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## **Contractor – Terms and Conditions**

### **1. Registration Requirements [LCO §1321 & LCO §1323]**

- a. Registration is an online activity only. No paper applications are accepted.
- b. All contractors and sub-contractors must register prior to beginning any work. The registration fee will be doubled for work started before registering.
- c. Specialty contractors (Electrical, HVAC, Hydronics, Plumbing, and Refrigeration) must have a valid license from the Ohio Construction Industry Licensing Board (OCILB).
- d. Registration is valid from January 1, through December 31 each year. There is no proration of fees. Registration for the next year opens in December.
- e. The registration fee is \$75.00 for general contractors and \$100 for specialty contractors. A tax ID is required.
- f. **Contractors are responsible for maintaining their registration and all required documentation (Insurance certificate and State license) or the registration will become void.**

### **2. Insurance Requirements [LCO §1321.02(2) & LCO §1323.02(4)]**

- a. Contractor Liability Insurance (\$1,000,000)
- b. Ohio Bureau of Workers Compensation (as statutorily required)
- c. Motor Vehicle Insurance (Bodily Injury per person \$100,000; Bodily Injury per accident \$300,000; Property Damage \$100,000)

### **3. Revocation of Registration [LCO §1321.04 & LCO §1323.07]**

- a. Misrepresentation of material fact on registration.
- b. Obtaining permits for other contractors.
- c. Violation or non-compliance with any code or ordinance.
- d. Failure to abate a violation or noncompliance within the time specified in a written notice.
- e. Two or more separate instances of misrepresentation to owners or tenants of properties within any 12-month period.

### **4. Penalties [LCO §1321.99 & LCO §1323.99]**

- a. 1<sup>st</sup> offense – 3<sup>rd</sup> degree misdemeanor (up to 60 days in jail and \$500.00 fine).
- b. 2<sup>nd</sup> or subsequent offense – 2<sup>nd</sup> degree misdemeanor (up to 90 days in jail and \$750.00).

### **5. Plan Approval [OBC/RCO 105.1/LCO 1101]**

- a. All projects require a plan approval.
- b. Plans must comply with OBC/RCO section 106 and/or local zoning regulations.
- c. Plan Review can take up to 30 days to complete (usually less), and revisions may be required.
- d. Large projects may require the approval of other city agencies (Planning, Engineering, Health)
- e. No permits will be issued until all approvals are obtained.
- f. New build projects require two building permits: foundation & framing.
- g. One complete copy of the approved plans **must be kept at the job site at all times.**
- h. Plan approvals are valid for one year.

## 6. Permits [LCO §1306.62 & LCO §1306.63]

- a. Permits are required before starting work. Permit fees will be doubled for work started without permits.
- b. The building permit fee is based upon the *total valuation* of the project. This includes the work done by sub-contractors and specialty trades.
- c. Separate permits are required for: Electrical, Fire Protection, HVAC, and Plumbing.
- d. Permits expire if work is not started within 90 days.
- e. Permits expire if work is suspended or abandoned for 6 months after work begins.
- f. Extensions may be granted with reasonable cause for a period not exceeding 90 days. Requests must be made in writing a minimum of 10 days prior to expiration.
- g. **Misrepresentation:** whoever perpetuates fraud or misrepresents a material fact to obtain a permit or an approval shall be guilty of a 1<sup>st</sup> degree misdemeanor (up to 6 months in jail and \$1,000 fine).

## 7. Inspections [OBC/RCO Section 108]

- a. A rough-in or pre-pour inspection is required prior to pouring concrete, or concealing any other work.
- b. If you order concrete before passing inspection, it is solely at your risk.
- c. An approved washout receptacle is required on site at the time of pre-pour inspections.
- d. You are responsible for scheduling your inspections. A **minimum** of 24 hours advance notice is required to schedule an inspection. This may be longer around holidays. Plan accordingly.
- e. All electrical, HVAC, fire protection, and plumbing inspections must be complete and pass inspection, before a building inspection can be made.
- f. A copy of the permit and inspection log **must be kept at the job site at all times**.
- g. Final inspections are required to close the permit and are your responsibility to schedule.

## 8. Maintaining the job site [Various Ordinances]

- a. You are responsible for the maintenance, safety, and security of the worksite.
- b. Be respectful of neighbors and do not trespass on their property without prior permission.
- c. You are responsible for repairing any damage you cause.
- d. All open excavations must be covered and the area secured before leaving the site.
- e. All construction debris must be containerized at the end of each day, and the site kept reasonably clean.
- f. It is illegal to washout in the street.
- g. Dirt, mud, construction materials or debris deposited on any public or private property shall be immediately removed.
- h. Nuisance drainage to neighboring properties is prohibited.

## 9. Paint Removal [LCO§ 1335]

- a. EPA Lead Safe Certification is required when you disturb more than six square feet of lead paint, and/or when ANY number of windows are replaced in pre-1978 homes, schools, day care centers and other places where children spend time
- b. Use hand tools only.
- c. Use tarps, collect chips and dispose of debris properly.
- d. Power tools and pressure washing require a special permit.

## 10. Noise Ordinance [LCO §515]

- a. The use of power tools or equipment is prohibited between the hours of 9:00 p.m. and 8:00 a.m. weekdays and before 10:00 a.m. or after 6:00 p.m. on Sundays.
- b. Emergency work on public utilities excepted.
- c. Vibration – Creation of vibration beyond the property boundary of the source is prohibited.

## 11. Workmanship [LCO§ 1306.07(ff)]

*“All repairs, maintenance work, alterations or installations which are caused directly or indirectly by the enforcement of this code shall be executed and installed in a workmanlike manner in accordance with current industry standards.”*