



BUILDING DEPARTMENT

27700 Hilliard Blvd. Phone 440.871.330
 Westlake, OH 44145 Fax 440.617.414

RESIDENTIAL ADDITION SUBMITTAL CHECKLIST	
This Must Be Completed or Plans Will be Rejected!	
Address	
Owner	
Contractor	
Contact Name	
Contact Email	
Completed Permit Application	
Copy of Topo with distances to all lot lines	
2 Sets of detailed plans	
Systems Description Form	
Energy Efficiency Compliance Form	
Plumbing ISO	
Electrical Plan / Load Calculation Sheet	
Manual J / HVAC Ductwork Plan	
Engineering Letter / Verification of Beams & Headers	
Attic Venting Calculations	
Roof Truss Package (If Applicable)	



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Phone 440.617.4105
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RESIDENTIAL ENERGY COMPLIANCE DECLARATION FORM

Job Site Address: _____

Applicant shall indicate the energy compliance option below: Check **ONE** option.

- 1.) 2019 RCO Prescriptive, 1101.14 through 1104. (check one of the following)*
 - 1a Simplified prescriptive, 1102.1.
 - 1b UA Alternative, 1102.1.5 (attach RES-CHECK per 2018 IECC)
- 2.) 2019 RCO Simulated Performance Alternative, 1105. (attach Ecotrope, REM/Rate, Energyguage USA, DOE-2, or other)*
- 3.) 2019 RCO Energy Rating Index (ERI), 1106. (attach Ecotrope, REM/Rate, Energyguage USA, or other)*

* Air leakage testing (blower door) & verification report required – 5 ACH or less.

* Duct leakage (tightness) testing & verification report required, if outside conditioned space.

- 4.) 2019 RCO OHBA Alternative, 1112. (check one of the following)**
 - 4a Compliance path #1, 1112.1.2
 - 4b Compliance path #2, 1112.1.2

** Air leakage testing (blower door) & verification report required – less than 5 ACH.

** Duct leakage (tightness) testing & verification report required if outside conditioned space.

- 5.) 2018 IECC R (check one of the following)***
 - 5a Simplified prescriptive, R402.1
 - 5b Total UA alternative, R402.1.5 (attach RESCHECK per 2018 IECC)
 - 5c Simulated Performance Alternative, R405. (attach Ecotrope, REM/Rate, Energyguage USA, or other)
 - 5d Energy Rating Index, R406. (attach Ecotrope, REM/Rate, Energyguage USA, or other)

*** Air leakage testing (blower door) & verification report required – 3 ACH or less. R402.4.1.2.

*** Duct leakage (tightness) testing & verification report required if outside conditioned space. R403.3.3.

- 6.) 2019 RCO Existing Buildings, 1107, 1108, 1109, and 1111. Existing buildings (additions, alterations, repairs, and change of occupancy / use, shall comply with these sections.

Required for ALL Options Chosen

303.4 Mechanical Ventilation

Where the air infiltration rate of a dwelling unit is 5 air changes per hour or less where tested with a blower door at a pressure of 0.2 inch w.c. (50 Pa) in accordance with Section 1102.4.1.2 or Section 1112.2.4.2.1, the dwelling unit shall be provided with whole-house mechanical ventilation in accordance with Section 1505.4.

City of Westlake 2019 Residential Code of Ohio Systems Description Form

Applicant/General Contractor: _____ Phone: _____
 Address of Project: _____ Sublot: _____
 Project Description: _____

Electrical System Description a,b

Service Size (Amps)	Size of Service Entrance Conductors	Panel Location(s)	Number of Sub-Panels	Location
<input type="checkbox"/> 100 Amp <input type="checkbox"/> 200 Amp <input type="checkbox"/> Over 200 Amp				<input type="checkbox"/> Overhead <input type="checkbox"/> Underground

- a. Provide a detailed electrical diagram for review and approval.
 b. Provide detailed electrical and gas piping diagrams for generator installations.

HVAC System Description

Heating Equipment Type, Size & Efficiency	Design Heat Loss (Btu/h)	Type of Fuel	Location of Equipment
<input type="checkbox"/> Forced Air Btu/h _____ Eff. _____ <input type="checkbox"/> Boiler Btu/h _____ Eff. _____ <input type="checkbox"/> Heat Pump Btu/h _____ Eff. _____ <input type="checkbox"/> Electric kW _____ Eff. _____ <input type="checkbox"/> Geothermal kW (Btu/h) _____ Eff. _____		<input type="checkbox"/> Natural Gas <input type="checkbox"/> LP <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Other _____	<input type="checkbox"/> Basement <input type="checkbox"/> Attic <input type="checkbox"/> Closet <input type="checkbox"/> Crawl Space <input type="checkbox"/> Outdoor

Cooling Equipment Type, Size & Efficiency	Design Heat Gain (Btu/h)	Location of Equipment
<input type="checkbox"/> AC Btu/h _____ Eff. _____ <input type="checkbox"/> Heat Pump Btu/h _____ Eff. _____ <input type="checkbox"/> Geothermal kW(Btu/h) _____ Eff. _____		<input type="checkbox"/> Outdoor <input type="checkbox"/> Other _____
Area of Conditioned Space (sq. ft.)		Duct Size (Supply and Return)

Plumbing System Description

ISO Required for New Dwellings and Alterations to Plumbing System

ITEM	QTY.	ITEM	QTY.	ITEM	QTY.
Water Closet		Laundry Tray		Pressure Reducing Valves	
Lavatory Sink		Floor Sink		Garbage Disposal	
Hot Tub		Sump Pump		Clothes Washer	
Kitchen Sink		Floor Drain		Dishwasher	
Bathub / Shower		Hot Water Heater		Backflow Device	

WATER HEATER	Location:	<input type="checkbox"/> Basement	<input type="checkbox"/> Garage	<input type="checkbox"/> Attic	<input type="checkbox"/> Other
	Fuel Type:	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Other	
	Capacity:	<input type="checkbox"/> BTUs	<input type="checkbox"/> Tankless		
WATER SERVICE	Type:	<input type="checkbox"/> Copper	<input type="checkbox"/> PVC / Plastic	<input type="checkbox"/> Other	<input type="checkbox"/> Extend Line
	Size:	<input type="checkbox"/> 3/4"	<input type="checkbox"/> 1"	<input type="checkbox"/> 1-1/4"	<input type="checkbox"/> 1-1/2" <input type="checkbox"/> 2"

Fuel Gas System Description

	Size of Fuel Gas Main	Piping Materials
		<input type="checkbox"/> Steel Pipe Sch. 40 <input type="checkbox"/> CSST <input type="checkbox"/> Other _____