



## SHAKER HEIGHTS

# Residential Plan Requirements

It is a requirement of the Codified Ordinances of the city of Shaker Heights and the Ohio Residential Building Code (ORC 105 & 106) that all plans submitted with an application for an approval be evaluated for code compliance by the Building Department. In order to ensure a thorough and timely review of your submission, all plans must conform to the minimum requirements below:

1. Plans show all construction and other features regulated by Building Code in sufficient detail to determine compliance with the 2019 Ohio Residential Code, and the 2017 National Electrical Code.
2. Plans are neat and legible, reasonably clear and contrasting for later scanning, drawn to scale at a minimum 1/8" = 1'-0" for architectural plans. All fonts must be legible and a minimum of 8 point. Plans shall be submitted as a single PDF file.
3. Plans should show in detail the proposed work and differentiate clearly between new and existing construction and between new and existing use of all spaces.
4. Plans should include HVAC, electrical and plumbing drawings along with a schedule of any electrical or mechanical equipment to be installed.
5. Each sheet shall indicate the address of the project and the date drawn.
6. Plans involving alterations to structural elements of the building or structure are sufficiently detailed to determine structural soundness of the work. Design calculations may be requested if not drawn by an engineer.
7. Provide a drawing index on the first page and number all pages.
8. Any plan that includes exterior modifications or additions to any structure will require review and approval by the Shaker Heights Planning Department for zoning compliance and design review through the Architectural Board of Review prior to review by the Building Department; if you are unsure call the Planning department at 216-491-3216 for clarification.