

Project Type	Permit Required	Zoning Review	Plan Review	Engineering Review*	Site Plan	Drawings	Manufacturer Info**	Contractor Registration
Addition (plans required) #	X	X	X	X	X	X	X	X
Alteration (plans required) #	X		X			X	X	X
New Home (plans required) #	X	X	X	X	X	X	X	X
Demolition (whole building) #	X							X
Electrical (replacement in kind/repair)	X						X	X
Electrical (new home, renov, addition) w/ plans	X		X			X	X	X
HVAC (replacement in kind, repair)	X						X	X
HVAC (new home, renov, addition) w/ plans	X		X			X	X	X
Plumbing (replacement in kind, repair)	X						X	X
Plumbing (new home, renov, addition) w/ plans	X		X			X	X	X
Dampproofing/Waterproofing	X				X		X	X
Generator/Solar #	X	X	X		X	X	X	X
Roofing, siding, windows, ext solid doors #	X						X	X
Fences (≤ 6 ft. high)	X	X			X			X
Sidewalk (replacement only)	X				X			X
Driveway	X	X			X			X
Apron	X	X		X	X			X
Deck (other than a front porch)	X	X	X		X	X		X
Deck/Patio (front porch) (Planning Comm.)	X	X	X	X	X	X		X
Fireplace (all) #	X		X (masonry)			X (masonry)	X	X
Foundation/Basement Walls (replace, repair)	X		X		X	X		X
Garage (attached, detached) #	X	X	X	X	X	X		X
POD	X	X			X			
Swimming Pool (above ground) #	X	X	X		X		X	X
Swimming Pool (in ground) #	X	X	X		X	X	X	X
Shed (≤ 200 sq ft)	X	X			X	X		X
Shed (> 200 sq ft)	X	X	X	X	X	X		X
Grading (submit to Engineering)	X			X	X			X
Satellite Dish (private or non-corporate)	X						X	X
Rain Barrel	X	X		X	X		X	X
RED - indicates o.k. to issue to contractors (only) - with no plan review.								
# project may require more than one permit.								
RESIDENTIAL PROJECTS & REQUIREMENTS								
This matrix is provided as a resource; however, it should not be construed to overrule specific requirements depending on your project details.								
Please inquire within the Building Department staff about your project to determine if any additional information is needed.								
Important Notes								
1) Building plan review fees and permit fees are due at the time of application.								
2) Zoning reviews are initiated after a building, zoning or engineering permit is applied. Failed zoning reviews will result in a rejection letter; after which, an appeal or variance can be applied to the Board of Zoning Appeals.								
3) Inspections are required for all projects. See the Inspection Checklist provided with approval. The homeowner is ultimately responsible for permits and inspections. Contractors and homeowners can contact the Building Department a minimum of 24-hours in advance of inspections.								
Projects Not Requiring A Permit								
1) Roofing repair/replacement in kind (< 100 sq ft).								
2) Driveway repair/replacement in kind (<100 sq ft).								
3) Kitchen cabinets replacement in kind. NOTE: removal of drywall on an exterior wall shall require a building permit before replacement (> 10 sq ft).								
4) Carpeting.								
5) Tile floors. NOTE: electrical floor heating under tile requires an electrical permit.								
6) Wall treatments including painting.								
7) Interior doors / storm doors.								
8) Minor electrical work (i.e. receptacle (duplex) or light fixture change-out)(arc-fault and gfcı requirements shall apply).								
9) Swing sets.								
City of Brook Park								
5590 Smith Rd.								
Brook Park, Ohio 44142								
Inspections: 216-433-7412 (call 8:30 am - 4:00 pm)								