



City of Cleveland

Justin M. Bibb Mayor

Department of Building & Housing

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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