



THE VOICE OF REAL ESTATE IN NORTHEAST OHIO

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## **POINT-OF-SALE ORDINANCE INFORMATION**

*\*\*Updated January 2011. Contact the municipalities with questions & for the most up-to-date information. \*\**

### **Bay Village**

**Contact:** Bob Lyons

**Phone:** (440) 899-3423

**Fax:**

**Email:**

- **Point of Sale:** No
  - **Notes:** The Building Department employs a Property Maintenance Correction Officer whose primary responsibility is to run the City's Exterior Maintenance Program. The City is divided into sections and inspections take place within these sections. The homeowners are notified of the maintenance violations and are given adequate time to make corrections.
- **Occupancy Permit:**
- **Rental Permit: Yes**
  - **Fee:** \$50 annual registration fee
  - **Notes:** Contact the Building Department with the address of the rental property. A letter and application will be sent to the owner of the rental property. The owner will be responsible for filling out and returning the application along with the \$50.00 annual registration fee. A form letter will be sent to the landlord and tenant explaining the requirement of an inspection with a time limit of ten days in which to schedule the inspection.

### **Beachwood**

**Contact:** William Griswold, Building Commissioner

**Phone:** (216) 292-1914

**Fax:** (216) 292-1917

**Email:** [building@beachwoodohio.com](mailto:building@beachwoodohio.com)

- **Point of Sale:** No
- **Occupancy Permit:** Yes
  - Fee: \$50
- **Rental Permit:** Yes
  - Fee: \$500

### **Bedford**

**Contact:** Philip Seyboldt, Building Commissioner

**Phone:** (440) 735-6530

**Fax:** (440) 232-1558

**Email:** [pseyboldt@bedfordoh.gov](mailto:pseyboldt@bedfordoh.gov)

- **Point of Sale:** Yes
  - **Interior POS:** Yes
  - **Exterior POS:** Yes
  - **Inspection Fee:** Varies from \$50 for single-family dwelling plus \$25 for each additional rental unit; Commercial buildings are minimum of \$75 and maximum of \$200
  - **Certificate Expiration:** 1 Year
  - **Re-inspection Fee:** Same as original Fees

- **Escrow:** An amount not less than \$100 and equal to 150% of the estimated cost of repairs for outstanding violations. Estimate must be provided by a company registered with the City of Bedford.
- **Occupancy Permit:** N/A
- **Rental Permit:** N/A

### **Bedford Heights**

**Contact:** Cheryl Dillingham, Housing Coordinator

**Phone:** (440) 786-3244

**Fax:** (440) 786-3277

**Email:** [cheryld@bedfordheights.gov](mailto:cheryld@bedfordheights.gov)

- **Point of Sale:** Yes
  - **Interior POS:** Yes
  - **Exterior POS:** Yes
  - **Inspection Fee:** \$125 (residential); Commercial has \$200 base fee, additional \$20 per 5,000 ft<sup>2</sup> AND \$50/hr. fire inspection
  - **Certificate Expiration:** 6 months
  - **Re-inspection Fee:** N/A
- **Occupancy Permit:** See Point of Sale
- **Rental Permit:** Yes
  - Fee: Single Family is \$75; apartment is \$35

### **Bentleyville**

**Contact:** Greg Potts

**Phone:** (440) 247-5055

**Fax:**

**Email:**

- **Point of Sale:**
- **Occupancy Permit:**
- **Rental Permit:**

### **Berea**

**Contact:** Matthew Madzy

**Phone:** (440) 826-5812

**Fax:** (440) 826-4800

**Email:** [buildingdept@cityofbera.org](mailto:buildingdept@cityofbera.org)

- **Point of Sale:** Yes
  - **Interior POS:** No
  - **Exterior POS:** Yes
  - **Inspection Fee:** \$75
  - **Certificate Expiration:** 1 year
  - **Re-inspection Fee:** Same as original Fees
  - **Notes:** At the request of the owner of the property or his agent, the City may issue a letter or other document signed and dated by a Building Department Official stating that some, but not all, of the violations listed on a specific Certificate of Exterior Inspection have been completed to the City's satisfaction.
- **Occupancy Permit:** n/a
- **Rental Permit:** Yes
  - **Fees:** Single & Double family units are \$25 per year, plus additional \$75 every other year. Three family and more is \$15 per unit per year. Inspections are required. Contact the city of Berea for deadlines and additional details.

### **Bratenahl**

**Contact:** Tom Jamieson, Director of Building; Mary Ranney, Building Dept. Clerk

**Phone:** (216) 681-3706

**Fax:** (216) 681-3079

**Email:** [building@bratenahl.org](mailto:building@bratenahl.org)

- **Point of Sale:**
  - **Interior POS:** Yes
  - **Exterior POS:** Yes
  - **Inspection Fee:** \$50

- **Certificate Expiration:** Time limit for correction of minor repairs is agreed upon with owner or his agent or prospective occupant and Commissioner of Buildings. Time limit for corrections of issues that are a hazard to health, safety or welfare of occupants is determined solely by Commissioner of Buildings.
- **Re-inspection Fee:** \$50 includes first & re-inspection, if needed. \$35 for each after.
- **Occupancy Permit:** See P.O.S.
- **Rental Permit:** N/A

### **Brecksville**

**Contact:** Scott Packard, Chief Building Official

**Phone:** (440) 526-2630

**Fax:** (440) 526-6322

**Email:**

- **Point of Sale:** N/A
- **Occupancy Permit:** Safety inspection required for new tenants of commercial properties and new construction of both commercial and residential.
- **Rental Permit:** Yes
  - **Fees:** \$25 per unit
  - **Notes:** Rental occupancy permit is required

### **Broadview Heights**

**Contact:** Roger Westfall

**Phone:** (440) 526-6864

**Fax:** (440) 526-3091

**Email:**

- **Point of Sale:**
  - **Interior POS:** No
  - **Exterior POS:** No
  - **Inspection Fee:** N/A
  - **Certificate Expiration:** N/A
  - **Notes:** Broadview Heights is currently requiring that all rental properties be inspected once every three years. There is a \$50 fee. For more information, please call the building department at (440) 526-6864.
- **Occupancy Permit:** Comes with new construction building permit fees. Change of occupancy for commercial with no alterations to space is \$50, with application and required inspection.
- **Rental Permit:** Yes
  - **Fees:** Single family is \$50 each; \$20 for each apartment suite.
  - **Notes:** Inspections are every third year, or as requested by owner for tenant change.

### **Brooklyn**

**Contact:** Tom Occington, Building Commissioner

**Phone:** (216) 635-4202

**Fax:**

**Email:**

- **Point of Sale:** N/A
- **Occupancy Permit:** Yes
  - **Fees:** \$50
  - **Notes:** Commercial change of occupancy only.
- **Rental Permit:** Yes
  - **Fees:** \$50

### **Brooklyn Heights**

**Contact:** Andy Pech, Chief Building Official

**Phone:** (216) 749-4300

**Fax:** (216) 741-3753

**Email:**

- **Point of Sale:**
  - **Interior POS:** Yes
  - **Exterior POS:** Yes
  - **Inspection Fee:** \$50

- **Certificate Expiration:** 1 Year
- **Re-inspection Fee:** \$10 for any subsequent inspections requested by the same owner within 12 months from the date of issuance of the original certificate of inspection.
- **Occupancy Permit:** A \$50 fee and inspection is coming soon for commercial only.
- **Rental Permit:**
  - Fee: \$35
  - Notes: Once every 5 years & each change of tenant

### **Brook Park**

**Contact:** Martin J. Surella, Commissioner

**Phone:** (216) 433-7412

**Fax:**

**Email:** [buildingdept@cityofbrookpark.com](mailto:buildingdept@cityofbrookpark.com)

- **Point of Sale:** Yes
  - **Interior POS:** Yes
  - **Exterior POS:** Yes
  - **Inspection Fee:** \$50 for single-family homes; \$25 for all other residential structures
  - **Certificate Expiration:** 6 months
  - **Re-Inspection Fee:** \$25
  - **Notes:** A Certificate of Occupancy shall be issued, without charge to an applicant, after any building has received its final inspection as defined by the City Building Code, if such building is found to have been constructed or altered in accordance with the plans and specifications therefore, the provisions of the Ohio and City Building Codes, all other applicable City ordinances and the rules and regulations of the Department of Public Service. An application form must be completed in order to schedule inspections. Copies of the form are available from the City of Brook Park Building Department, 5990 Smith Road. The form is posted on the City's website, [www.cityofbrookpark.com](http://www.cityofbrookpark.com). For more information, please call the Building Commissioner at (216) 433-7412.
- **Occupancy Permit**
- **Rental Permit:**
  - **Fee:**
  - **Notes:** Inspection is required & certificate of occupancy

### **Chagrin Falls**

**Contact:** Harry Edwards, Building & Zoning Inspector

**Phone:** (440) 257-5050 x3156

**Fax:** (440) 247-2082

**Email:** [harry@chagrin-falls.org](mailto:harry@chagrin-falls.org)

- **Point of Sale:** N/A
- **Occupancy Permit:** Yes
  - **Fees:** \$40
  - **Notes:** Commercial properties only
- **Rental Permit:** N/A

### **Chagrin Falls Township**

**Contact:** Mac Donley

**Phone:** (440) 247-4030

**Fax:**

**Email:**

- **Point of Sale:** N/A
- **Occupancy Permit:** N/A
- **Rental Permit:** N/A

### **Cleveland**

**Contact:** Edward Rybka

**Phone:** (216) 664-2282

**Fax:** (216) 664-3590

**Email:** [buildingandhousing@city.cleveland.oh.us](mailto:buildingandhousing@city.cleveland.oh.us)

- **Point of Sale:**
- **Occupancy Permit:**

- **Rental Permit:**
- **Notes:** Refer to <http://www.city.cleveland.oh.us/CityofCleveland/Home/Government/CityAgencies/BuildingHousing> for a fee schedule and more information.

## **Cleveland Heights**

**Contact:**

**Phone:** (216) 291-5900

**Fax:**

**Email:** [housinginspection@clvhts.com](mailto:housinginspection@clvhts.com)

- **Point of Sale:** Yes
  - **Interior POS:** Yes
  - **Exterior POS:** Yes
  - **Inspection Fee:** \$150 single family unit, \$50 each additional unit.
  - **Certificate Expiration:** 1 year
  - **Re-inspection Fee:** N/A
  - **Escrow:** If all Class A violations are not corrected, seller must escrow not less than \$1,000 and equal to 125% of the estimated cost of repairs.
  - **Ongoing POS:** The exteriors of all owner-occupied single-family homes are inspected on a street-by-street basis on a five-year rotation.
  - **Notes:** Vacant dwellings must be registered with the city, \$50 fee.
- **Occupancy Permit**
- **Rental Permit: Yes**
  - **Fee:**
  - **Notes:** Single-Family, Two-Family and Multi-Family Rental Properties: These inspections, involving both the interior and exterior of properties, are required every three years. Inspection Services notifies owners when inspections are to be scheduled. For addition information, contact Inspectional Services at 216-291-5900 or [houseinspection@clvhts.com](mailto:houseinspection@clvhts.com). Rental properties are subject to a re-inspection fee if violations remain 18 months after the initial inspection. The fee is \$50.00 for each re-inspection until such time as the property is in compliance.

## **Cuyahoga Heights**

**Contact:** Norm Casini

**Phone:** (216) 524-6068

**Fax:** (216) 524-6072

**Email:** [rcu@rcuarchitects.com](mailto:rcu@rcuarchitects.com)

- **Point of Sale:** Yes
  - **Interior POS:** Yes
  - **Exterior POS:** Yes
  - **Inspection Fee:** \$150 for single family; \$200 for two family home; \$250 for three family; \$300 for four family.
  - **Certificate Expiration:**
  - **Re-Inspection Fee:**
  - **Notes:** Call for additional details.
- **Occupancy Permit:**
- **Rental Permit: Yes**

## **East Cleveland**

**Contact:** Velma Knight; Salondra Wallace

**Phone:** (216) 681-2092; (216) 681-2415

**Fax:**

**Email:** [vknight@eastcleveland.org](mailto:vknight@eastcleveland.org); [swallace@eastcleveland.org](mailto:swallace@eastcleveland.org)

- **Point of Sale:** Yes
  - **Interior POS:** Yes
  - **Exterior POS:** Yes
  - **Inspection Fee:** \$50 residential; \$20 per unit (Apartment buildings with up to 15 units); Apartment buildings with 16 or more units pay \$300 plus \$20 per unit (maximum charge \$1,200 per parcel); Commercial fee is \$200 (3,000 ft<sup>2</sup>)
  - **Certificate Expiration:** 6 months
  - **Re-inspection Fee:** N/A

- **Notes:** Properties can be sold “AS IS” but the following conditions MUST be met prior to issuing of Certificate of Inspection. 1. Submit original notarized Affidavit to Building/Housing Department 2. Submit copy of Purchase Agreement to Building/Housing Department 3. Only the Building/Housing Department’s can grant compliance time frame for notarized Affidavit (160 DAYS COMPLIANCE) prior to issuing of Certificate of Inspection.
- **Occupancy Permit:** Yes
  - **Fee:** \$30
- **Rental Permit:** N/A

## **Euclid**

**Contact:** Charlie Drazetic, Housing Manager

**Phone:** (216) 289-8184 x3904 OR x3905 or (216) 289-8127

**Fax:**

**Email:** [cdrazetic@cityofeuclid.com](mailto:cdrazetic@cityofeuclid.com)

- **Point of Sale:** Yes
  - **Interior POS:** Yes
  - **Exterior POS:** Yes
  - **Inspection Fee:** Single Family \$225; Two Family \$260; Three Family \$295; Multi-Family \$225 per building + \$35 per suite. One suite per building not charged. (If a property owner is on Homestead, the inspection fee is \$100.00. If you sell your house in Euclid and buy another Euclid house to live in (NOT RENT) a rebate of \$100.00, \$225.00, or \$112.50 will be issued after the Rebate form is filled out with the 2 Certificates and current utility bill submitted.)
  - **Certificate Expiration:** 1 Year
  - **Re-inspection Fee:** \$112.50 (The \$112.50 is a Renewal fee if the property does not sell within 30 days of the expiration date on their Certificate. If there is no Certificate, the cost will remain \$225.00.)
  - **Escrow:** 50% of the estimated costs of repair.
  - **Notes:** Assumption of Class A violations and assumption of Class B violations shall require the payment of one hundred fifty dollars (\$150.00) by the purchaser at the time the affidavit is presented to the Housing Manager. An Assumption packet will need to be filled out and inside the packet you need to supply the itemized list of repairs, contractor estimates, financial ability and a photo ID. Investment property requires 50% Escrow hold, if it is going to be owner occupied and at least 20% will be put down on the house, you will need to submit a purchasing agreement indicating such and 25% Escrow will be held. All paperwork is approved by the Housing Manager and an appointment will be set up with the buyer to get the Certificate they need to transfer. The \$150.00 fee will also cover the 90 day inspection fee to comply the violations and issue the Closing Report to have the funds released from escrow. All this information is on our website at [www.cityofeuclid.com](http://www.cityofeuclid.com) under Housing.
- **Occupancy Permit**
- **Rental Permit**

## **Fairview Park**

**Contact:** Selwyn L. Kulcsar, Building Commissioner; Nicole Rosiu (Clerk)

**Phone:** (440) 356-4405

**Fax:** (440) 356-4404

**Email:**

- **Point of Sale:** N/A
- **Occupancy Permit:** Yes
  - **Fees:** \$75, for commercial only. No cost to residential.
- **Rental Permit:** Yes
  - **Fees:** \$100 per year

## **Garfield Heights**

**Contact:** Bill Wervey, Building Commssioner

**Phone:** (216) 475-3835

**Fax:** (216) 475-6081

**Email:**

- **Point of Sale:** Yes
  - **Interior POS:** Yes
  - **Exterior POS:** Yes
  - **Inspection Fee:** \$125 first unit; \$40 additional
  - **Certificate Expiration:** 1 year
  - **Re-inspection Fee:** \$35 after two re-inspections

- **Escrow:** 110% of the estimated repairs being assumed.
- **Notes:** Compliance Certificate required for all transfers. \$25 fee for ‘no-shows’ at scheduled inspections.
- **Occupancy Permit:** Compliance Certificate required for all transfers.
- **Rental Permit:** Yes
  - **Fees:** \$100 for first unit; \$25 each additional unit.
  - **Notes:** Rental of single or multi-family homes requires owners to register their tenants and schedule inspections on each unit. Inspection required on all rentals; occupancy not issued until inspection performed and house is deemed habitable.

### **Gates Mills**

**Contact:** Dave Biggert

**Phone:** (440) 423-4405 x127

**Fax:** (440) 423-2001

**Email:**

- **Point of Sale:** Yes
  - **Interior POS:** Yes
  - **Exterior POS:** Yes
  - **Inspection Fee:** N/A
  - **Certificate Expiration:** 90 Days
  - **Re-inspection Fee:** N/A
  - **Ongoing POS:** Every septic tank shall be inspected at least once every three years by a licensed company engaged in the business of cleaning and servicing septic systems. It shall be the duty of the owner of the property whereon such septic tanks are located to keep such septic tanks in proper working condition at all times and to notify the Building Inspector, at least once in every three years, by certificate from the inspecting company, that such system is in proper operating order.
  - **Notes:** The Cuyahoga County Department of Health must also conduct an inspection of the septic system at the time of inspection.
- **Occupancy Permit:** N/A
- **Rental Permit:** N/A

### **Glenwillow**

**Contact:** Michael Skvasik

**Phone:** (440) 232-4380

**Fax:**

**Email:** mskvasik@glenwillow-oh.gov

- **Point of Sale:**
- **Occupancy Permit:**
- **Rental Permit:**

### **Highland Heights**

**Contact:** Dale Grabfelder, Building Commissioner

**Phone:**

**Fax:**

**Email:**

- **Point of Sale:** N/A
- **Occupancy Permit:** Yes
  - **Fees:** \$25 for new construction
- **Rental Permit:** N/A

### **Highland Hills**

**Contact:**

**Phone:**

**Fax:**

**Email:**

- **Point of Sale:**
  - **Interior POS:** Yes
  - **Exterior POS:** Yes
  - **Inspection Fee:** \$25

- **Certificate Expiration:** 1 Year; In the case of resale of the same property (“premises”) within the one year period of validity of the Certificate
  - **Re-inspection Fee:** None
  - **Escrow:** Attached to the Certificate of Inspection shall be a written agreement signed by the seller and purchaser identifying the party who will be responsible to correct all violations listed with the Certificate of Inspection and, notwithstanding any outstanding or new mortgage indebtedness or lien upon the premises, providing that all necessary funds shall be deposited or retained in escrow sufficient to pay for the costs to correct all violations, which funds may be released totally or partially, as the work progresses, upon the authority of the CBO so long as funds are retained to complete unfinished work. In lieu of said funds, being retained in escrow, a payment or performance bond may be approved by the Law Director.
  - **Notes:** All violations shall be corrected within thirty (30) calendar days of the issuance of the Certificate of Inspection as required herein, unless an extension is granted. (ii) If the transferor does not correct the violations contained in the Certificate of Inspection prior to the transfer of title, then the purchaser or transferee of the property shall be required to correct the violations contained in the Certificate of Inspection within the time allotted by operation of these Ordinances or within any extension of time permitted
- **Occupancy Permit**
  - **Rental Permit**

### Hunting Valley

**Contact:** Don Cunningham

**Phone:** (440) 247-2805

**Fax:**

**Email:** [bldg@huntingvalley.net](mailto:bldg@huntingvalley.net) or [bldgsec@huntingvalley.net](mailto:bldgsec@huntingvalley.net)

- **Point of Sale:**
  - **Interior POS:** Yes
  - **Exterior POS:** Yes
  - **Inspection Fee:**
  - **Certificate Expiration:** 1 Year
  - **Re-inspection Fee:**
  - **Notes:** Contact City Hall for the most up-to-date information.
- **Occupancy Permit**
- **Rental Permit**

### Independence

**Contact:** Carl Opatrny

**Phone:** (216) 524-1019

**Fax:** (216) 573-1592

**Email:** [opatrny@independenceohio.gov](mailto:opatrny@independenceohio.gov)

- **Point of Sale:**
- **Occupancy Permit:**
- **Rental Permit:**

### Lakewood

**Contact:** Jeffrey Ashby, Asst Director of Public Safety

**Phone:** (216) 529-6270

**Fax:** (216) 529-5930

**Email:** [housing.building@lakewoodoh.net](mailto:housing.building@lakewoodoh.net)

- **Point of Sale:**
  - **Interior POS:** Yes
  - **Exterior POS:** Yes
  - **Inspection Fee:** \$50 (single & dual family)
  - **Certificate Expiration:** 90 days
  - **Re-inspection Fee:** N/A
  - **Notes:** *\*\*POS inspections are only required for rental properties and as required for certain loan programs. POS inspections may be requested for owner-occupied properties as well.*
    - Repairs are the responsibility of the seller of the property. If the buyer wishes to assume some (or all) of the violations, then he/she will need to come to the Lakewood Building Department (with his/her valid driver's license) to sign a notarized Affidavit stating that they will be legally responsible for the repairs. There is no cost for this affidavit. If the dwelling has been a rental in the past 24 months, a POS is required.



- **Ongoing POS:** An Annual Inspection is required by law for non-owner occupied properties and to be done every three years. Annual inspections are done (most of the time) on a per-street basis.
- **Occupancy Permit**
  - **Fees:** \$50 for residential (one and two family); \$75 for commercial & 3-family
  - **Notes:** See Lakewood City Ord. 76-06, chapter 1309.11
- **Rental Permit:** Yes
  - **Fees:** \$75 per unit (1-2 family, non-owner occupied); multi-family structure rates vary.
  - **Notes:** Licenses are valid from July 1 to June 30. See Lakewood City Ord. 86-07, chapter 1306.44.

### Linndale

**Contact:** *\*unable to contact\**

**Phone:**

**Fax:**

**Email:**

- **Point of Sale:**
- **Occupancy Permit:**
- **Rental Permit:**

### Lyndhurst

**Contact:** Tom Kunz, Building Commissioner

**Phone:** (440) 473-5108

**Fax:**

**Email:** kunz@lyndhurst-oh.com

- **Point of Sale:** N/A
- **Occupancy Permit:** Yes
  - **Fees:** \$20 plus 1%
  - **Notes:** New structures only
- **Rental Permit:** Yes
  - **Fees:** \$100 per unit

### Maple Heights

**Contact:**

**Phone:** (216) 663-4094

**Fax:**

**Email:**

- **Point of Sale:** Yes
  - **Interior POS:** Yes
  - **Exterior POS:** Yes
  - **Inspection Fee:** Single-family \$ 75; Single condominium \$75; Two-family dwelling \$85; Three-family dwelling \$95
  - **Certificate Expiration:** 6 Months
  - **Re-inspection Fee:** \$30 for first re-inspection if utilities off.
  - **Notes:** Escrow amount is 110% of the estimated cost of repairs payable via bank certified check. City holds the funds. For more information, call (216) 663-4094.
- **Occupancy Permit:**
- **Rental Permit:** Yes
  - **Fee:** \$75 registration; \$50 for certificate

### Mayfield Heights

**Contact:** Gregory S. Costabile, Mayor

**Phone:** (440) 442-2626

**Fax:** (440) 442-3818

**Email:**

- **Point of Sale:**
  - **Interior POS:** Yes
  - **Exterior POS:** Yes
  - **Inspection Fee:** \$50
  - **Certificate Expiration:** 1 year

- **Re-inspection Fee:** N/A
- **Escrow:** Escrow funds are required when violations remain at the time of title transfer. Funds must be set aside to assure that violations are corrected at a later date. The amount listed on the front page of the inspection report is the amount required to be held as “escrow.” This amount is determined by the housing inspector. This amount does not guarantee to be the cost to cover repairs.
- **Notes:** If the buyer agrees to assume some or all of the violations, they will need to fill out a notarized statement of assumption and an escrow account will need to be created.
- **Occupancy Permit:** No. Final document is a *certificate of inspection*.
- **Rental Permit:** Yes
  - **Fees:** \$50

### Mayfield Village

**Contact:** John Marrelli

**Phone:** (440) 461-2213

**Fax:** (440) 442-5077

**Email:**

- **Point of Sale:** N/A
- **Occupancy Permit:** N/A
- **Rental Permit:** N/A

### Middleburg Heights

**Contact:** Norman Herwerden

**Phone:** (440) 234-2218

**Fax:** (440) 234-9092

**Email:** [nherwerden@middleburgheights.com](mailto:nherwerden@middleburgheights.com)

- **Point of Sale:** N/A
- **Occupancy Permit:** Yes
- **Rental Permit:** N/A

### Moreland Hills

**Contact:** Greg Potts

**Phone:** (440) 248-1188

**Fax:**

**Email:** [building@morelandhills.com](mailto:building@morelandhills.com)

- **Point of Sale:**
- **Occupancy Permit:**
- **Rental Permit:**

### Newburgh Heights

**Contact:** *\*unable to contact for updates\**

**Phone:**

**Fax:**

**Email:**

- **Point of Sale:** Yes
  - **Interior POS:** Yes
  - **Exterior POS:** Yes
  - **Inspection Fee:** \$40 Single Family, \$50 Two-Family
  - **Certificate Expiration:** 12 months for owner occupied property; 6 months for non-owner occupied property.
  - **Re-inspection Fee:** \$15
  - **Notes:** The owner of the property to repair, improve or demolish the structures or premises concerned within ninety (90) days of the date of issuance of the Certificate. If the seller does not want to make the repairs, the buyer can submit an ‘Assumption of Violations’ form, which makes the buyer responsible for making necessary repairs within ninety (90) days. For more information, call (216) 641-4654.
- **Occupancy Permit:**
- **Rental Permit:**

### **North Olmsted**

**Contact:** Dale Mitchell

**Phone:** (440) 777-8000

**Fax:**

**Email:**

- **Point of Sale:** N/A
- **Occupancy Permit:** Yes
  - **Fees:** \$100
  - **Notes:** Provide floor plan of building
- **Rental Permit:** Yes
  - **Fees:** \$30 per year for one, two, and three family

### **North Randall**

**Contact:** Chuck Horvath

**Phone:** (216) 587-9281

**Fax:** (216) 587-9280

**Email:** [chorvath@northrandall.com](mailto:chorvath@northrandall.com)

- **Point of Sale:** Yes
  - **Interior POS:** Yes
  - **Exterior POS:** Yes
  - **Inspection Fee:** \$100 for single family residential
  - **Certificate Expiration:** N/A
  - **Re-Inspection Fee:** \$40
- **Occupancy Permit:** Yes
  - **Fees:** \$100 single family / \$35 per apartment / \$75 - \$125 commercial
- **Rental Permit:**
  - **Fees:** n/a
  - **Notes:** Occupancy Permit upon change of occupant.

### **North Royalton**

**Contact:** Rito Alvarez, Building Commissioner

**Phone:** (440) 582-3000

**Fax:**

**Email:**

- **Point of Sale:** N/A
- **Occupancy Permit:** Yes
  - **Fees:** \$40
- **Rental Permit:** N/A

### **Oakwood Village**

**Contact:** Al R. Hunziker, Chief Building Official

**Phone:** (440) 232-9980 x122

**Fax:**

**Email:**

- **Point of Sale:** Yes
  - **Interior POS:** Yes
  - **Exterior POS:** Yes
  - **Inspection Fee:** \$50 for residential
  - **Certificate Expiration:** 90 Days
  - **Re-inspection Fee:** N/A
- **Occupancy Permit:** Yes
  - **Fees:** Commercial--\$50 temporary; \$100 permanent. Residential--\$10 temporary; \$25 permanent.
- **Rental Permit:** Yes
  - **Fees:** See occupancy permit fee

## **Olmsted Falls**

**Contact:** Robert McLaughlin

**Phone:** (440) 235-1055

**Fax:** (440)235-8906

**Email:** [rmclaughlin@olmstedfalls.org](mailto:rmclaughlin@olmstedfalls.org)

- **Point of Sale:** N/A
- **Occupancy Permit:** N/A
- **Rental Permit:** N/A

## **Olmsted Township**

**Contact:** Tammy Tabor

**Phone:** (440) 235-4225

**Fax:** (440) 235-8025

**Email:** [ttabor@olmstedtownship.org](mailto:ttabor@olmstedtownship.org)

- **Point of Sale:** N/A
- **Occupancy Permit:** Commercial only
- **Rental Permit:** N/A

## **Orange Village**

**Contact:** Mary Fisco

**Phone:** (440) 498-4400

**Fax:**

**Email:**

- **Point of Sale:** Yes (limited)
  - **Interior POS:** Yes (smoke detectors)
  - **Exterior POS:** No (Note: septic tank and well water tested, \$75 paid to CCBH)
  - **Fees:** \$50
  - **Certificate expiration:** 1 year
  - **Notes:** These inspections apply to all transfers except for the following: (1) the individual transfer of any dwelling or dwelling unit through inheritance or gift where no bona fide sale is intended; and (2) the transfer of any new dwelling or dwelling units which are required to obtain a certificate of occupancy from the Village. The ordinance does apply to a dwelling unit that is sold at a Sheriff's sale or court ordered auction. If you have any questions on this ordinance, please contact the Village Building Commissioner at 440-287-5133. Application is available online [www.orangevillage.com](http://www.orangevillage.com)
- **Occupancy Permit:** new construction only
- **Rental Permit:** N/A

## **Parma**

**Contact:** Paul Deichmann

**Phone:** (440) 885-8032

**Fax:**

**Email:**

- **Point of Sale:** No
- **Occupancy Permit:** Yes
- **Rental Permit:** Yes

## **Parma Heights**

**Contact:** Norman Rusinow

**Phone:** (440)884-9607

**Fax:** (440) 843-5818

**Email:**

- **Point of Sale:**
- **Occupancy Permit:**
- **Rental Permit:** Yes.
  - **Fee:** \$100
  - **Notes:** Contact Patrick Mitchell at (440) 842-5043 or [rental@parmaheightsoh.gov](mailto:rental@parmaheightsoh.gov)

## **Pepper Pike**

**Contact:** Nino Monaco

**Phone:** (216) 896-6134

**Fax:** (216) 831-1160

**Email:** [building@pepperpike.org](mailto:building@pepperpike.org)

- **Point of Sale:** No
- **Occupancy Permit:** yes
  - **Fees:** \$50 new house, \$25 additions; \$100 commercial
- **Rental Permit:** Yes
  - **Fees:** \$50

## **Richmond Heights**

**Contact:** Dan Spada

**Phone:** (216) 383-6312

**Fax:** (216) 383-6319

**Email:**

- **Point of Sale:** No
- **Occupancy Permit:** New dwellings only
- **Rental Permit:** Yes
  - **Fees:** \$150/year

## **Rocky River**

**Contact:** Kory Koran

**Phone:**

**Fax:**

**Email:**

- **Point of Sale:** N/A
- **Occupancy Permit:** New construction only
- **Rental Permit:** Yes
  - **Fees:** \$50/year—single family

## **Seven Hills**

**Contact:** Mark Moro

**Phone:** (216)524-4427

**Fax:** (216) 525-6283

**Email:** [building@sevenhillsohio.org](mailto:building@sevenhillsohio.org)

- **Point of Sale:** N/A
- **Occupancy Permit:** New construction only
  - **Fee:** \$50
- **Rental Permit:** Yes
  - **Fee:** \$50 annually

## **Shaker Heights**

**Contact:** Joanne Dutches

**Phone:** (216) 491-1469

**Fax:**

**Email:** [joanne.dutches@shakeronline.com](mailto:joanne.dutches@shakeronline.com)

- **Point of Sale:** Yes
  - **Interior POS:** Yes
  - **Exterior POS:** Yes
  - **Inspection Fee:** The fee for the Point of Sale inspection is \$150 for a single-family dwelling or condominium unit and \$200 for a two-family dwelling. The fee for apartments is \$150 for the first unit and \$50 for each additional.
  - **Certificate Expiration:** 1 Year
  - **Re-inspection Fee:** \$25 after first two requested re-inspections
  - **Escrow:** 150% of the estimated cost of repairs
  - **Notes:** Funds held in escrow shall be disbursed only upon written authorization from the City. If the amount held is less than \$5,000, no funds shall be released until all violations are corrected. If the amount is \$5,000 but less than

\$20,000, the City may authorize one (1) partial release of funds from escrow if it is determined that substantial progress has been made in correcting the violations and that sufficient funds remain in escrow to correct all remaining violations. If the amount is \$20,000 but less than \$40,000, two (2) partial releases may be approved. If the amount is \$40,000 but less than \$60,000, three (3) partial releases may be approved. On escrow accounts equal to or exceeding \$60,000, four (4) partial releases may be authorized. The purchaser is responsible for correcting all violations remaining at transfer of title within ninety (90) days unless, for good cause, an extension of time is approved by the Housing Inspection Department.

- **Occupancy Permit:** No
- **Rental Permit:** Yes
  - **Fee:** \$50 for single & two family; \$35 per apartment unit

### **Solon**

**Contact:** Charles Boshane or Rob Frankland

**Phone:** (440) 349-6737

**Fax:** (440) 349-6322

**Email:**

- **Point of Sale:** N/A
- **Occupancy Permit:** See website: [www.solonohio.org](http://www.solonohio.org)
- **Rental Permit:** N/A

### **South Euclid**

**Contact:** Tracie Zamiska

**Phone:** (216) 381-0400 x206

**Fax:**

**Email:**

- **Point of Sale:** No
  - **Note:** There is a vacant building registration & inspection (interior and exterior). Fee is \$200, and the certificate is valid for 1 year. After 2 inspections, \$25 for additional.
- **Occupancy Permit:** Yes
  - **Fee:** \$200, once violations are completed.
- **Rental Permit:** Yes
  - **Fee:** \$200 per calendar year

### **Strongsville**

**Contact:** Anthony Biondillo

**Phone:** (440) 580-3105

**Fax:** (440) 238-3001

**Email:**

- **Point of Sale:** No
- **Occupancy Permit:** Yes—see ordinance
- **Rental Permit:** No

### **University Heights**

**Contact:** David Menn

**Phone:** (216) 932-7800 x226

**Fax:**

**Email:** [dmenn@universityheights.com](mailto:dmenn@universityheights.com)

- **Point of Sale:** Yes
  - **Interior POS:** Yes
  - **Exterior POS:** Yes
  - **Inspection Fee:** \$100
  - **Certificate Expiration:** 1 Year
  - **Re-inspection Fee:** N/A
  - **Notes:** The buyer(s) must sign an “assumption form”, and funds must be escrowed to cover the cost of correction of any outstanding violations. Upon receipt of the signed assumption form and a letter of verification from the escrow company stating the amount of funds held for violation correction, the building department will issue a “transfer release” (usually to the escrow company) stating that our requirements are met and releasing the property for

transfer. Ordinance states that violations must be corrected within 30 (thirty) days of the date of the report. However, the building department grants requests for extensions on a “progress-made” basis.

- **Ongoing POS:** The Building Department requires an exterior housing inspection, once every three years, for one and two family homes.
- **Occupancy Permit:** No. A final letter is required stating that all violation are corrected.
- **Rental Permit: Yes**
  - **Fees:** \$300 single family; \$400 double

### **Valley View**

**Contact:**

**Phone:** (216) 524-6511

**Fax:**

**Email:** [clerk@valleyview.net](mailto:clerk@valleyview.net)

- **Point of Sale:**
- **Occupancy Permit:**
- **Rental Permit:**

### **Walton Hills**

**Contact:** Joe Voros

**Phone:** (440) 786-2970

**Fax:** (440) 232-4070

**Email:** [vorosj@waltonhillsohio.gov](mailto:vorosj@waltonhillsohio.gov)

- **Point of Sale:** No
  - **Note:** Strongly recommend private inspection firm. The Village may perform a miscellaneous inspection of the interior/exterior at the property owner’s request. Owner is responsible for all corrections/repairs. Inspection for visible code violation only.
- **Occupancy Permit:** Yes
  - **Fees:** Commercial \$100; residential \$75.
  - **Notes:** Non-residential tenant spaces require occupancy permits prior to tenant moving in. Owner is responsible for all corrections of violations. Residential occupancies issued per owner request, owner responsible for all corrections to violations.
- **Rental Permit:** No. See occupancy permit notes.

### **Warrensville Heights**

**Contact:** Melvin Lester, Commissioner; Ted Sims, Chief of Housing

**Phone:** (216) 587-1230

**Fax:** (216) 587-1257

**Email:**

- **Point of Sale:**
  - **Interior POS:** Yes
  - **Exterior POS:** Yes
  - **Inspection Fee:** \$100 Single Family; \$30 per multifamily unit (Apartment or condominium); \$200 commercial structures
  - **Certificate Expiration:** 1 Year
  - **Re-inspection Fee:** No Fee Within 1 Year
  - **Escrow:** 150% of the estimated cost of repairs
  - **Notes:** Code violations noted on the certificate, except in a case of danger to the public health or safety, to be corrected by the owner of the property within sixty (60) days of the issuance of the certificate unless, for good cause, the Building Commissioner has extended that time for compliance. If the owner of a property does not correct the violations enumerated in the certificate of inspection prior to the time the title is transferred to the purchaser, then the purchaser of that property shall be required to correct the violations contained in the certificate of inspection within the time allotted in the notice given to the prior owner or within the extended time permitted by the Building Commissioner. *\*\*Call for current information\*\**
- **Occupancy Permit**
- **Rental Permit**

## **Westlake**

**Contact:** Donald Grayem

**Phone:** (440) 617-4115

**Fax:**

**Email:** [dgrayem@cityofwestlake.org](mailto:dgrayem@cityofwestlake.org)

- **Point of Sale:**
- **Occupancy Permit:**
- **Rental Permit:** Yes.
  - **Fees:** \$50-\$100 depending on units
  - **Notes:** Contact Thomas Blue ([tblue@cityofwestlake.org](mailto:tblue@cityofwestlake.org)) or (440) 617-4115 for more information.

## **Woodmere**

**Contact:** Louis Hovancsek

**Phone:** (216) 831-9511

**Fax:**

**Email:** [lhovancsek@woodmerevillage.com](mailto:lhovancsek@woodmerevillage.com)

- **Point of Sale:**
- **Occupancy Permit:**
- **Rental Permit:**