

**COMMERCIAL CONSTRUCTION
NEW / ADDITIONS / ALTERATIONS
PLAN REQUIREMENTS**

Revised 2/27/26

New Commercial – (Including Additions/Alterations and/or Change of Use)

AN ELECTRONIC VERSION OF HARD COPY SUBMITTALS TO BE E-MAILED TO
LISA LEVINE, EXECUTIVE ASSISTANT AT llevine@mavfieldvillage.com

- Initial Concept Approval:** 13 sets of drawings to be submitted along with an application and fee of \$51.50. Review will be made by Planning & Zoning Commission at their next workshop meeting which is held on the Third Thursday of the month.
- Preliminary Site Plan:** 13 sets of Drawings to be submitted – Approval by:
Village Engineer
Building Commissioner (parking)
Planning & Zoning and Council
Police/Fire
- Final Site/Building/Sign:** 13 sets of Drawings to be submitted approval by:
Village Engineer (grading, sewers, streets, set-backs etc.)
Building Commissioner (parking, landscaping, bldg, coverage etc.)
Planning & Zoning and Council
Police/Fire
- Landscape Drawings:** 13 sets of Drawings showing plant locations, types and other materials
Village Landscape Architect
P & Z
Council
- Building Approval:** ARB 6 Sets of Architectural Drawings, 1 color rendering
Village O.B.C. Plans Examiner: Three Construction Drawings including mechanical, electrical & plumbing.
- Signs:** ARB 6 Sets w/color renderings for permit approval (application form required)

NOTE

In some cases, more than one meeting is necessary to gain approval to proceed to the next step.

Commercial Fees

| | | | | | |
|------------------------------------|----|-------|--|-------|-------------|
| <u>A.R.B. Fee</u> | \$ | 100 | Plus \$5 per 1000 sq. ft. + 3% | (New) | 1305.11 |
| <u>P & Z Fee</u> | \$ | 50 | + 3% | | |
| <u>Building Permit Fees</u> | \$ | 200 | Plus \$4 per 100 sq. ft. + 3% | (New) | 1309.05 (d) |
| | | 500 | Landscape Fee (or as by scale) | | 1309.08 (c) |
| | | 300 | Grading / Engineering Fee + 3% | | 1309.09 |
| | | 10 | Occupancy Permit | | 1309.05 (f) |
| | | 500 | Footer Certifications Required | | 1309.12 |
| | | 500 | Professional Services Performance <u>Deposit Bond</u> | | 1309.07 |
| | | 1000 | Supplemental <u>Deposit Bond</u> | | 1309.19 |
| | | 300 | Landscape <u>Deposit Bond</u> | | 1309.08 |
| <u>Sign Permit Fee</u> | \$ | 15.45 | A.R.B. Fee | | 1309.05 (a) |
| | | 25.00 | Permit – Each Face | | 1309.05 (g) |

Note: Plumbing/Electrical/HVAC & Misc. Separate Permits – 1309.05 (c)(d)(e)(g). Check with Building Department for any information that may not be included in this document.

Hours for Construction and repairing of Buildings:

Mon thru Fri: 7:00 am - 6:00 pm.

Saturday: 10:00 am – 6:00 pm.

No Sundays except for emergency repairs and requires SPECIAL APPROVAL.

Mayfield Village Building Department
6622 Wilson Mills Rd.
Mayfield Village, Ohio 44143
Phone: (440) 461-2213
Fax: (440) 442-5077