

**City of Cleveland**  
**Department of Building and Housing**  
**Division of construction Permitting**

**WHEN DRAWINGS ARE REQUIRED TO OBTAIN A PERMIT**

Many permits require the submittal of drawings which must be reviewed and approved prior to the issuance of a permit. Drawings are required to be submitted with an application for building permit for all new construction, additions, changes in use and occupancy, establishment of use, temporary use, movement, enlargement, and demolition of every building or structure or any appurtenances connected to such buildings or structures. Drawings are required for the installation of elevators, escalators, lifts, dumbwaiters, amusement rides, garages, sheds, decks, swimming pools, awnings, canopies, signs, fences, parking lots and site development.

Drawings are required for alterations to an existing building or structure when the anticipated scope of work includes any of the following:

1. Any structural changes.
2. The cutting away or removal of any wall or partition or portion thereof.
3. Any change in the egress, access to the egress, or egress discharge.
4. Any rearrangement of the internal spaces or their intended uses.
5. Replacement of doors, windows, or other openings where the size of the opening will differ from the existing opening.
6. Any increase in the structural load above the existing allowable live load.
7. Any increase in occupants above the existing allowable occupancy load.
8. Installation of new plumbing, gas piping, heating, ventilating, refrigeration, or electrical systems, and alterations or extensions to the same. If this work is part of a project requiring a building permit, the plan review of these building systems is required as part of the building permit plan examination.

**Exceptions:**

1. Extensions of less than 50' of pipe for gas, HVAC, or plumbing work do not require a plan approval.
2. Installation of temporary wiring does not require a plan approval.
3. Replacement of any component part of a plumbing, HVAC/refrigeration, or electrical system, where the replacement does not extend, alter or void the approval of the entire system.

**Professional Seal Requirements:**

Many drawings require the seal of a registered architect or professional engineer. This applies to all buildings regulated by the OBC whenever design analysis is required, and necessarily includes new commercial construction, additions and alterations.

**Exception: 1-, 2-, 3-Family Dwellings**

Drawings for 1-, 2-, 3-family dwellings are recommended but, are not required to be sealed. Design calculations may be substituted.

**Exception: Use Only – No Construction**

Drawings proposing to establish the use, change of use, or the temporary use of a commercial facility or premises may not need to be sealed by a design professional if the following conditions are met:

1. When no work is required in order to comply with the current code for the intended use and occupancy of the space; and no work other than finishes, furnishings, and equipment will be installed.
2. The drawings are prepared to scale and are sufficiently dimensioned and noted; and all spaces are identified as to the intended use, showing all walls, partitions, fire-rated assemblies, windows, doors/swings, stairs, ramps, and sanitary facilities.
3. The drawings indicate all required building systems including lighting, power, heat, ventilation, water supply and drains are existing, operational and adequate for the intended use.

If at anytime it becomes evident, and the building official or commissioner determines that the applicant's drawing submittal is inadequate for review, he (she) may require the applicant to secure professional assistance before proceeding further with a plan examination.