



Founded 1875

# Village of LaGrange

301 Liberty Street  
LaGrange, Ohio 44050  
(440) 355-5555; Fax 440-355-5250  
lagov4@windstream.net  
Zoning/Building Department

## CONTRACTOR INFORMATION

### IMPORTANT NUMBERS:

Mary Kay Gates, Village of LaGrange Zoning Department	440-355-5555
Thomas Horseman, Building Official/Inspector (inspection, except electrical)	440-396-0225
John Dietrich, Electrical Inspections	440-242-8427

### CONTRACTOR REGISTRATION

Contractors are required to register on a yearly (calendar) basis to do work in the Village of LaGrange. A renewal fee of twenty-five dollars (\$25.00) shall be assessed for each succeeding calendar year, provided the registration/license has been in force the preceding calendar year. If registration lapsed for one calendar year, the fee of fifty dollars (\$50.00) shall again be assessed.

**ALL CONTRACTORS MUST SUBMIT:** (if not available at the time of application, items can be e-mailed or faxed; permit will be issued upon receipt of these items.)

- Proof of Insurance (\$1,000,000)
- License/Permit Bond (\$10,000)
- Worker’s Compensation Certificate (unless Self-Employed and you don’t carry Workers Comp., which must be indicated on the application.)
- Current Contractors Trade License from the State of Ohio

ALL SUB-CONTRACTORS must also register as a contractor with the Village of LaGrange.

### GENERAL INFORMATION FOR CONTRACTORS

The following information will assist you in getting through the building process in the Village of LaGrange. There are two separate final inspections required to get your occupancy permits.

1. The building inspections, coordinated through Thomas Horseman, Building Official. His group inspects the house from beginning to end to make sure everything meets the building code for the Village of LaGrange. The builder is responsible for meeting the requirements of our lot plot ordinance. This ordinance requires documentation during the building process to verify that the development’s grading plan is being followed correctly. Once the requirements are satisfied, Thomas Horseman, will notify the Village of LaGrange to issue a building occupancy permit.
  - a. A “lot plot plan” shall be submitted prior to a residential permit being issued.
  - b. Prior to the start of construction, the lot must be staked by a qualified engineer/surveyor and drawings submitted showing and stating this. These drawings must also be signed by the builder/general contractor.
  - c. Prior to the start of building/structure framing” a “mid construction lot plot plan” shall be submitted.

- d. Before an “Occupancy Permit” can be issued, which is required prior to occupancy, an “as built lot plot plan” must be submitted showing conformance to all requirements of Ordinance 2002-1096.
2. Village of LaGrange employees will check the sanitary and storm lines for correct discharging, water valve curb box for proper installation, and the water meter for proper installation. The builder must provide the Village of LaGrange with an as built map/drawing with dimensions showing sanitary and storm clean out locations and water valve curb box location. If you were required to have a testable backflow preventer installed, this also must be checked by a state certified backflow tester. They are required to give the Village documentation stating that the backflow preventer was tested and is operating correctly. When these requirements are satisfied, the Village of LaGrange will issue the zoning occupancy permit.

**You must have BOTH permits before home occupancy can occur.**

NOTE: It is suggested that all contractors read the Village of LaGrange Ordinances provided at the back of this packet.

### **PROCEDURE FOR APPLYING FOR PERMITS**

Complete Zoning and Building Permit forms and submit three (3) sets of plans (24” x 36”) and lot plot (11” x 17”), signed by a qualified engineer/surveyor to the Village of LaGrange. Plans should be accompanied by permit forms and sent UPS, US Mail or delivered in person to the Village of LaGrange Zoning Clerk. Upon receipt, your plans will be reviewed and a “Certificate of Plan Approval/Building Permit” will be issued that will indicate any additional requirements, who to call for inspections, and the total Building fees that will be due. At that time you will also receive a statement indicating all fees that are due for the zoning permits.

Upon receipt of the fee payment your Zoning permits will be processed. You will be given the Building Permit along with one set of “signed” plans, which are required to be available for inspectors.

### **ZONING PERMIT INSPECTIONS:**

Water taps and service lines, sanitary sewer taps and service lines, and storm sewer taps and service lines MUST be inspected by the Village of LaGrange. To arrange for inspection, contact the Village of LaGrange Utilities Department at 440-355-5575 weekdays between 8:30 a.m. and 4:00 p.m. Inspections will be scheduled from 7:00 a.m. – 3:00 p.m. on weekdays ONLY. No weekend inspection will be completed. Twenty-four hour notice is required for inspections.

There is to be NO backfilling of ditches until inspections are made. NO EXCEPTIONS!

### **BUILDING PERMIT INSPECTIONS:**

Building permit inspection instructions are included on your building permit obtained from Mr. Thomas Horseman, Building Official/Inspector. YOU ARE RESPONSIBLE FOR CONTACTING THE BUILDING INSPECTOR TO SCHEDULE INSPECTIONS.

### **OCCUPANCY PERMITS**

Prior to occupancy a Zoning Occupancy Permit and a Building Occupancy permit must be issued. In order to obtain these permits all inspections must be completed and an “as built/record lot plot plan” must be submitted showing conformance to all requirements of Ordinance 2002-1096.