



The Voice of Real Estate in Northeast Ohio

Point-of-Sale Information

*** This is meant to be a helpful resource only. Contact the municipalities with questions & for the most up-to-date information.
Updated December 2015***

Cuyahoga County

Bay Village

Contact: Building Department

Phone: (440) 899-3437

Email: bv-building-website@cityofbayvillage.com

Point of Sale: No

- **Notes:** Effective 5/1/13 SAFEbuilt has taken over the operation of the Bay Village Building Department. 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:** Yes
 - **Notes:** Required for new homes or commercial properties, change of occupant in a commercial business, and residential additions larger than 750 ft.²
- **Rental Permit:** Yes, now referred to as "[Housing License](#)."
 - **Fee:** \$100 annual registration fee per dwelling unit
 - **Notes:** All rental properties must be registered with the Building Department. There is an annual Housing License fee of \$100.00, which is valid from April 1 through March 31st. Fees are not prorated. Rental properties are inspected annually. The owner will be notified of any violations and shall correct the violations within a period of time as prescribed by the inspector. All violations will be re-inspected prior to issuing the Housing License.

Beachwood

Contact: William Griswold, Building Commissioner

Phone: (216) 292-1914

Fax: (216) 292-1917

Email: william.griswold@beachwoodohio.com

- **Point of Sale:** No
- **Occupancy Permit:** Yes
 - Fee: \$50
- **Rental Permit:** Yes. Every owner or operator of a single-family residential rental dwelling is a current rental unit, shall submit an application for a Certificate of Rental Occupancy. An application to renew a Certificate is required each year the rental property is occupied as a rental unit"
 - Fee: \$500
 - **Mandatory inspection required?** Yes, interior & exterior. [Inspection details here.](#)

Bedford

Contact: Calvin Beverly, Building Commissioner

Phone: (440) 735-6531

Fax: (440) 232-1558

Email: cbeverly@bedfordoh.gov

- **Point of Sale:** Yes, interior & exterior
 - **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:** None
 - **Escrow:** An amount not less than 100% and equal to 150% of the estimated cost of repairs for outstanding violations. Estimate must be provided. If the person supplying the estimate is in the trades, they would have to register with the city before performing the work.
- **Occupancy Permit:** Yes – supplied after either a POS or a rental inspection is completed.
- **Rental Permit:** Yes. License also required
 - **Fee:** Single family inspection is \$50 PRIOR to any new tenant moving in. The owner of a single or multiple-family dwelling unit who is not the occupant of said dwelling unit shall submit an application for a RENTAL LICENSING FEE at the beginning of each calendar year which shall be accompanied by a nonrefundable fee of:
 - \$50.00 for Single-Family; \$75.00 for Two-Family; \$100.00 for Three-Family Dwelling Unit
 - \$20.00 for each Dwelling Unit (Projects or Structures with Four or More Units)
 - **Mandatory inspection required?** Yes, at change of tenant, or bi-annually, whichever is more frequent.
- **Residential real estate sign regulations?**

Bedford Heights

Contact: Cheryl Dillingham, Housing Coordinator

Phone: (440) 786-3244

Fax: (440) 786-3277

Email: cheryld@bedfordheights.gov

- **Point of Sale:** Yes, interior & exterior
 - **Inspection Fee:** \$75.00 / \$50 for dye testing/Apartments \$35
 - **Escrow:** 100% of the estimated cost of repairs for outstanding violations.
 - **Note:** There will be no escrow release until all violations have been completed, also the home will not be occupied until all violations have been completed. If some of the exterior violations cannot be completed due to the weather then those items will have to be completed when weather is permitted and those funds will remain in escrow until they are completed.
 - **Certificate Expiration:** 6 months
 - **Re-inspection Fee:** N/A
- **Occupancy Permit:** Required before title transfer; no cost.
- **Rental Permit:** Yes.
 - **Mandatory inspection required?** Yes. \$35/apartment and \$75/single family home
- **Residential real estate sign regulations?** For sale signs permitted (1179.09)

Bentleyville

Contact: Jeff Filarski, Building Commissioner

Phone: (440) 247-5055

Email: jfilarski@villageofbentleyville.com

- **Point of Sale:** No. However, septic needs to be inspected by Cuyahoga Co. Board of Health
- **Occupancy Permit:** New homes only
- **Rental Permit:** No
- **Residential Real Estate Sign Regulation:** 1 on property.

Berea

Contact: Marvin McDonald, Administrator

Phone: (440) 826-5812

Fax: (440) 826-4800

Email: buildingdept@cityofberea.org

- **Point of Sale:** Yes, exterior only
 - **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 – Leasing Permit
 - **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.
 - **Mandatory inspection required?** Yes, every other leasing period. [See pdf for more information.](#)

Bratenahl

Contact: Tom Jamieson, Director of Building; Mary Ranney, Administrator

Phone: (216) 681-3706

Fax: (216) 681-3079

Email: building@bratenahl.org

- **Point of Sale:** Yes, interior & exterior
 - **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
 - **Mandatory inspection required?** Please see Bratenahl Codified Ordinances at ww.bratenahl.org
- **Residential real estate sign regulations?** Please see Bratenahl Codified Ordinances at ww.bratenahl.org

Brecksville

Contact: Scott Packard, Chief Building Official

Phone: (440) 526-2630

Fax: (440) 526-6322

Email: spackard@brecksville.oh.us

- **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. Rental occupancy permit is required
 - **Fees:** \$25 per unit
 - **Mandatory inspection required?** Yes, safety inspection
- **Residential Real Estate Sign Regulations?** Yes. PDF available.

Broadview Heights

Contact: Roger Westfall

Phone: (440) 526-6864

Fax: (440) 526-3091

Email:

- **Point of Sale:** No
- **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:** Broadview Heights is currently requiring that all rental properties (non-owner occupied) be inspected once every three years. There is a \$50 fee. For more information, please call the building department at (440) 526-6864.
 - **Mandatory inspection required?**
- **Residential real estate sign regulations?**

Brooklyn

Contact: Barb Stanton

Phone: (216) 635-4203

Fax: (216) 351-5800

Email:

- **Point of Sale:** N/A
- **Occupancy Permit:** Yes. Commercial change of occupancy only.
 - **Fees:** \$75
- **Rental Permit:** Yes (license)
 - **Fees:** \$100
 - **Mandatory inspection required? If yes, please explain.** Periodical property maintenance inspections
- **Residential real estate sign regulations? If yes, please explain.** Codified ordinance, Chapter 1129.03. 6ft² in residential districts; one sign 5' from public sidewalk, 20' from property lines

Brooklyn Heights

Contact: Nino Monaco, Chief Building Official

Phone: (216) 749-4300

Fax: (216) 741-3753

Email: bdg@brooklynhts.org

- **Point of Sale:** Yes, interior & exterior. Check website, brooklynhts.org, for current information.
 - **Inspection Fee:** \$50 ; \$25 for any subsequent inspections requested by the same owner within 12 months from the date of issuance of the original certificate of inspection.
 - **Certificate Expiration:** 1 Year
- **Occupancy Permit:**
- **Rental Permit:** Yes. Once every 5 years & each change of tenant
 - **Fee:** \$35
 - **Mandatory inspection required? If yes, please explain.**
- **Residential real estate sign regulations? If yes, please explain.**

Brook Park

Contact: John Hurst, Building Commissioner

Phone: (216) 433-7412

Fax: (216) 433-4117

Email: buildingdept@cityofbrookpark.com

- **Point of Sale:** Yes, interior & exterior (Certificate of Re-Occupancy Inspection)
 - **Inspection Fee:** \$60 for single-family homes; \$30 for condominiums. Re-Inspection Fee: \$25

- **Certificate Expiration:** 6 months
- **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. For more information, please call the Building Commissioner at (216) 433-7412. The City offers free permits in June, July & August.
- **Occupancy Permit**
- **Rental Permit:** Inspection is required & certificate of occupancy
 - **Fee:**
 - **Mandatory inspection required?**

Chagrin Falls

Contact: Harry Edwards, Building & Zoning Inspector

Phone: (440) 257-5050 x3156

Fax: (440) 247-2082

Email: harry@chagrin-falls.org

- **Point of Sale:** N/A
- **Occupancy Permit:** Yes
 - **Fees:** \$50 - Commercial properties only
- **Rental Permit:** N/A
 - **Mandatory inspection required?** No
- **Residential real estate sign regulations:** No real estate signs permitted in public right of way.
 - Real Estate and Development Signs. Real estate signs and development signs shall be permitted as temporary, nonilluminated signs located on the subject property provided that such signs are displayed in compliance with the following regulations. Unless otherwise noted, such signs are permitted as ground, wall or window signs.
 - (1) Real estate signs: one- and two-family dwellings. One real estate sign advertising the sale or rental of property shall be permitted for each dwelling or vacant lot provided that such sign exceeds neither six square feet in area nor six feet in height. For attached single-family dwellings, such signs shall be restricted to window signs,
 - (2) Real estate signs: nonresidential uses. One real estate sign advertising the sale or rental of property shall be permitted for each nonresidential establishment provided that such sign exceeds neither twelve square he MLSfeet in area nor six feet in height. For establishments which lack direct and exclusive ground floor access, such signs are permitted only as window signs.
 - (3) Development signs: one- and two-family dwellings. For subdivisions of seven lots or more and for attached single-family development of seven units or more, one sign announcing the development or availability of properties under construction shall be permitted provided that the sign exceeds neither twenty square feet in area nor eight feet in height and is set back at least five feet from each street right-of-way line. However, such sign may be a maximum of thirty-two square feet in area if set back at least fifteen feet from each street right-of-way line.
 - (4) Development signs: nonresidential and multi-family uses. One sign announcing the development or opening of multi-family or nonresidential uses under construction shall be permitted for each lot provided that such sign exceeds neither twelve square feet in area nor six feet in height.

Chagrin Falls Township

Contact: Mac Donley, Zoning Inspector

Phone: (440) 247-4030

Email: mdonley@donleyinc.com

Cleveland

Contact: Dept. of Building & Housing (Ronald O'Leary, Director)

- Antoinette (Toni) Allen for occupancy cert.; rental registrations; disclosures (aallen@city.cleveland.oh.us or 216.664.4355)
- Kevin Franklin for city inspections (kfranklin@city.cleveland.oh.us or 664-4364)
- Navid Hussain for permits (not occup. or rental) (nhussain@city.cleveland.oh.us or 664-3451)

Phone: (216) 664-2282

Fax: (216) 664-3590

Email: buildingandhousing@city.cleveland.oh.us

- **Point of Sale:** No, but it is \$60 for the city's property disclosure form.
- **Occupancy Permit:** Yes. Contact Toni Allen
- **Rental Permit:** Yes. Contact Toni Allen
 - **Mandatory inspection required?** No.
- **Notes:** Refer to <http://www.city.cleveland.oh.us/CityofCleveland/Home/Government/CityAgencies/BuildingHousing> for a fee schedule and more information.

Cleveland Heights

Contact: Rick Wagner, Housing Programs Manager

Phone: (216) 291-5900

Email:

- **Point of Sale:** Yes, interior & exterior.
 - **Inspection Fee:** \$200 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, \$100 fee. For the most up-to-date information, visit www.clevelandheights.com
- **Occupancy Permit** - All rental properties in the City of Cleveland Heights require a Certificate of Occupancy every year. Certificates are mailed out in November for the following year and are due by the end of the year. Cost is \$200.00 for the first rental unit, \$50.00 for the second, and \$25.00 for each additional rental unit with a maximum fee of \$1,225. Certificates of Occupancy not returned by December 31 are subject to a late fee of \$25.00 for each month or portion thereof they are late. There is no charge for owner-occupied units in a two-or multi-family dwelling. Commercial rentals must contact the Building Department at 216-291-4900 for information.
- **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. 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: n.casini@cuyahogaheights.com

- **Point of Sale:** Yes, interior & exterior
 - **Inspection Fee:** \$150 for single family; \$200 for two family home; \$250 for three family; \$300 for four family.
 - **Notes:** Call for additional details.
- **Occupancy Permit:** Yes
- **Rental Permit:** Yes. \$50 (each unit in multi-occupancy thereafter shall be \$25), annually
 - **Mandatory inspection required?** Yes, per codified ordinance
- **Residential real estate sign regulations?** Yes, per codified ordinance

East Cleveland *Unable to contact to request update.

Contact: Salondra Wallace

Phone: (216) 681-2415

Email: swallace@eastcleveland.org

- **Point of Sale:** Yes, interior & exterior
 - **Inspection Fee:** \$150 residential; \$50 per unit (Apartment buildings with up to 15 units); Apartment buildings with 16 or more units pay \$300 plus \$50 per unit (maximum charge \$3,000 per parcel); Commercial fee is \$200 multiplied by the number of units in the building (3,000 ft²). For structures larger than 3,000 ft², the fee is \$500. For additional guidelines, contact the persons listed above.
 - **Certificate Expiration:** 6 months
 - **Re-inspection Fee:** \$25 for each re-inspection after the first two inspections within the 6 month period that the certificate is valid.
 - **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
 - **Fee:**
 - **Mandatory inspection required? Yes/No. Interior/Exterior/Both. Explain.**

The Voice of Real Estate in Northeast Ohio

Euclid

Contact: Joe O'Donnell

Phone: (216) 289-2700 ext 3904 or ext 3905

Fax: (216) 289-8184

Email: JO'Donnell@cityofeuclid.com

- **Point of Sale:** Yes, interior & exterior
 - **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 under Housing.

➤ **Occupancy Permit**

- **Rental Permit:** Yes. All owners of residential rental property are required to register those properties with the City of Euclid Housing Manager within 72 hours after obtaining legal title. The fee for this initial registration is \$200.00 and includes the fee for the inspection needed to obtain a Certificate of Occupancy. The Certificate of Occupancy must be renewed annually and requires that an inspection be performed before the certificate is issued. The annual inspection fee is \$100.00. No residential property may be held out for rent without first obtaining this Certificate of Occupancy. Property owners must also register with the Euclid Tax Department to ensure that tenants are included in the City's income tax records. Penalties will be applied to those property owners that fail to abide by the City of Euclid's Ordinances relative to rental property. For further information please refer to the appropriate Ordinances or call the Housing Department at (216) 289-2900 during normal business hours.
- **Vacant Property Registration:** All owners of vacant residential properties are required to register the property in accordance with Ord. # 15-2012. Please complete this form and return it with the \$200 fee by the deadline provided in the accompanying letter. You may view the entire Ordinance on the City of Euclid website, <http://www.cityofeuclid.com/uploads/legislation/15-2012.pdf>

Fairview Park

Contact: Selwyn L. Kulcsar, Building Commissioner; Carol Maat (Clerk)

Phone: (440) 356-4405

Fax: (440) 356-4404

Email: divisionofbuilding@fairviewpark.org

- **Point of Sale:** No
- **Occupancy Permit:** Yes
 - **Fees:** \$75, for commercial only. No cost to residential.
- **Rental Permit:** Yes
 - **Fees:** \$100 per year
- **Residential real estate sign regulations?** One temporary real estate sign not exceeding six square feet in area or three feet in height above finished grade shall be permitted for each dwelling or lot. Such sign shall be located not less than five feet from the front or any side lot line and shall be removed within seven days of the sale, provided, however, two such signs shall be permitted on a single parcel which abuts two streets subject to the regulations herein. "Open House" directional arrows not exceeding three square feet in area are permitted provided that the sign shall not exceed three feet in height above finished grade, any such sign shall be removed by sundown, and shall be placed not less than three feet from any lot line.

Garfield Heights

Contact: Bill Wervey, Building Commssioner

Phone: (216) 475-3835

Fax: (216) 475-6081

Email: wwervey@garfieldhts.org

- **Point of Sale:** Yes, interior & exterior
 - **Inspection Fee:** \$125 first unit; \$40 additional
 - **Certificate Expiration:** 1 year
 - **Re-inspection Fee:** \$35 after two re-inspections
 - **Escrow:** Legislation was passed that waives the 110% escrow until 11/2016.
 - **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 annually 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. Registration fee must be paid each year by January 31 or a \$25 late fee is assessed. There is an exterior inspection only for existing rentals. **New rentals are subject to interior and exterior inspections.**
- **Residential real estate sign regulations? If yes, please explain.** A single for sale sign, not over 6 ft.², not over 4 ft. high, not in the right-of-way or tree lawn, removed within 48 hours of contract for sale.

Gates Mills

Contact: Dave Biggert

Phone: (440) 423-4405 x127

Fax: (440) 423-2001

Email: daveb@gatesmillsvillage.com

- **Point of Sale:** Yes, interior & exterior
 - **Inspection Fee:** N/A
 - **Certificate Expiration:** 90 Days
 - **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: Bob Rodic

Phone: (440) 232-4380 ext. 120

Fax: (440) 232-4381

Email: brodic@glenwillow-oh.gov

- **Point of Sale:** N/A
- **Occupancy Permit:** Yes
 - **Fees:** \$50 (residential)
- **Rental Permit:** Yes
 - **Fees:** \$100 per rental unit
 - **Mandatory inspection required?**

Highland Heights

Contact: Dale Grabfelder, Building Commissioner

Phone: (440) 442-7403

Fax: (440) 473-1994

Email: dgrabfelder@highlandhts.com

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

Highland Hills

Contact: Building Department

Phone: (216) 283-3000

Email: bldg@vhhohio.org

- **Point of Sale:** Yes, interior & exterior
 - **Inspection Fee:** \$25
 - **Certificate Expiration:** 1 year from date of issuance
 - **Re-inspection Fee:** None
 - **Notes:** [Link to POS App. With add'l details.](#)
- **Occupancy Permit:** Yes. Required for new home owner or in rentals with a new tenant/change of tenant.
 - **Fees:** Commercial \$50; Single family \$40
- **Rental Permit**
 - **Fee**
 - **Mandatory inspection required? If yes, please explain.**
- **Residential real estate sign regulations?**

Hunting Valley

Contact: Don Cunningham

Phone: (440) 247-2805

Fax: (440) 247-2111

Email: bldg@huntingvalley.net or bldgsec@huntingvalley.net

- **Point of Sale:** Yes, interior & exterior
 - **Inspection Fee:** No
 - **Certificate Expiration:** 1 Year
- **Occupancy Permit:** Yes
- **Rental Permit:** No

Independence

Contact: Michael Gero

Phone: (216) 524-1019

Fax: (216) 573-1592

Email: building@independenceohio.org

- **Point of Sale:** N/A
- **Occupancy Permit:** N/A
- **Rental Permit:** N/A
- **Residential real estate sign regulations? If yes, please explain.**

Lakewood

Contact: Dru Siley, Assistant Director, Safety: Division of Building & Housing

Phone: (216) 529-6270

Fax: (216) 529-5930

Email: housing.building@lakewoodoh.net

- **Point of Sale:** Certificate of occupancy; interior & exterior checked
 - **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 **Did not respond to request for update.*

Contact: Mike

Phone: (216) 251-6000

Email:

- **Point of Sale:** Yes. Inspection may be done via city inspector or by another party, but must show proof of inspection. Call (ask for Mike) for additional details and current fee(s).
- **Occupancy Permit:**
- **Rental Permit:** Yes.
 - **Notes:** Inspection and occupancy certificate required. Contact city hall (ask for Mike) for additional details and associated fees.
- **Residential real estate sign regulations?**

Lyndhurst

Contact: Tom Kunz, Building Commissioner

Phone: (440) 473-5108

Email: kunzt@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
 - **Mandatory inspection required?** Yes, if we know of or are advised of a potential code violation
- **Residential real estate sign regulations?** One sign not over 6 ft.²

Maple Heights **Did not respond to request for update.*

Contact: Building Department

Phone: (216) 663-4094

Email:

- **Point of Sale:** Yes, interior & exterior

- **Inspection Fee:** Single-family \$ 105; Single condominium \$80; Two-family dwelling \$155; Three-family \$205
- **Inspection Expiration:** 6 Months
- **Re-inspection Fee:** \$50 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. If the property is bank-owned, HUD, etc., the listing agent must provide proof (letter, listing agreement, etc.) that they have permission to list the property. For more information, call (216) 663-4094.
- **Occupancy Permit:** Yes
 - **Fee:** Single-family \$ 105; Single condominium \$105; Two-family dwelling \$155; three family \$205
- **Rental Permit:** Yes
 - **Fee:** \$75 registration; \$50 for certificate
 - **Mandatory inspection required? If yes, please explain.**
- **Residential real estate sign regulations?**

Mayfield Heights

Contact: Tom Jamieson, Building Director

Phone: (440) 442-2626

Fax: (440) 442-7662

Email: tomjamieson@mayfieldheights.org

- **Point of Sale:** Yes, interior & exterior
 - **Inspection Fee:** \$50 . No re-inspection fee.
 - **Certificate Expiration:** 1 year
 - **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.” Escrow amount is set on a case by case basis.
 - **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. Each unit is inspected, inside and out, every three years with continual follow-up.
 - **Fees:** \$50.00 annually and \$20.00 annually for apartment units.

Mayfield Village

Contact: John Marrelli

Phone: (440) 461-2213

Fax: (440) 442-5077

Email: jmarrelli@mayfieldvillage.com

- **Point of Sale:** No POS, but they do have an on-going exterior housing maintenance program.
- **Occupancy Permit:** N/A
- **Rental Permit:** N/A
- **Residential real estate sign regulations? If yes, please explain.**

Middleburg Heights

Contact: Norman Herwerden

Phone: (440) 234-2218

Fax: (440) 234-9092

Email: nherwerden@middleburgheights.com

- **Point of Sale:** N/A
- **Occupancy Permit:** Yes (commercial only)
- **Rental Permit:** N/A
 - **Fee**

Moreland Hills

Contact: Rick Loconti

Phone: (440) 248-1188

Email: building@morelandhills.com

- **Point of Sale:** Yes. Applies to all transfers except those through inheritance or gift where no bona fide sale is intended; and the transfer of any new dwelling which is required to obtain a certificate of occupancy from the Village. See MorelandHills.com for updates.
- **Occupancy Permit:** Yes
- **Rental Permit:** Yes, fee and form needs to be filled out
 - **Fee**
 - **Mandatory inspection required?**
- **Residential real estate sign regulations?** Yes, must be kept out of road right of way.

North Olmsted

Contact: Jeffrey Grusenmeyer, Building Commissioner; Jan Scarl, Building Secretary

Phone: (440) 777-8000 ext. 4120

Fax: (440) 777-5889

Email: scarlj@north-olmsted.com

- **Point of Sale:** N/A
- **Occupancy Permit:** Yes for Commercial Properties only where no building permit is required.
 - **Fees:** \$100
 - **Notes:** Provide floor plan of building, space, use
- **Rental Permit:** Yes
 - **Fees:** \$30 per year for one family dwelling, \$45 for two family dwelling, and \$60 for three family dwelling. Fees to increase in January 2016 to \$60, \$80 and \$100.
 - **Mandatory inspection required? If yes, please explain.** New interior property maintenance may require annual inspection.
- **Residential real estate sign regulations?** Yes, 8 sq. ft. - see Section 1163.34(a)(2)

North Randall

Contact: Chuck Horvath

Phone: (216) 587-9281

Fax: (216) 587-9280

Email: chorvath@northrandall.com

- **Point of Sale:** Yes, interior & exterior
 - **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: Dan Kulchytsky, Building Commissioner

Phone: (440) 582-3000

Fax: (440) 582-3089

Email: bbecka@northroyalton.org (Bonni Becka, Office Manager)

- **Point of Sale:** N/A
- **Occupancy Permit:** Yes
 - **Fees:** \$40 (residential)
- **Rental Permit:** n/a

Oakwood Village *Did not respond to request for update.

Contact: Al R. Hunziker, Chief Building Official

Phone: (440) 232-9980

Fax: (440) 232-5874 (preferred)

Email: ahoakwood@hotmail.com or lhoakwood@hotmail.com

- **Point of Sale:** Yes, interior & exterior – by the seller
 - **Inspection Fee:** \$50 for residential
 - **Certificate Expiration:** 90 Days
 - **Re-inspection Fee:** N/A
- **Occupancy Permit:** Yes – by the new owner
 - **Fees:** Commercial--\$50 temporary; \$100 permanent. Residential--\$10 temporary; \$25 permanent.
- **Rental Permit:** Yes
 - **Fees:** See occupancy permit fee

Olmsted Falls

Contact: John Cheatham, Building Commissioner; Aimee Stone, Secretary

Phone: (440) 235-1055

Fax: (440)235-8906

Email: building@olmstedfalls.org

- **Point of Sale:** N/A
- **Occupancy Permit:** Non-residential occupancies require new occupancy permits when a new tenant moves in or when a new business is opened.
- **Rental Permit:** N/A

Olmsted Township

Contact: Tammy Tabor

Phone: (440) 235-4225

Fax: (440) 235-8025

Email: ttabor@olmstedtownship.org

- **Point of Sale:** N/A
- **Occupancy Permit:** New residential and commercial construction permitted after 2002
- **Rental Permit:** N/A
- **Residential real estate sign regulations:** Standard 'for sale' signs permitted on private property. Oversized signs require permits.

Orange Village *Did not respond to request for update.

Contact: Building Department, Mary Fisco, Building Administrator

Phone: (440) 498-4400

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
- **Occupancy Permit:** new construction only

- **Rental Permit:** N/A
- **Residential real estate sign regulations?**

Parma

Contact: Paul Deichmann

Phone: (440) 885-8031

Fax: (440) 885-8039

Email/Website: building@cityofparma-oh.gov

<http://www.cityofparma-oh.gov/cityhall/build.aspx>

- **Point of Sale:** No
- **Occupancy Permit:** Yes
- **Rental Permit:** Yes. A separate City of Parma Residential Rental Property Registration application and fee is required to be completed for each residential one and two family rental property owned in the City of Parma. A fee of \$150.00 must be submitted with each application. Checks should be made payable to "City of Parma". A late fee of \$50.00 per month will be assessed for failure to complete the rental registration including fee payment by the due date listed on the registration form. The initial registration is valid from the date of registration to December 31 of the year of registration. The fee is not prorated. There is an annual residential rental property exterior inspection. Annual renewal of single and two family rental registration is due by January 31 each year and is valid to December 31 of the same year.
- **Notes:**
 - **Vacant Residential Property Registration** – A fee of \$200.00 must be submitted along with the completed vacant property registration form and returned to the City of Parma Building Department. The completed registration including fee payment is good for one year from the date of the statement. The registration shall be renewed upon expiration for as long as the property remains vacant. Note: The registrant shall notify the Building Department within 15 days of any change in the registration information by filing an amended registration statement with the Building Department on a City of Parma vacant property registration form.
 - **Notification of Foreclosure Filing** - A Notification of Foreclosure Filing form and a fee of \$100.00 for a residential property (one or two family structure) and \$300.00 for a commercial structure (all structures other than one or two family structures) shall be completed and returned to the City of Parma Building Department. Make check payable to "City of Parma".

Parma Heights

Contact: Norman Rusinow

Phone: (440)884-9607

Fax: (440) 843-5818

Email: building@parmaheightsoh.gov

- **Point of Sale:** N/A
- **Occupancy Permit:** Yes, residential & commercial, new construction
- **Rental Permit:** Yes.
 - **Fee:** \$100
 - **Mandatory inspection required?** If yes, please explain. Exterior inspection done before rental occupancy is given.
 - **Notes:** Contact Flo Zimmerman at (440) 842-5043 or rental@parmaheightsoh.gov
- **Residential real estate sign regulations?** Residential real estate signs are permitted on front lawn.

Pepper Pike

Contact: Rick Loconti (Bldg. Official), Tara Carlson (Permit Tech.)

Phone: (216) 896-6134 (for inspections)

Fax: (216) 831-1160

Email: building@pepperpike.org

- **Point of Sale:** No
- **Occupancy Permit:** yes

Fees: \$100 new house, \$35 additions (add 1 percent for residential and 3 percent for commercial); \$100 commercial

- **Rental Permit:** Yes
 - **Fees:** \$100
 - **Mandatory inspection required? If yes, please explain.**
- **Residential real estate sign regulations?** For sale signs must be 20' back from road.

Richmond Heights

Contact: Building & Zoning Dept.

Phone: (216) 383-6312

Fax: (216) 383-6319

Email:

- **Point of Sale:** No
- **Occupancy Permit:** New dwellings and rentals
- **Rental Permit:** Yes
 - **Fees:** \$250 for first time inspection; \$150/year to renew
 - **Mandatory inspection required?**
- **Residential real estate sign regulations?**

Rocky River

Contact: Ray Reich

Phone: (440) 331-0600 x2031

Fax: (440) 895-2628

Email: rreich@rrcity.com

Point of Sale: N/A. However, all properties, whether owner occupied, rental, vacant or in foreclosure are monitored for Blighted conditions and addressed accordingly, as specified in the City of Rocky River Codified Ordinances. If violations are not corrected, warning notices and court citations are issued and the City of Rocky River can use outside contractors to have lawns mowed and violations corrected.

- **Occupancy Permit:** New construction only
- **Rental Permit:** Yes
 - **Fees:** \$50.00 for Single Family Homes, \$50.00 for Condominiums, \$80.00 for Doubles plus \$20.00 for each additional unit. *Examples: \$120.00 for a four unit building and \$160.00 for a six unit building.*
 - **Note:** A Rental License / Certificate of Occupancy is required for ALL Non-Owner Occupied Properties in the City of Rocky River. (This includes occupancy by any family members NOT listed on the title as verified through the Cuyahoga County Fiscal Officer's Website)
 - **Mandatory inspection required? If yes, please explain.**
- **Residential real estate sign regulations? If yes, please explain.**

Seven Hills

Contact: Mark Moro, Building Commissioner

Phone: (216)524-4427

Fax: (216) 525-6283

Email: building@sevenhillsohio.org

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

- **Vacant Property Registration:** Yes. Valid for 1 year and must be renewed upon expiration. Fees are \$200 within 30 days of annual registration date; \$50 late fee if not paid within 30 days of annual registration date; \$25 per month for fees not paid within 60 days of registration date.

Shaker Heights

Contact: Joanne Dutches

Phone: (216) 491-1469

Fax: (216) 491-4156

Email: joanne.dutches@shakeronline.com

- **Point of Sale:** Yes, interior & exterior
 - **Inspection Fee:** The fee for the Point of Sale inspection is \$200 for a single-family dwelling; \$150 for a condominium unit and \$300 for a two-family dwelling. The fee for apartments is \$200 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:** \$200 for single family; \$100 for condominium; \$100 per rental unit for two family; \$45 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:** Commercial only.
- **Rental Permit:** Yes. <http://www.solonohio.org/index.aspx?nid=758>
 - **Fees:** \$100 dollars for each Single-Family home rental unit and \$75 dollars for each rental unit within a duplex structure. Multi-family/apartment rental units will be charged a fee of \$160 dollars for the first three units in a building plus \$30 dollars for each additional unit in the building.
 - **Notes:** You are required to schedule an inspection of each rental unit in your ownership by the City of Solon Building Department beginning January 1, 2015. Inspections must be completed and compliant before December 31, 2017. For your convenience, you can schedule this inspection at change of occupancy where possible; however, at least 1 inspection shall be made before December 31, 2017. Each Rental property must be compliant with the minimum health and safety standards as outlined in the Ohio Building Code. Inspections are to be scheduled By calling Ms. Kim Eck or Ms. Barb Janca at the City of Solon Building Department at (440) 349-6737. For convenience you can apply online or download the application form and mail the completed application and check made payable to the City of Solon. Please mail your completed application

along with payment to City of Solon, Attn: Rental Permit, 34200 Bainbridge Road, Solon, Ohio 44139.

➤ **Residential real estate sign regulations?**

South Euclid

Contact: Daniel Subwick

Phone: (216) 691-4206

Email: dsubwick@seuclid.com

➤ **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.
- If violations are not corrected prior to the transfer of the property, the party purchasing the property must complete and submit an Assumption of Violations form to the Housing Department, and an account must be established by a party to the transfer with the title agent handling closing to cover 100% of the city-established escrow hold amount. The escrow amount will be established by the Building Commissioner based on a schedule of fees for "Class A" violations. [Full details online.](#)

➤ **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: tony.biondillo@strongsville.org

➤ **Point of Sale:** No

➤ **Occupancy Permit:** Yes—see ordinance

➤ **Rental Permit:** No

➤ **Residential real estate sign regulations? If yes, please explain.** Residential signs are permitted and shall be a maximum of 6 Sq. Ft. in area, and must be located outside of the City right of way.

University Heights

Contact: Eric Tuck-Macalla

Phone: (216) 932-7800 x226

Email: etuck-macalla@universityheights.com

➤ **Point of Sale:** Yes, interior & exterior

- **Inspection Fee:** Single \$150.00; double \$200.00

- **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.

- **Ordinance allows a period of ten (10) business days from the date of the inspection for the report to be issued.**

- **Ongoing Inspections:** The Building Department has a City-wide Routine Exterior Inspection Program, and they attempt to inspect every residential home on the exterior once every 3-5 years.
- **Occupancy Permit:** No. A final letter is required stating that all violation are corrected.
- **Rental Permit: Yes**
 - **Fees:** \$300 single family; \$400 double (the fee is every two years, interior and exterior, only for occupied properties, and a rentable third floor is \$100.00).

Valley View

Contact: Larry Ellis, Building Inspector

Phone: (216) 524-6511

Email:

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

Walton Hills

Contact: Building Department

Phone: (440) 786-2970

Fax: (440) 232-4070

Email: 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:** Yes, interior & exterior
 - **Inspection Fee:** \$100 Single & 2-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:** Yes. Issued once violations are corrected.
- **Rental Permit:** Yes. All residential rental premises shall be registered with the City by the owner.

- **Fees:** \$200 – Single family; \$100/unit for 2-Family; \$100/unit for condominiums; and \$50/unit for multi-family & apartments
- **Residential real estate sign regulations?**

Westlake

Contact: Donald Grayem

Phone: (440) 617-4105

Email: dgrayem@cityofwestlake.org

- **Point of Sale:**
- **Occupancy Permit:**
- **Rental Permit:** Yes.
 - **Fees:** \$50-\$100 depending on units
 - **Notes:** Contact Thomas Blue (tblue@cityofwestlake.org) or (440) 617-4115 for more information.
 - **Mandatory inspection required? Yes/No. Interior/Exterior/Both. Explain.**

Woodmere

Contact: Louis Hovancsek

Phone: (216) 831-9511

Email: lhovancsek@woodmervillage.com

- **Point of Sale:** Yes (interior & exterior)
 - **Fee:** \$35
 - **Expiration:** 1 year
- **Occupancy Permit:** Yes. Contact village hall for current rate.
- **Rental Permit:** N/A
 - **Mandatory inspection required? Yes/No. Interior/Exterior/Both. Explain.**

Summit County

Summit County –

- Well & Septic <http://www.scphoh.org/environmental/ENV-WaterQuality.html>

Macedonia –

- Exterior inspection http://www.macedonia.oh.us/PDF/exterior_inspection_application_2009.pdf
- Main page for building Macedonia building dept. <http://www.macedonia.oh.us/buildinginside.htm>

Village of Northfield –

- Exterior inspection http://www.northfieldvillage-oh.gov/pdf/POS_request_APPLICATION_2_2013.pdf

Twinsburg –

- Exterior Inspection <http://www.mytwinsburg.com/assets/attachments/file/Point%20of%20Sale%20Checklist.pdf>
- Main page for building dept. <http://www.mytwinsburg.com/site.cfm/departments/building.cfm>

Cuyahoga Falls –

- Stormwater Inspection (disclosure of the availability of the inspection is mandatory but the inspection is not mandatory) <http://cfo.cityofcf.com/web/departments/stormwater/inspections>