

## PARKING LOT PERMITS

City of Cleveland - Division of Building and Housing 664-2911

### WHEN IS IT NEEDED?

When you build a new building or change the use of one, the building permit can include the parking lot if it is shown on the plans. However, if the parking lot is across a street or alley from the building, or if the building is existing and all you want to do right now is build a parking lot, you will need a separate building permit before you begin work.

### WHAT MUST I DO TO GET A BUILDING PERMIT FOR MY PARKING LOT?

1. Draw a plan showing the property, the building, and the proposed parking lot.
2. Plans should be drawn to scale: 1" = 20' is a commonly used scale, include paving detail.
3. The plan should show the parking layout, the location of driveways, lights, fences, landscaping and any signs. The plan should also show how rain water will be drained. Show this by arrows or elevations and show any sewer drains you will use.
4. An attendants' booth requires construction plans with information about heat, electricity, etc.
5. Be sure to note what parts are existing and what is new. For example, label driveways and sewer drains "existing" or "proposed" to make it clear to the examiners.
6. Describe your project. List the number of parking spaces and list the number of truck loading berths, if any. Describe any special restrictions you have, such as assigned spaces, closing times, or parking fees.
7. Submit three copies for review to the reception desk (Room 505, City Hall, 601 Lakeside Avenue, Cleveland, Ohio 44114). Plan review fee is \$20.00.
8. Upon receipt of the necessary approvals, usually one to two weeks, the Permit Staff will calculate the permit fee, and notify you that the permit is ready.

### MINIMUM DESIGN DIMENSIONS OF PARKING AREAS

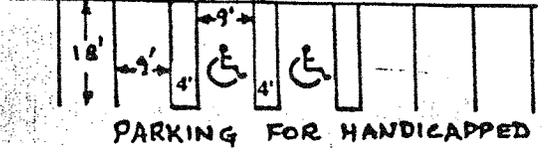
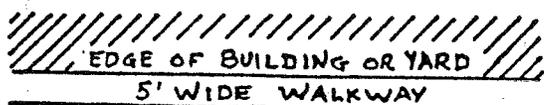
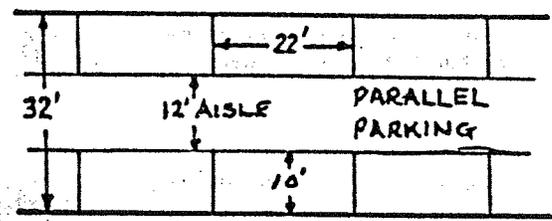
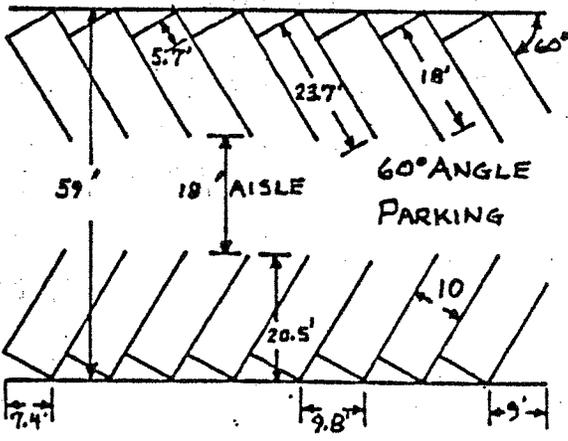
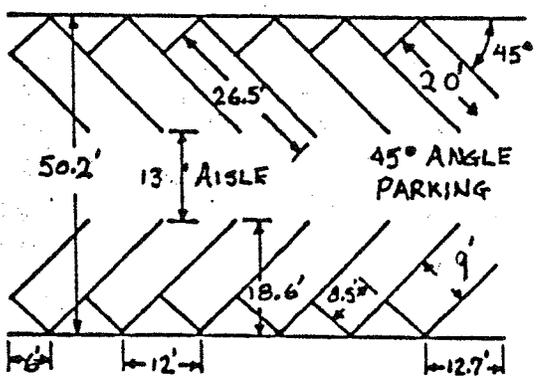
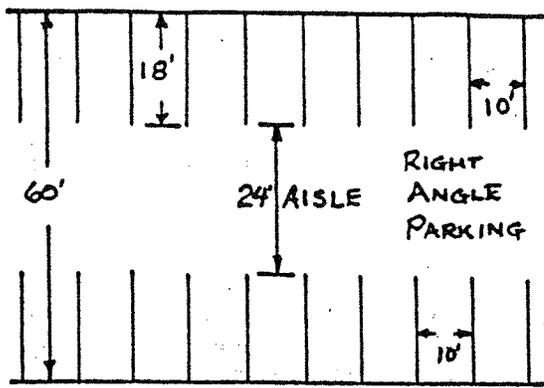
- a. Dimensions. Each parking space shall contain at least 180 square feet, 9' x 20' or 10' x 18'. Parallel parking spaces shall be at least twenty-two feet long and ten feet wide (10' x 22').
- b. Aisles. Parking area aisles shall conform to the following table, which varies the width requirement according to the angle of parking.

#### Parking Angle (by Degrees)

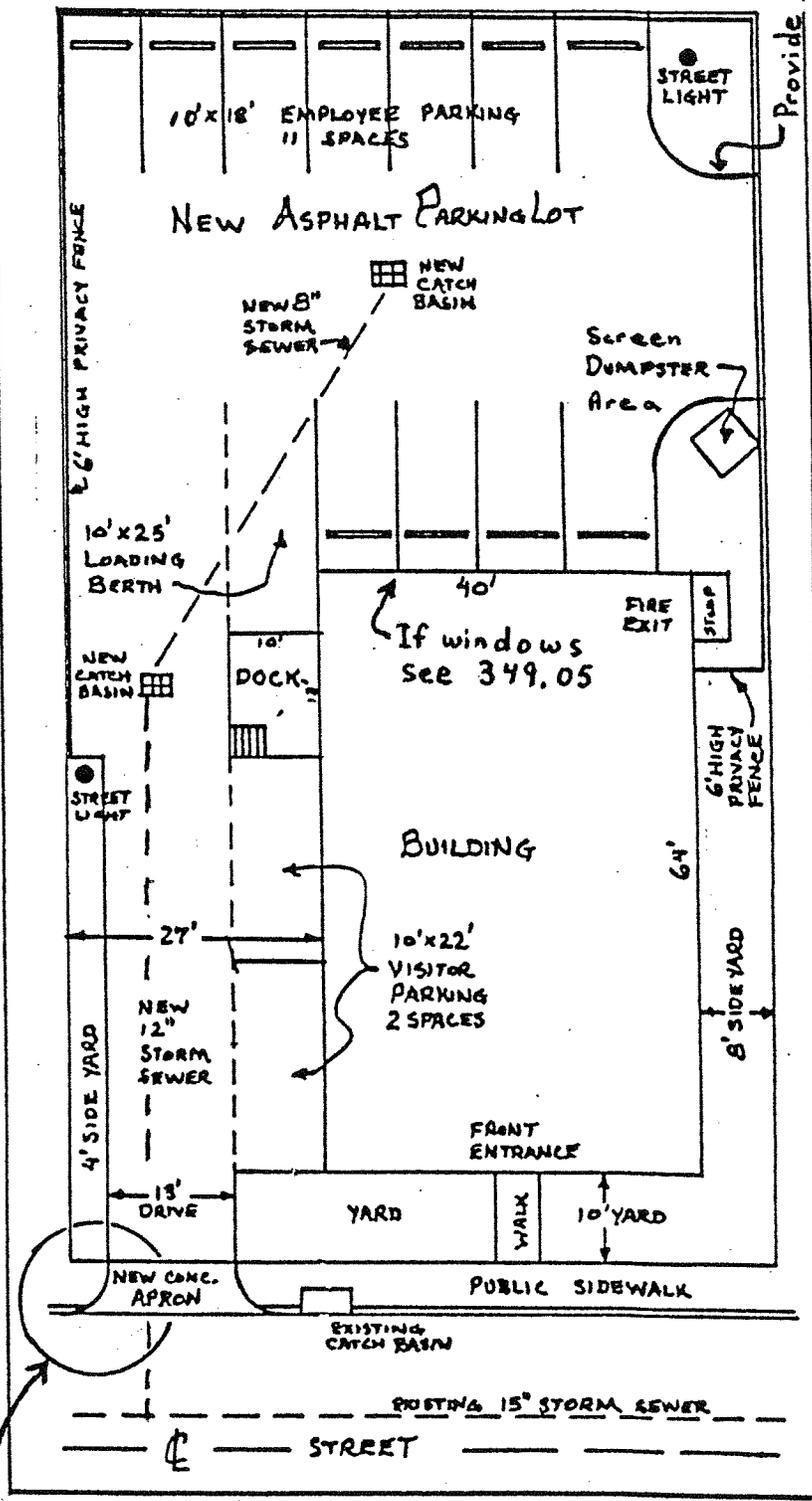
Aisle width (in feet)	0°	30°	45°	60°	90°
One Way Traffic	13'	11'	13'	18'	24'
Two Way Traffic	19'	20'	21'	23'	24'

- c. Marking. Parking spaces shall be marked on the surface of the parking area with paint or permanent marking materials and maintained in clearly visible condition.
- d. Wheel Stops. Parking spaces shall be provided with wheel stops located such that no part of a parked vehicle shall extend beyond the space.
- e. Screening. Where five or more parking spaces are located on a lot adjacent to a building containing residential units or lots in a residential district screening is required. Screening shall consist of a landscaped buffer strip at least four feet wide or an opaque fence at least three feet but not more than six and one-half feet in height.

See examples on reverse side



EXAMPLE (1" = 20' SCALE)



Turnaround at dead end

In Local and General Retail Districts driveway placement is regulated by Section 343.18.

NOTE: Driveways may cross setback or yard areas, parking spaces and maneuvering aisles can not be located in front of a setback line.