohio.org/buildinginspection)

### LOCAL FIRE DEPARTMENT CONTACTS

#### Concord Township

Fire Prevention  
Concord Twp. Fire Dept  
11600 Concord-Hambden Rd  
Concord Twp OH 44077  
Tel: 440-354-7504

#### Leroy Township

Fire Prevention  
Leroy Fire Department  
13028 Leroy-Center Rd  
Painesville Twp OH 44077  
Tel: 440-254-4124

#### North Perry Village /

#### Perry Township /

#### Perry Village

Fire Prevention  
Perry Joint Fire District  
3742 Center Road  
Perry OH 44081  
Tel: 440-259-2880  
Fax: 440-259-3680

#### Fairport Harbor Village

Fire Prevention  
Fairport Harbor Fire Dept  
220 Third Street  
Fairport Harbor OH 44077  
Tel: 440-352-3620

#### Madison Township /

#### Madison Village

Fire Prevention  
Madison Joint Fire District  
33 North Lake St  
PO Box 338  
Madison OH 44057  
Tel: 440-428-1522  
Fax: 440-428-2227

#### Wickliffe

Lt. Douglas M. Leovic,  
Fire Marshal  
Wickliffe Fire Dept  
29885 Euclid Ave  
Wickliffe OH 44092  
Tel: 440-943-7141  
Fax: 440-943-7144

#### Grand River Village

Chief Robert Lloyd  
Grand River Fire Dept  
205 Singer Avenue  
PO Box 663  
Grand River OH 44045  
Tel: 440-352-9133

#### Mentor-on-the-Lake

Fire Prevention  
City of Mentor on the Lake  
Fire Department  
5860 Andrews Rd  
Mentor on the Lake OH 44060  
Tel: 440-257-7216  
Fax: 440-257-2766

#### Willoughby Hills

Fire Prevention  
Willoughby Hills Fire Dept  
35405 Chardon Road  
Willoughby Hills OH 44094  
Tel: 440-946-1234

#### Kirtland City

#### Kirtland Hills

Fire Prevention Bureau  
Kirtland Fire Department  
9301 Chillicothe Rd  
Kirtland OH 44094  
Tel: 440-256-8979  
Fax: 440-256-9301

#### Painesville Township

Fire Prevention  
Painesville Twp Fire Dept  
55 Nye Road  
Painesville OH 44077  
Tel: 440-352-1443  
Fax: 440-352-8169

#### Willowick

Terry Simonian,  
Fire Marshal  
Willowick Fire Dept  
30435 Lakeshore Blvd  
Willowick OH 44095  
Tel: 440-585-1202



## LAKE COUNTY BUILDING DEPARTMENT

27 WOODLAND ROAD, PAINESVILLE, OHIO 44077

TEL: 440-350-2636 440-918-2636 800-899-LAKE Ext. 2636 FAX: 440-350-2660

[www2.lakecountyohio.org/buildinginspection](http://www2.lakecountyohio.org/buildinginspection)

### LOCAL ZONING OFFICES

#### Concord Township

7229 Ravenna Road  
Concord Twp OH 44077  
Tel: 440-354-7510 x106

#### Fairport Harbor Village

Fairport Harbor  
220 Third Street  
Fairport Harbor OH 44077  
Tel: 440-352-3620

#### Grand River Village

205 Singer Avenue  
PO Box 663  
Grand River OH 44045  
Tel: 440-357-5222

#### Kirtland City

9301 Chillicothe Rd  
Kirtland OH 44094  
Tel: 440-256-3332

#### Kirtland Hills

8026 Chillicothe Road  
Kirtland Hills OH 44060  
440-974-9090

#### Lakeline Village

33801 Lake Shore Blvd  
Lakeline OH 44095

#### Leroy Township

Zoning – 7971 Lester Drive  
Leroy Twp OH 44077  
Tel: 440-220-0430

#### Madison Township

2065 Hubbard Road  
Madison OH 44057  
Tel: 440-428-1120

#### Madison Village

126 West Main Street  
Madison OH 44057  
Tel: 440-428-7526

#### Mentor-on-the-Lake

City of Mentor on the Lake  
5860 Andrews Rd  
Mentor on the Lake OH 44060  
Tel: 440-257-7216

#### Painesville Township

Painesville Twp  
55 Nye Road  
Painesville OH 44077  
Tel: 440-352-1443

#### North Perry Village

4449 Lockwood Road  
N. Perry Village OH 44081  
Tel: 440-259-4994

#### Perry Township

3740 Center Road  
Perry OH 44081  
Tel: 440-259-5140

#### Perry Village

3758 Center Road  
Perry OH 44081  
Tel: 440-417-4091

#### Timberlake Village

11 Eastshore Boulevard  
Timberlake OH 44095  
440-475-1763

#### Waite Hill

Waite Hill Village Hall  
7215 Eagle Road  
Waite Hill OH 44094  
Tel: 440-942-1612

#### Wickliffe

City of Wickliffe  
29885 Euclid Ave  
Wickliffe OH 44092  
Tel: 440-943-7141

#### Willoughby Hills

City of Willoughby Hills  
35405 Chardon Road  
Willoughby Hills OH 44094  
Tel: 440-975-3550

#### Willowick

City of Willowick  
31230 Vine Street  
Willowick OH 44095  
Tel: 440-516-3000