

Question & Answer: Permits and Field Inspections

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When do I need a permit?

Any work being done within the City right-of-way requires a street opening permit which can be obtained through the City's Staff Engineer, Thomas Kreczko (216-292-1924). Permits are required for any and all construction, additions, alterations, decks, sheds, fences, etc.

Where do I obtain a permit?

Permits may be obtained at the front desk, Building Department, 25325 Fairmount Blvd., Beachwood, Ohio. Any permits requiring engineering drawings should be submitted to the Building Department for review.

Who do I call for inspections?

To schedule all inspections, contact the Building Department administrative assistants at (216) 292-1914. All projects/permits are assigned a building inspector who will be the single point of contact for any project/permit questions other than scheduling.

When should I request an inspection?

Up to 24 hours notice is required. Generally, the inspector will be in the office between the hours of 8:00 a.m. to 8:30 a.m. and 4:00 p.m. to 4:30 p.m. for direct communication. Voice-mail is available to leave messages otherwise; however, no inspections will be scheduled through the inspector's voicemail. The front desk administrative assistants can be called to schedule all inspections. Call for information if unsure if any inspection is required.

How do I get an inspection scheduled and find out who my inspector is?

Contact the City of Beachwood Building Department at (216) 292-1914. Have the following information available: Permit number, address of work, suite number, type of inspection.

Who do I contact regarding questions about construction going on in my area?

For questions related to issues such as dirty streets, problems with too much dust, etc. contact the Service Department at (216) 292-1922. For questions related to issues such as construction work blocking driveways, detours causing traffic problems, construction crews starting too early or working too late, etc. contact the Police Department at (216) 464-2343. Be prepared to provide an address for better assistance in locating the problem.