

HOUSE BUILDING PERMIT

Permit Fee – See Current Fee Schedule

Road Fee – See Current Fee Schedule

Water Tap-In Fee – See Current Fee Schedule

Sewer Tap-In Fee – See Current Fee Schedule

(Note – All fees are due with submittal of permit application)

After receipt of Permit Fee, Road Fee, Water/Sewage Tap-in Fees, and all required plans and information requested by CWL, the ECC or designated authority shall approve or disapprove this application within thirty (30) days after proper submittal. Water/Sewer connections will occur within 180 days after proper submittal and will be marked within thirty (30) days after plan approval. A Building Permit that is submitted without payment of all listed approved fees that are in place as of the date of application, and/or without all requested plans/information, will not be considered as a proper submittal and will be returned.

If a member rescinds his application within three days after submittal 100% of the fees will be refunded. If a member rescinds his application before approval and decides not to build, the full Water/Sewage Tap-in Fee and Road Fee will be refunded, along with 50% of the Permit Fee. If a member decides not to build after approval but before any building or ground disturbance, only the full Water/Sewage Tap-in Fees and Road Fees will be refunded, provided no damage occurred, the water/sewage tap-in was not started, and no driveway/culvert work occurred. The Permit Fee will not be refunded. See ECC Manual for additional information, including permit expiration criteria.

The applicant is responsible for ensuring and hereby certifies that all plans and construction documents submitted with this application are in conformance and compliance with all Federal, State, Local regulations, building codes, and CWL regulations. Plans and construction documents submitted for review and found incomplete will not be approved, and a request will be issued to revise and resubmit them. (If information is requested for inadequate plan submission, the plans will be reviewed within (30) days after the revised plans or information requested have been received.)

Plans and construction documents must be submitted on a minimum 11”x17 size paper (one copy). Electronic submissions, in addition to one paper copy, are recommended.

A mandatory pre-construction meeting will be scheduled with the member and the contractor after plan approval.

Candlewood Lake may conduct inspections of the work site at any time during the construction phase. Member is responsible for scheduling the following inspections (inspection requests must be sent via email at ecc@candlewoodlake.us). Inspection requests will be responded to within 72 hours of receipt.

- Water/Sewer Location
- Water/Sewer Electrical and Lines
- Final

The following certificate of completion/compliance must be submitted before final approval:

- Drainage Certificate
- Electrical Systems Certificate
- Plumbing Systems Certificate
- Final Completion Verification/Certificate

Items needed to be submitted with this permit:

- Site plan: Site plans shall be prepared by and bear the seal of a registered surveyor. (See site plan requirements)
- House Plans
- Survey
- Color Samples – BCH 209 ECC requires that color/material samples be submitted for Siding, roof, trim, gutters, soffit, fascia, shutters, and all exterior surfaces before a building permit will be granted.
- Certificate of liability insurance for all builders (general contractors)
- Permit Fee, Road Fee, and Water/Sewer Tap-in Fees
- Performance bond (if applicable)

Vendors or installers of factory-built units (prefabricated) shall post a \$10,000.00 performance bond naming the Candlewood Lake Association and the purchaser as beneficiaries. The bond will be released upon the completion of construction and the issuance of the occupancy permit.

By signing below, you acknowledge that you must adhere to and are solely responsible for ensuring all work is done in compliance with all applicable Federal, State, Local Codes and Regulations, the Residential Code of Ohio, and all CWL Governing Documents and that CWL is not responsible for confirming compliance.

Property Owners Name (print)

Property Owner Signature

Phone

email

Unit and Lot

Date Submitted

Phone Number

Amount Paid: _____ Received By: _____ Date: _____

Items required:

- ☐ Plat Map
- ☐ House plans
- ☐ Liability insurance for all builders
- ☐ Survey (within one year of this permit)
- ☐ Color Samples – roof, sidings, trim, gutters, soffit, fascia, shutters, and all exterior surfaces

Approved By:

ECC Members Signature:

_____ Date: _____

_____ Date: _____

ECC Coordinators Signature _____ Date: _____

Copy given to member: _____ Date _____

_____ Office Associate initials