Re: Plan Approval process for Condemned Structures.
Effective February 1st 2023

Rehab permit requests for all Residential and Multifamily structures will follow the following requirements for plan review and approval.

Submission:
- The paper or online application must be completed and include an email address and a physical address for the owner as well as a current phone number.
- The rehab plan supplemental page must be included for 1,2 and 3 family homes.

Documents:
- Site plan of the property.
- Floor plans or sketches of all floors
- A code evaluation including:
  - Structure type:
  - Number of Units
  - Total Square Feet
- A copy of the Condemnation notice
- A copy of any appeals or variances granted.
- Photographs of all exterior elevations.
- Photographs of accessory structures and yards
- Photographs of the interior conditions for all rooms.
- Photographs of the mechanical systems.
  - Electric Panel
  - HVAC system
  - Water heating equipment.
  - Gas distribution.
  - Water meter.
- Structural plans if changes are required.
- Detailed narrative of work to be completed.
- Construction cost breakdown.
- Full design documents may be required by the plans examiner.

Evaluation.
- Field inspection conducted by the citing inspector or district chief.
- Verification that the structure is secured
- Verification exterior hazards have been abated.
- A plan approval letter is required.

Thomas Vanover
Chief Building Official.
Cleveland OH