

## **Building Permits**

**PURPOSE:** The issuance of a permit notifies the local municipality that work is being performed and prompts an inspection to ensure that minimum standards to safeguard life, limb, health, property and public welfare are maintained and followed.

**WHEN REQUIRED:** Building permits shall be obtained before proceeding with any excavation, grading, construction, alteration, repair, moving or demolition of any dwelling or appurtenant structure. Separate permits shall also be obtained for electrical work, plumbing work, heating, air conditioning and all other equipment that are essential features in the use of the dwelling (or other structure).

**TO WHOM PERMITS ARE ISSUED:** Permits are issued to the person, owner or contractor who shall physically perform the work for which the permit was sought. Contractors shall have a valid and current registration, or license, before applying for a permit.

**INSPECTIONS:** The person to whom a permit has been issued shall be responsible for requesting periodic inspections of work completed at each of the following stages of construction, before covering or concealing work: installation of footing drains, building drains and building sewers, completion of foundation and waterproofing, during framing of the superstructure, the completion of roughing in the plumbing, electrical wiring, gas piping, heating ducts or piping or other similar service installations, before closing in all structural elements, and upon final completion of the structure.

**PERMIT RESPONSIBILITY:** It shall be the responsibility of the person to whom a permit has been issued to comply with all applicable housing codes and to install such work in a quality and workmanlike manner.

**WHERE PERMITS ARE OBTAINED:** Permits are obtained at the Building Department office at Bay Village City Hall, 350 Dover Center Rd., on the first floor. Applications are accepted Monday through Friday from 8:30 a.m. – 4:00 p.m.

**DISPLAY OF PERMIT:** The permit shall be displayed on the job site until work has been completed and inspected.