



# *City of Seven Hills, Ohio*

## *Building Department*

### **ORDER OF PLAN SUBMISSION FOR PROPOSED CONSTRUCTION**

#### **SEE CHAPTER 941—SITE AND DESIGN PLANS CHECKLIST**

Submit fifteen (15) copies of preliminary plan and site plan to the Planning Commission at least twenty-one (21) days prior to the regularly scheduled meeting for the current month or plans will be added to the next regularly scheduled meeting agenda.

Planning commission fee is \$150.00 and is to be deposited with the FINANCE DEPARTMENT. Also, submit preliminary Topo and Drainage Plan to the CITY ENGINEER. Fee is \$500.00 minimum and is to be deposited with the FINANCE DEPARTMENT.

Permitted Use, setbacks, etc. are checked by the Planning Commission.  
When preliminary site plan, topo, and drainage plan is approved....

Submit fifteen (15) copies of DETAILED plans to the Planning Commission via the Building Department indicating all aspects of building, signage, parking, landscaping, etc. per Ordinance. Submit DETAILED drainage plan to the CITY ENGINEER.

If a Variance/s is required as specified by the Planning Commission, submit request to the Zoning Board of Appeals. Application may be secured in the Building Department. Fee is \$150.00 payable when request is submitted to the Building Department. When Council approves the Variance/s, and the Planning Commission and Council approve the plan....

Submit three (3) copies of detailed plan and attached application to the Building Department along with a filing fee for plan review of \$200.00 + \$0.04 per square foot + 3% for the state.

Building Department submits two copies to the  
Plan Review Architect and one copy to the Fire Department.

Upon approval of all of the above, pay for review and permits and pick up permits at the Building Department.

**ALL CONTRACTORS WORKING IN THE CITY OF SEVEN HILLS ARE REQUIRED BY ORDINANCE TO REGISTER WITH THE BUILDING DEPARTMENT PRIOR TO THE START OF CONSTRUCTION. REGISTRATION/LICENSE IN ITS ENTIRETY (completed application, fee, surety bond on our form, and evidence of liability insurance naming the City of Seven Hills as the Certificate Holder) MUST BE RECEIVED AND IN FORCE PRIOR TO THE ISSUANCE OF BUILDING PERMITS.**

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Email [Building@sevenhillsohio.org](mailto:Building@sevenhillsohio.org)

*APPLICATION FOR PLANNING COMMISSION  
CITY OF SEVEN HILLS, OHIO*

Project Name \_\_\_\_\_ Date Submitted \_\_\_\_\_

Project Address \_\_\_\_\_ Parcel # \_\_\_\_\_

Owner's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Owner's Address \_\_\_\_\_

Email \_\_\_\_\_

Applicant \_\_\_\_\_ Phone Number \_\_\_\_\_

Applicant's Company Name \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Email \_\_\_\_\_

Architect \_\_\_\_\_ Phone Number \_\_\_\_\_

Engineer \_\_\_\_\_ Phone Number \_\_\_\_\_

Zoning District \_\_\_\_\_

Describe Project \_\_\_\_\_

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Signature of Applicant

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Rec'd Building Dept. \_\_\_\_\_ Rec'd Planning Commission Secretary \_\_\_\_\_  
Fee Paid to Finance Dept.