

CITY OF SHAKER HEIGHTS
BUILDING DEPARTMENT

HOW TO OBTAIN A PERMIT

The Building Department issues building permits for new construction and alterations, as well as permits for plumbing, HVAC, electrical work, and demolition. Repairs to sidewalks and driveways, construction of fences, remodeling and renovation of the interior or exterior of a home, repair and replacement of chimneys, brickwork, blaststripping, and windows all require permits from the Building Department. In addition, the Building Department registers all contractors who do work in the City.

Getting Your Project Approved

To get an exterior alteration or addition approved by the City, you must first submit plans for the project to the Planning and Development Department for consideration by the Architectural Board of Review (ABR). Submission requirements vary with the type of alteration or construction proposed. The Planning Department will give you a packet of information which explains the submission requirements for your project. Typically, the ABR will need to see drawings of the walls which will be changed (the elevations), a site plan which shows the footprint of the house and where it is situated on the lot, and construction details. Drawings must be to scale and have all dimensions indicated. You must also submit color photographs of the house and the site. The ABR meets twice a month, in the morning, and you or your representative must be present to discuss your project with the Board. There is a fee to appear before the board.

When you submit drawings to the Planning Department for review by the ABR, the drawings are also examined by the zoning administrator to determine if any zoning variances will be necessary to complete your project. The zoning administrator also determines if your project needs to be reviewed by the City Planning Commission. If any action is required in these areas, you will be contacted by the zoning administrator who will schedule you to appear before the Board of Zoning Appeals (BZA) and/or the City Planning Commission (CPC). The BZA and CPC meet together once a month in the evening. There is a fee to appear before the BZA and CPC.

If your home is a locally designated landmark, you will be contacted by planning staff to appear before the Landmark Commission. The Landmark Commission, which meets once a month in the evening, will review and comment on your project. There is no fee to appear before the Commission.

Once your project is approved by the ABR, your plans will be forwarded and checked for compliance with the City's Health and Fire Codes by the Building Department, where you may pick up your building permit. The fee for a building permit is based on the size and extent of the project. When construction has been completed, the Building Department will inspect the project to see that it conforms with the approved plans.

Not all projects require a building permit. Similarly, not all projects which require a building permit need to be reviewed by the ABR. For example, you must get a permit to install a fence. You may also need BZA approval, but ABR approval will not be necessary in most cases. Also, a change to the interior of a home needs a permit but does not need to be reviewed by the ABR. If you have questions about permits or approval for your project, consult the attached chart. You may also call the Planning or Building Departments for further assistance.