

## Plumbing Plan Review and Permit Instructions

Plumbing system installation inspections are required when plumbing systems are installed in all new homes or businesses within the townships of Cuyahoga County, or when plumbing systems are altered in existing homes or businesses. A permit to do this plumbing work is required to be obtained from the Cuyahoga County Board of Health (CCBH). A registered plumbing contractor can provide all of the necessary information and can obtain a permit based on the proposed work. Although homeowners can obtain permits to do their own plumbing installations or alterations in the dwellings they reside in or intend to reside in upon completion of construction, it is often best to hire an experienced plumbing contractor to ensure that all of the detailed code requirements are met. Unless advised otherwise, **one (1) complete set of architectural drawings and two (2) additional sets of “plumbing only” (isometric) drawings are required to be initially submitted along with the plan review fee.**

In some cases, the extent of plumbing work proposed by a homeowner may not justify the need for plan submittal. In this case, CCBH would advise you to submit a completed *Plumbing Plan Review and Permit Application Form* along with the appropriate permit fee. **No plumbing work should begin prior to the issuance of a plumbing permit by CCBH. Early installation without a permit will result in a doubling of all fees.**

If plan submission is deemed necessary, please fill out the *Plumbing Plan Review and Permit Application Form* completely and submit it to CCBH, accompanied by your plans and the appropriate plan review fee. **If you are only submitting plans for review, complete only Table A of the application. If you are submitting a permit payment and your plans have already been approved, complete only Table B and Table C. If you are submitting both plan review and permit fees, complete Tables A, B, & C.**

Incomplete submissions will either be returned or be delayed in review while waiting for additional information to be provided. Plans are reviewed in the order in which they are received. Plan ahead and allow up to thirty (30) days for the drawings to be reviewed, although every effort will be made to accomplish the plan review in less time. You will be notified when the plans have been approved and are ready to be picked up. Based on the approved plans, the appropriate permit fees will be verified and must then be paid, prior to the issuance of the permit. It is important to remember that a **stamped, “Approved” set of plumbing plans must be present at the job at all times. Inspections will not be conducted if the plans are not on site.**

### Plumbing Permit Refund Policy

In the event a plumbing permit is cancelled and a refund is requested prior to any field inspections, a refund will be issued less the plan review fee, if applicable. No refund will be issued once a field inspection has been conducted.

### Plumbing Program Contacts

The Board of Health office is open on Monday – Friday between 8:30 am and 4:30 pm. General plumbing program and permit questions can be answered by a sanitarian at the Board of Health office. Technical questions, concerns related to a specific plumbing job, and the scheduling of inspections should be addressed directly by the CCBH Plumbing Inspector.