



**BUILDING DEPARTMENT**

27700 Hilliard Blvd.  
Westlake, OH 44145

Phone 440.871.3300  
Fax 440.617.4144

<b>RESIDENTIAL REMODEL SUBMITTAL CHECKLIST</b>	
<b>This Sheet Must Be Completed, or Plans will be Rejected</b>	
<b>Address of Project</b>	
<b>Home Owner's Name</b>	
<b>Contractor Company Name</b>	
<b>Contact Name</b>	
<b>Contact Email</b>	
Permit Application listing written Scope of Work	
2 sets Detailed Plan of existing layout	
2 sets Detailed Plan of proposed layout	
Are plumbing fixtures being replaced to same location?	
If not, Plumbing ISO is required	
Name of Plumbing Contractor	
Electrical Plan / Load Calculation Sheet	
Is under cabinet lighting being installed?	
Name of Electrical Contractor	
Is ductwork being removed or modified?	
If yes, Provide Manual J / HVAC Ductwork Plan	
Name of HVAC Contractor	
Are any walls* or soffits being removed?	
* If removing walls, indicate Load Bearing Walls	
Are any walls or beams being installed?	
Are any windows being removed?	
Are any windows being installed?	
Are any doors being removed?	
Are any doors being installed?	