



*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.*

*This document was updated Fall 2019\*\**

### **Cuyahoga County**

#### **Bay Village**

**Contact:** Eric Tuck-Macalla, Building Director

**Phone:** (440) 899-3401

**Email:** [emacalla@cityofbayvillage.com](mailto:emacalla@cityofbayvillage.com)

➤ **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:** Yes

- **Fee:**
- **Notes:** Required for new homes or commercial properties, change of occupant in a commercial business, and residential additions larger than 750 ft.<sup>2</sup>

➤ **Rental Permit:** Yes, now referred to as "Housing License."

- **Fee:** \$100 annual registration fee
- **Mandatory inspection required?**
- **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 \$100.00 annual registration fee (valid from April 1 through March 31, no prorations). 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.

➤ **Real Estate Sign Regulations (if any):**

➤ **Homebuyer Incentives/Programs (if any):**

- **Note:** The City of Bay Village currently has a Vacant Property ordinance that we are enforcing. Homes that are Vacant for any length of time are required to Register with the Building Department, obtain an interior and exterior inspection, and update that registration yearly. The cost is \$200. Registered Vacant properties cannot transfer title until a Certificate of Compliance is obtained, this can be done by correcting all the interior and exterior violations and having the property re inspected for compliance or to have the buyer place funds in escrow to ensure completion of the violations. There are exceptions for homes that are on the market, those in probate, and homes that have active building permits.

### **Beachwood**

**Contact:** William Griswold, Building Commissioner

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

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

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

- **Point of Sale:** No
- **Occupancy Permit:** Yes
  - **Fee:** \$50
- **Rental Permit:** Yes
  - **Fee:** \$500
  - **Mandatory inspection required?** Yes, annual interior/exterior inspection of single-family rental properties only.
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):** Yes, Heritage Home Loan Program, Housing Enhancement Loan Program (HELP) and The Four Component (4COM) Home Repair Program.

### **Bedford**

**Contact:** Calvin E. Beverly, Jr., Building Commissioner

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

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

**Email:** [cbeverly@bedfordoh.gov](mailto:cbeverly@bedfordoh.gov) or [building@bedfordoh.gov](mailto:building@bedfordoh.gov)

- **Point of Sale:** As of May 13, 2016, there is a temporary freeze on all POS. The city will still perform a POS inspection on a voluntary basis upon written request. POS that were done prior to 5/13/16 still need to follow procedure.
  - **Note:** All properties remain subject to an exterior maintenance inspection.
- **Occupancy Permit:** Yes, rental inspection is completed.
  - **Fee:**
- **Rental Permit:** Yes. License also required
  - **Fee:** A yearly fee of \$50 per SINGLE-family, \$75 for TWO-family, \$100 for THREE-family dwelling unit is due at that time, or the amount of \$20 per suite in a structure with FOUR or more apartments. Annual fees not collected by the Building Department by March 31st shall be DOUBLED. The owners of all rental properties in the City shall arrange for the City to inspect all units on a bi-annual basis.
  - **Mandatory inspection required?** Yes, at change of tenant, or bi-annually, whichever is more frequent.
- **Real Estate Sign Regulations (if any):** May vary depending on what zoning district you are in. See <http://whdrane.conwaygreene.com/NXT/gateway.dll?f=templates&fn=default.htm&vid=whdrane:OHBedford> for more details.
- **Homebuyer Incentives/Programs (if any):** Please refer to the following link <https://cuyahogacounty.us/search?keyword=homebuyer>

**Bedford Heights** - *Did not respond to repeated request for information*

**Contact:** Cheryl Dillingham, Housing Coordinator

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

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

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

- **Note:** The fee structure will be changing soon.
- **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.
  - **Fee:** No cost.
- **Rental Permit:** Yes.
  - **Mandatory inspection required?** \$35/apartment and \$75/single family home
- **Real Estate Sign Regulations (if any):** For sale signs permitted (1179.09)
- **Homebuyer Incentives/Programs (if any):**

### **Bentleyville**

**Contact:** Jeff Filarski, Building Commissioner

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

**Email:** [jfilarski@villageofbentleyville.com](mailto:jfilarski@villageofbentleyville.com)

- **Point of Sale:** No
- **Occupancy Permit:** New homes only
  - **Fee:**
- **Rental Permit:** No
  - **Fee:**
  - **Mandatory inspection required?**
- **Real Estate Sign Regulation (if any):** 1 on property.
- **Homebuyer Incentives/Programs (if any):**

### **Berea**

**Contact:** Mike McCourt

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

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

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

- **Point of Sale:** As of 4/2/19 – POS is no longer required for the City of Berea.
  - **Occupancy Permit:** n/a
  - **Fee:**
- **Rental Permit:** Yes
  - **Fee:** Single & Double family units are \$60 per year. Three family and more is \$15 per unit per year. Contact the city of Berea for deadlines and additional details.
  - **Mandatory inspection required?** Yes, exterior only.
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**

### **Bratenahl**

**Contact:** Scott Packard, Director of Building; Mary Ranney, Building Dept. Administrator

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

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

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

- **Point of Sale:** For current information please visit <https://www.bratenahl.org/243/Point-of-Sale>
  - **Inspection Fee:** \$50
  - **Certificate Expiration:** Time limit for correction of minor repairs 30 days or otherwise 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. Must be corrected prior to occupancy.
- **Occupancy Permit:** See <https://www.bratenahl.org/333/Building-Code-Ordinances>
  - **Fee:**
- **Rental Permit:** See <https://www.bratenahl.org/333/Building-Code-Ordinances>
  - **Fee:**
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):** Not allowed in Public Right of Way (tree lawns)
- **Homebuyer Incentives/Programs (if any):** No

### **Brecksville**

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

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

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

**Email:** [spackard@brecksville.oh.us](mailto: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.
  - **Fee:**
- **Rental Permit:** Yes. Rental occupancy permit is required
  - **Fee:** \$25 per unit
  - **Mandatory inspection required?** Yes, safety inspection
- **Real Estate Sign Regulations (if any):** Yes. PDF available.
- **Homebuyer Incentives/Programs (if any):**

### **Broadview Heights**

**Contact:** Joe Mandato, Chief Building Officer

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

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

**Email:** [jmandato@broadview-heights.org](mailto:jmandato@broadview-heights.org)

- **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.
  - **Fee:**
- **Rental Permit:** Yes
  - **Fee:** 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?**
- **Real Estate Sign Regulations (if any):** No permits required. Size limit 2 sq. ft.
- **Homebuyer or Owner Incentives/Programs (if any):** no

### **Brooklyn**

**Contact:** Dave Kulcsar, Building Commissioner

**Phone:** (216) 635-4201

**Fax:** (216) 351-5800

**Email:** [dkulcsar@brooklynohio.gov](mailto:dkulcsar@brooklynohio.gov)

- **Point of Sale:** N/A
- **Occupancy Permit:** Yes. Commercial change of occupancy only.
  - **Fee:** \$75
- **Rental Permit:** Yes (license)
  - **Fee:** 1-3 units: \$100.00 4 or more units: \$100.00 plus \$25.00 per unit to a maximum of \$3,000.00.
  - **Mandatory inspection required?** Periodical property maintenance inspections.
- **Real Estate Sign Regulations (if any):** Codified ordinance, Chapter 1129.03. 6ft<sup>2</sup> in residential districts; one sign 5' from public sidewalk, 20' from property lines
- **Homebuyer Incentives/Programs (if any):** None

### **Brooklyn Heights**

**Contact:** Nino Monaco, Chief Building Official

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

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

**Email:** [NMonaco@brooklynhts.org](mailto:NMonaco@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:**
  - **Fee:**
- **Rental Permit:** Yes. Once every 5 years & each change of tenant
  - **Fee:** \$35
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer/Owner Incentives/Programs (if any):**

### **Brook Park**

**Contact:** John Hurst, Building Commissioner

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

**Fax:** (216) 433-4117

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

- **Point of Sale:** Yes, exterior only
  - **Inspection Fee:** \$60 for single-family homes; \$30 for condos.
  - **Notes:** 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.
- **Rental Permit:** Yes
  - **Fee:**
  - **Mandatory inspection required?** Inspection is required & certificate of occupancy
- **Real Estate Sign Regulations (if any):**
- **Homebuyer/owner Incentives/Programs (if any):**

### **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
  - **Fee:** \$50 - Commercial properties only
- **Rental Permit:** N/A
  - **Fee:**
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):** (1) sign permitted, not permitted in tree lawns of public right of way.
- **Homebuyer Incentives/Programs (if any):**

### **Chagrin Falls Township**

**Contact:** Mac Donley, Zoning Inspector

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

**Email:** [mdonley@donleyinc.com](mailto:mdonley@donleyinc.com)

### **Cleveland**

**Contact:** Ayonna Blue Donald, Director - Dept. of Building & Housing

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

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

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

Antoinette (Toni) Allen for occupancy cert.; rental registrations; disclosures ([aallen@city.cleveland.oh.us](mailto:aallen@city.cleveland.oh.us) or 216.664.4355)

Kevin Franklin for city inspections ([kfranklin@city.cleveland.oh.us](mailto:kfranklin@city.cleveland.oh.us) or 664-4364)

Navid Hussain for permits (not occup. or rental) ([nhussain@city.cleveland.oh.us](mailto:nhussain@city.cleveland.oh.us) or 664-3451)

- **Point of Sale:** No, but it is \$60 for the city's property disclosure form.
- **Occupancy Permit:** Yes. Contact Toni Allen

- **Fee:**
- **Rental Permit:** Yes. Contact Toni Allen
  - **Fee:**
  - **Mandatory inspection required?** Inspections are on a systematic basis and landlords will be contacted to schedule their inspection.
  - **Notes:** Refer to <http://www.city.cleveland.oh.us/CityofCleveland/Home/Government/CityAgencies/BuildingHousing> for a fee schedule and more information.
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**

**Cleveland Heights** - Did not respond to repeated request for information

**Contact:** Allan Butler, Housing Programs Manager

**Phone:** (216) 291-4962

**Fax:**

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

- **Point of Sale:** Yes, interior & exterior.
  - **Inspection Fee:** \$200 single family unit, \$50 each additional unit.
  - **Certificate Expiration:** 1 year
  - **Re-inspection Fee:** \$50 to rental properties if violations are not completed after 18 months of original inspection date.
  - **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](http://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.
  - **Fee:** 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. Business occupancy permits are handled through our department now and the initial inspection and fee is \$100 with a renewal fee of \$100 per year.
- **Rental Permit: Yes**
  - **Fee:**
  - **Mandatory inspection required?**
  - **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 the property is in compliance.
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):** We offer Down Payment Assistance to LMI buyers through our partner Home Repair Resource Center. <https://hrrc-ch.org/> They also have several other programs available for Cleveland Heights Homeowners including rehab loans, loan counseling, foreclosure prevention, tool rental etc. The City Housing Preservation Office also has some loan programs and renovation programs for homeowners and seniors. <https://www.clevelandheights.com/194/Housing-Programs>
  - The City also has an Out-of- County Dwelling Registration which is \$100 per structure if the owner resides outside of Cuyahoga County.

**Cuyahoga Heights** - Did not respond to repeated request for information

**Contact:** Norm Casini, Commissioner; Ken LaBella, Asst. Commissioner

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

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

**Email:** [n.casini@cuyahogaheights.com](mailto:n.casini@cuyahogaheights.com) or [k.labella@cuyahogaheights.com](mailto:k.labella@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
  - **Fee:**
- **Rental Permit:** Yes.
  - **Fee:** \$50 (each unit in multi-occupancy thereafter shall be \$25), annually
  - **Mandatory inspection required?** Yes, per codified ordinance
- **Real Estate Sign Regulations (if any):** Yes, per codified ordinance
- **Homebuyer Incentives/Programs (if any):**

### **East Cleveland**

**Contact:** Melran Leach, Director

**Phone:** (216) 681-2192

**Fax:**

**Email:** [mleach@eastcleveland.org](mailto:mleach@eastcleveland.org)

- **Point of Sale:** Yes, interior & exterior
  - **Inspection Fee:** \$150 for single family dwelling and \$50 for each additional unit {Example: two family dwelling unit \$200}. For Multi Family structures containing 4 to 15 dwelling units there shall be a base fee of \$150 plus \$50 per unit. 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 ft<sup>2</sup>). For structures larger than 3,000 ft<sup>2</sup>, 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 Departments can grant compliance time frame for notarized Affidavit (160 DAYS COMPLIANCE) prior to issuing of Certificate of Inspection.
- **Occupancy Permit:** Yes. One-time fee
  - **Fee:** \$100 for 1-3 units; \$400 for 4-39 units; \$1000 for 40 plus units

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- **Rental Permit:** Certificate of Occupancy: Yes, with annual fee.
  - **Fee:** \$100 for 1<sup>st</sup> unit; \$100 for 2<sup>nd</sup> unit; \$50 for 3<sup>rd</sup> unit; \$100 per unit for 4+ units
  - **Mandatory inspection required?** See attachment: Steps to Home Purchase in East Cleveland
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):** no

## Euclid

**Contact:** Jim Quirarte, Housing Manager

**Phone:** (216) 289-8217

**Fax:** (216) 289-8184

**Email:** JQuirarte@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](http://www.cityofeuclid.com) under Housing.
- **Occupancy Permit:**
  - **Fee:**
- **Rental Permit:** <http://www.cityofeuclid.com/community/housing/LandlordTenantIssues>
  - **Fee:**
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**
  - **Euclid Development Corporation (EDCOR) Low Interest Home Improvement Loan Program:** This is a straight 3% loan that allows for up to \$30,000 for needed and wanted home improvements and remodeling. Call (216) 289-4625 for more information.
  - **Weatherization / Special Projects:** A "free" program to aid with weatherizing homes to aid with comfort and utilities. This program includes vinyl siding, "no cost" furnace cleaning and inspection, deadbolt locks, smoke alarms, handicapped ramps, handrails and grab bars, and more. For more information, contact the Weatherization Department at (216) 289-8562. Both programs are governed by HUD's income guidelines.



**Fairview Park** - Did not respond to repeated request for information

**Contact:** Walter Maynard, Building Commissioner

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

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

**Email:** [walter.maynard@fairviewpark.org](mailto:walter.maynard@fairviewpark.org)

- **Point of Sale:** No
- **Occupancy Permit:** Yes
  - **Fee:** \$75, for commercial only. No cost to residential.
- **Rental Permit:** Yes
  - **Fee:** \$100 per year
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):** 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.
- **Homebuyer Incentives/Programs (if any):**

**Garfield Heights**

**Contact:** Mark Moro, Building Commissioner

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

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

**Email:** [mmoro@garfieldhts.org](mailto:mmoro@garfieldhts.org)

- **Point of Sale:** Yes, interior & exterior – Interior is now OPT-IN.
  - **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.
  - **Fee:** \$100 per year
- **Rental Permit:** Yes
  - **Fee:** \$100 for first unit; \$25 each additional unit.
  - **Mandatory inspection required?**
  - **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.
- **Real Estate Sign Regulations (if any):** A single for sale sign, not over 6 ft.<sup>2</sup>, not over 4 ft. high, not in the right-of-way or tree lawn, removed within 48 hours of contract for sale.
- **Homebuyer Incentives/Programs (if any):**

**Gates Mills** - Did not respond to repeated request for information

**Contact:** Dave Biggert

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

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

**Email:** [daveb@gatesmillsvillage.com](mailto: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
  - **Fee:**
- **Rental Permit:** N/A
  - **Fee:**
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**

#### Glenwillow

**Contact:** Robert A. Rodic, Chief Building Official

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

**Fax:** (440) 232-4381

**Email:** [brodic@glenwillow-oh.gov](mailto:brodic@glenwillow-oh.gov)

- **Point of Sale:** N/A
- **Occupancy Permit:** No
  - **Fee:**
- **Rental Permit:** Yes
  - **Fee:** \$100 per rental unit
  - **Mandatory inspection required?** Yes, exterior only.
- **Real Estate Sign Regulations (if any):** Four (4) square feet in area maximum, not to exceed four (4') feet in height located no closer than twenty (20') feet from the edge of the street pavement and no closer than twenty (20') from a side property line.
- **Homebuyer Incentives/Programs (if any):** None

#### Highland Heights

**Contact:** Dale Grabfelder, Building Commissioner

**Phone:** (440) 442-7403

**Fax:** (440) 473-1994

**Email:** [dgrabfelder@highlandhts.com](mailto:dgrabfelder@highlandhts.com)

- **Point of Sale:** N/A
- **Occupancy Permit:** Yes
  - **Fee:** \$25 for new construction
- **Rental Permit:** N/A
  - **Fee:** \$100 per rental unit
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**

#### Highland Hills

**Contact:** Robert Rodic

**Phone:** (216) 283-3000

**Email:** [bldg@vhhohio.org](mailto: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 homeowner or in rentals with a new tenant/change of tenant.
  - **Fee:** Commercial \$50; Single family \$40
- **Rental Permit**
  - **Fee:** \$25
  - **Mandatory inspection required?** Yes. General safety issues, smoke and carbon monoxide alarms
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):** None local

### Hunting Valley

**Contact:** Don Cunningham, Building Inspector/Service Director or Joyce Cieslak, Administrative Assistant

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

**Fax:** (440) 247-2111

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

- **Point of Sale:** Yes, interior & exterior
  - **Inspection Fee:** No
  - **Certificate Expiration:** 1 Year
- **Occupancy Permit:** Yes
  - **Fee:**
- **Rental Permit:** No
  - **Fee:**
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):** Yes, maximum of 6 square feet.
- **Homebuyer Incentives/Programs (if any):** No

### Independence

**Contact:** Michael Gero

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

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

**Email:** [gerom@independenceohio.org](mailto:gerom@independenceohio.org)

- **Point of Sale:** N/A
- **Occupancy Permit:** N/A
  - **Fee:**
- **Rental Permit:** Rental registration is required.
  - **Fee:**
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):** Yes. Only for size and quantity.
- **Homebuyer Incentives/Programs (if any):** N/A

### Lakewood

**Contact:** Joseph Meyers

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

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

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

- **Point of Sale:** Effective in 2019, certificates of code compliance, formerly known as certificates of occupancy, are required for new and changes of retail tenancies and before the sale of all non-owner-occupied residential rental properties. (L.C.O. §§ 1173.01, 1306.53.) Inspections – sometimes known as point-of-sale inspections – are required before these certificates may be issued. These inspections include the interior of a commercial space and the interior, exterior and yard areas of residential rental properties. Please contact the Division of Housing and Building at [building.permits@lakewoodoh.net](mailto:building.permits@lakewoodoh.net) or 216.529.6270 to learn how to submit your request and schedule an inspection.
- **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.
  - **Mandatory inspection required?**
- **Note:**

**The housing license fee shall be as follows:**

  - Non-owner-occupied condominium units: \$45.00 per unit.
  - Rooming house containing two or more tenants: \$60.00 per rooming unit.
  - Non-owner-occupied one- or two-family structures: \$75.00 per dwelling unit.
  - Three-family dwellings: \$60.00 per non-owner-occupied unit.
  - All other occupied structures: \$45.00 per dwelling unit.
  - There shall be a limit of \$3,500.00 for any occupied structure for which a single license has been issued.

**The vacant property license fee shall be as follows:**

  - Vacant housing structures: \$200.00 per structure.
  - Vacant commercial or mixed-use building: \$200.00 per structure
- **Real Estate Sign Regulations (if any):** None
- **Homebuyer Incentives/Programs (if any):** None

**Linndale** – *Did not respond to repeated request for information*

**Contact:** Timothy Perotti

**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:**
  - **Fee:**
- **Rental Permit:** Yes.
  - **Mandatory inspection required?**
  - **Notes:** Inspection and occupancy certificate required. Contact city hall (ask for Mike) for additional details and associated fees.
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**

**Lyndhurst**

**Contact:** John Maichle, Building Commissioner

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

**Email:** [maichlej@lyndhurst-oh.com](mailto:maichlej@lyndhurst-oh.com)

- **Point of Sale:** N/A
- **Occupancy Permit:** Yes
  - **Fee:** \$25 plus 1%
  - **Notes:** New structures only
- **Rental Permit:** Yes
  - **Fee:** \$100 per unit
  - **Mandatory inspection required?** Every 3 years
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):** Heritage Home Program and the Cuyahoga County Home Repair Loan Program.

### Maple Heights

**Contact:** Russell Rodic

**Phone:** (440) 370-5192

**Email:** [rrodic@safebuilt.com](mailto:rrodic@safebuilt.com)

- **Point of Sale:** An inspection of the EXTERIOR of the home will be performed. \*If owner desires an inspection of the INTERIOR, owner must sign the consent.
  - **Inspection Interior Fee:** Single-family \$ 110; Single condominium \$110; Two-family dwelling \$160; Three-family \$210.
  - **Inspection Exterior Fees:** \$110
  - **Inspection Expiration:** 6 Months
  - **Re-inspection Fee:** \$60 for first re-inspection.
  - **Notes:** Escrow amount is 100% of the estimated cost of repairs approved by the Building Official. Buyer must secure a title company to hold funds. Escrow may be waived for owner occupant buyers.
- **Occupancy Permit:** Yes
  - **Residential Fee:** \$110
  - **Commercial Fees:** \$160
- **Rental Permit:** Yes
  - **Fee:** \$225 registration (tenant license included in fee.)
  - **Mandatory inspection required?** Yes, for residential and commercial properties renting. Commercial includes a fire Inspection. Inspections are interior and exterior.
- **Real Estate Sign Regulations (if any):** 6 sq. ft. maximum, 1 sign per lot and must be 10 ft. from lot.
- **Homebuyer Incentives/Programs (if any):** 100% waiver of escrow.

### Mayfield Heights

**Contact:** Tom Jamieson, Building Director

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

**Fax:** (440) 442-7662

**Email:** [tomjamieson@mayfieldheights.org](mailto: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*.
  - **Fee:**
- **Rental Permit:** Yes. Each unit is inspected, inside and out, every three years with continual follow-up.
  - **Fee:** \$50.00 annually and \$20.00 annually for apartment units.
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**

### Mayfield Village

**Contact:** John Marrelli

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

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

**Email:** [jmarrelli@mayfieldvillage.com](mailto:jmarrelli@mayfieldvillage.com) ; [dbargo@mayfieldvillage.com](mailto:dbargo@mayfieldvillage.com) (Debbie Garbo, Exec. Assist.)

- **Point of Sale:** No POS, but they do have an on-going exterior housing maintenance program.
- **Occupancy Permit:** N/A
  - **Fee:**

- **Rental Permit:** N/A
  - **Fee:**
  - **Mandatory inspection required?**
  - **Note:** Mayfield Village recently adopted Ordinance 2018.25; Short Term Rentals
- **Real Estate Sign Regulations (if any):** Our Sign Code Chapter 1185 is in the process of being revised.
- **Homebuyer Incentives/Programs (if any):**

#### **Middleburg Heights**

**Contact:** Norman Herwerden, Building Commissioner

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

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

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

- **Point of Sale:** Yes, septic tanks conducted by the Cuyahoga Health Department.
- **Occupancy Permit:** Yes (commercial only)
  - **Fee:**
- **Rental Permit:** N/A
  - **Fee**
  - **Mandatory inspection required?** Yes. Interior and exterior inspections.
- **Real Estate Sign Regulations (if any):** Commercial sign permit is required. Registration and application can be found on their website. <https://middleburgheights.com/division-of-building>
- **Homebuyer Incentives/Programs (if any):**

#### **Moreland Hills**

**Contact:** Paul Kowalczyk, Building Department Commissioner; Theresa Dean, Bldg. Assistant

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

**Email:** [building@morelandhills.com](mailto: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](http://MorelandHills.com) for updates. Also required is an inspection of septic systems and private wells, if applicable, by Cuyahoga County Board of Health.
- **Occupancy Permit:** Yes
  - **Fee:**
- **Rental Permit:** Yes, fee and form needs to be filled out. New rental units/homes also require an initial inspection.
  - **Fee:**
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):** Yes, must be kept out of road right of way.
- **Homebuyer Incentives/Programs (if any):**

#### **Newburgh Heights** - *Did not respond to repeated request for information*

**Contact:** Kristine Pagsuyoin

**Phone:** (216) 641-4654

**Fax:**

**Email:** [kpagsuyoin@newburgh-oh.gov](mailto:kpagsuyoin@newburgh-oh.gov)

- **Point of Sale:**
- **Occupancy Permit:**
  - **Fee:**
- **Rental Permit:**
  - **Fee:**
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**

### **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](mailto:scarlj@north-olmsted.com)

- **Point of Sale:** N/A
- **Occupancy Permit:** For any new business.
  - **Fee:** \$75
  - **Notes:** Floor plan may be required. We no longer inspect for new business occupancies.
- **Rental Permit:** Yes
  - **Fee:** \$60 per year for one family dwelling, \$80 for two family dwelling, and \$100 for three family dwelling. Fees are \$60, \$80 and \$100.
  - **Mandatory inspection required?** All rental properties are inspected once a year.
- **Real Estate Sign Regulations (if any):** Real Estate signs do not require a permit but must comply to our regulations in Chapter 1363 of our sign code.
- **Homebuyer Incentives/Programs (if any):** None

### **North Randall**

**Contact:** Chuck Horvath, Building Commissioner

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

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

**Email:** [bldg@northrandall.org](mailto:bldg@northrandall.org)

- **Point of Sale:** Yes, interior & exterior
  - **Inspection Fee:** \$100 for single family residential
  - **Certificate Expiration:** N/A
  - **Re-Inspection Fee:** \$40
- **Occupancy Permit:** Yes
  - **Fee:** \$100 single family / \$35 per apartment / \$75 - \$125 commercial
- **Rental Permit:**
  - **Fee:** n/a
  - **Mandatory inspection required?**
  - **Notes:** Occupancy Permit upon change of occupant.
- **Real Estate Sign Regulations (if any):** For residential properties, signs can be 4 square feet and 10 feet back from the sidewalk. Commercial properties, signs can be 16 square feet and 10 feet back from the sidewalk or 20 feet from the curb of a public street.
- **Homebuyer Incentives/Programs (if any):** Available thru other agencies- Cuyahoga County - nonprofit first time homebuyers assistance, etc.

### **North Royalton** - *Did not respond to repeated request for information*

**Contact:** Dan Kulchytsky, Building Commissioner

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

**Fax:** (440) 582-3089

**Email:** [dkulchytsky@northroyalton.org](mailto:dkulchytsky@northroyalton.org)

- **Point of Sale:** N/A
- **Occupancy Permit:** Yes
  - **Fee:** \$40 (residential)
- **Rental Permit:** n/a
  - **Fee:**
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**

**Oakwood Village** - Did not respond to repeated request for information

**Contact:** Daniel Marinucci, Chief Building Official

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

**Fax:** (440) 232-5874 (preferred)

**Email:** [dmarinucci@oakwoodvillageoh.com](mailto:dmarinucci@oakwoodvillageoh.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
  - **Fee:** Commercial--\$50 temporary; \$100 permanent. Residential--\$10 temporary; \$25 permanent.
- **Rental Permit:** Yes
  - **Fee:** See occupancy permit fee
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**

**Olmsted Falls** - Did not respond to repeated request for information

**Contact:** Braden Thomas, Sr

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

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

**Email:** [bthomas@olmstedfalls.org](mailto:bthomas@olmstedfalls.org) or [building@olmstedfalls.org](mailto: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.
  - **Fee:**
- **Rental Permit:** N/A
  - **Fee:**
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**

**Olmsted Township** - Did not respond to repeated request for information

**Contact:** David Faciana

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

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

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

- **Point of Sale:** N/A
- **Occupancy Permit:** New residential and commercial construction permitted after 2002.
  - **Fee:**
- **Rental Permit:** N/A
  - **Fee:**
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):** Standard 'for sale' signs permitted on private property. Oversized signs require permits.
- **Homebuyer Incentives/Programs (if any):**

**Orange Village** - Did not respond to repeated request for information

**Contact:** Robert McLaughlin, Chief Building Official

**Phone:** (440) 287-5133

**Fax:**

**Email:** [mclaughlinr@orangevillage.com](mailto:mclaughlinr@orangevillage.com)

- **Point of Sale:** Yes (limited)
  - **Interior POS:** Yes (smoke detectors)
  - **Exterior POS:** No (Note: septic tank and well water tested, \$75 paid to CCBH)
  - **Fee:** \$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
  - **Fee:**
- **Rental Permit:** N/A
  - **Fee:**
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**

### Parma

**Contact:** Paul Deichmann

**Phone:** (440) 885-8031

**Fax:** (440) 885-8039

**Email/Website:** [building@cityofparma-oh.gov](mailto:building@cityofparma-oh.gov)

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

- **Point of Sale:** No
- **Occupancy Permit:** Yes
  - **Fee:**
- **Rental Permit:** Yes
  - A separate application and fee is required for each residential 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 the City of Parma.
  - Late fee of \$50.00 for failure to complete rental registration including payment of the registration fee by the due date.
  - **Mandatory inspection required?** Yes. Annual exterior inspection only.
  - **Notes:**
    - **Vacant Residential Property Registration** – (Does not include the following; Residential property temporarily unoccupied while the occupant is on vacation. Residential structure temporary unoccupied while the occupant is in an alternative living arrangement. Residential or nonresidential structure that is temporarily unoccupied while being extensively altered or repaired under proper and unexpired permits. Unoccupied residential or nonresidential structure that is listed for sale and the owner is actively attempting to sell the property.
    - (This is typically geared towards vacant/foreclosed properties. Call the Building Dept for more information and clarification.)
    - A fee of \$200.00 must be submitted annually along with the application for vacant property registration.
    - **Notification of Foreclosure Filing** - A fee of \$100.00 for a residential property (one-, two-, or three-family structure) or \$300.00 for a commercial structure must be submitted along with application.
- **Real estate sign regulations (if any):** Signs are not permitted in the public right of way including tree lawns, utility poles, sidewalks, etc.
- **Homebuyer Incentives/Programs (if any):**

**Parma Heights** - Did not respond to repeated request for information

**Contact:** Michelle Teresi

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

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

**Email:** [teresi@parmaheightsoh.gov](mailto:teresi@parmaheightsoh.gov)

- **Point of Sale:** N/A
- **Occupancy Permit:** Yes, residential & commercial, new construction
  - **Fee:**
- **Rental Permit:** Yes
  - **Fee:** \$100
  - **Mandatory inspection required?** . Exterior inspection done before rental occupancy is given.
  - **Notes:** Contact Flo Zimmerman at (440) 842-5043 or [rental@parmaheightsoh.gov](mailto:rental@parmaheightsoh.gov)
- **Real Estate Sign Regulations (if any):** Residential real estate signs are permitted on front lawn.
- **Homebuyer Incentives/Programs:** Down Payment Assistance Program offered through the Cuyahoga County Department of Development

**Pepper Pike**

**Contact:** Paul Kowalczyk, Bldg. Official; Tara Carlson, Permit Tech.

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

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

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

- **Point of Sale:** No
- **Occupancy Permit:** A certificate of occupancy or completion is given after final inspections.
  - **Fee:** No extra fee is due.
- **Rental Permit:** Yes
  - **Fee:** \$100
  - **Mandatory inspection required?** Yes, every two years.
- **Real Estate Sign Regulations (if any):** For sale signs must be 20' back from road.
- **Homebuyer Incentives/Programs (if any):**

**Richmond Heights** - Did not respond to repeated request for information

**Contact:** James Urankar

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

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

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

- **Point of Sale:** Yes (called Exterior Maintenance Inspection Program)
  - [Details here.](#)
- **Occupancy Permit:** New dwellings and rentals
  - **Fee:**
- **Rental Permit:** Yes
  - **Fee:** \$250 for first time inspection; \$150/year to renew
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**

**Rocky River** - Did not respond to repeated request for information

**Contact:** Ray Reich

**Phone:** (440) 331-0600 x2584

**Fax:** (440) 895-2628

**Email:** [rreich@rrcity.com](mailto: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

- **Fee:**
- **Rental Permit:** Yes
  - **Fee:** \$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?**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**

### Seven Hills

**Contact:** Roger H. Houpt

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

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

**Email:** [cbuilding\\_department@sevenhillsohio.org](mailto:cbuilding_department@sevenhillsohio.org)

- **Point of Sale:** N/A
- **Occupancy Permit:** New construction only / group homes
  - **Fee:** \$50 with inspections
- **Rental Permit:** Yes
  - **Fee:** \$50 annually
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):** See Chapter 171 of the Seven Hills Codified Ordinance.
- **Homebuyer Incentives/Programs (if any):**

### Shaker Heights

**Contact:** Joanne Dutches

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

**Fax:** (216) 491-4156

**Email:** [joanne.dutches@shakeronline.com](mailto: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
  - **Fee:**
- **Rental Permit:** Yes, annual application and fee required for all rental properties.
  - **Fee:** \$200 for single family; \$100 for condominium; \$100 per rental unit for two family; \$45 per apartment unit
  - **Mandatory inspection required?** Internal and external inspection required every three years.
- **Real Estate Sign Regulations (if any):**

➤ **Homebuyer Incentives/Programs (if any):**

**Solon**

**Contact:** Rob Frankland

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

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

**Email:** [rfrankland@solonohio.org](mailto:rfrankland@solonohio.org)

- **Point of Sale:** N/A
- **Occupancy Permit:** Commercial only. An occupancy permit is issued for single family and two-family homes when the dwelling is first constructed and occupied, but an occupancy permit is not required thereafter for any subsequent owner.
  - **Fee:**

**Solon's Contact for Rental Permits and Occupancy Applications**

**Contact:** Barb Janca

**Phone:** 440-349-6327

**Fax:** 440-349-6330

**Email:** [BJanca@SolonOhio.org](mailto:BJanca@SolonOhio.org)

- **Rental Permit:** Yes. <http://www.solonohio.org/index.aspx?nid=758>
  - **Fee:** \$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:** In accordance with Chapter 1489 of the Building & Housing Code, you are hereby required to apply for a Residential Rental Unit Occupancy Permit between January 1, 2012 and March 31, 2012. You are required to schedule an inspection of each rental unit in your ownership by the City of Solon Planning Department between January 1, 2012 and December 31, 2014. For your convenience, you can schedule this inspection at change of occupancy where possible, however, at least one inspection shall be made by December 31, 2014. Inspections are to be scheduled through the City of Solon Building Department at (440) 349-6737. (The dates listed above are from the original ordinance that created the rental program. The City is currently in Cycle #3, January 1, 2018 through December 31, 2020. Please call Ms. Barb Janca at (440) 349-6327 regarding questions about the residential rental program and rental permits.) 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.
- **Real Estate Sign Regulations (if any):** No larger than six (6) square feet, located at least ten (10) feet from the street right of way line, at least five (5) feet from a side property line, and sign shall be removed from the property within ten (10) days of the close of sale, lease, or rental of the property.
- **Homebuyer Incentives/Programs (if any):** defer to the Cuyahoga County Department of Development programs

**South Euclid**

**Contact:** Stephen Karr, Housing Programs Coordinator

**Phone:** (216) 691-4206

**Email:** [housingprograms@seuclid.com](mailto:housingprograms@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.



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- **Rental Permit:** Yes
  - **Fee:** \$200 per calendar year
  - **Real Estate Sign Regulations (if any):**
- **Real Estate Sign Regulations (if any):** Signs can not be placed on third party of city property.
- **Homebuyer Incentives/Programs (if any):** None

**Strongsville** - *Did not respond to repeated request for information*

**Contact:** Brian Roenigk, Residential Building Official

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

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

**Email:** [brian.roenigk@strongsville.org](mailto:brian.roenigk@strongsville.org)

- **Point of Sale:** No
- **Occupancy Permit:** Yes—see ordinance
  - **Fee:**
- **Rental Permit:** No
  - **Fee:**
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):** 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.
- **Homebuyer Incentives/Programs (if any):**

### **University Heights**

**Contact:** Patrick Grogan-Myers, Housing and Community Development Director

**Phone:** (216) 932-7800 x202

**Fax:** (216) 932-5239

**Email:** [housing@universityheights.com](mailto:housing@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 Housing 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 Housing 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 Housing Department has a City-wide systematic Exterior Maintenance Inspection Program, and they attempt to inspect every residential home on the exterior once every 4-5 years.
- **Occupancy Permit:** No. A final letter is required stating that all violations 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).
  - **Mandatory inspection required?** Yes, interior and exterior
- **Real Estate Sign Regulations (if any):**
- **Homeowner Incentives/Programs:** City of University Heights Property Maintenance Grant (up to \$2,500 grant/90% match for exterior violations found during Exterior Maintenance Inspection Program), Heritage Home Program, various programs with Cuyahoga County and non-profit agencies within Cuyahoga County—more information on home repair resources available at [www.universityheights.com/housinggrant](http://www.universityheights.com/housinggrant).

### Valley View

**Contact:** Larry Ellis, Building Inspector

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

**Fax:** (216) 524-7240

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

- **Point of Sale:** None
- **Occupancy Permit:** Business License for Commerical
  - **Fee:**
- **Rental Permit:** None
  - **Fee:**
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):** Yes, per Ordinance Section 1264.05(c)
- **Homebuyer Incentives/Programs (if any):** N/A

### Walton Hills

**Contact:** Rick Loconti

**Phone:** (216) 952-18974

**Fax:**

**Email:** [rloconti@safebuilt.com](mailto:rloconti@safebuilt.com)

- **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
  - **Fee:** 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.
  - **Fee:**
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**

### Warrensville Heights

**Contact:** Ben Brown

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

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

**Email:** [bbrown@cityofwarrensville.com](mailto:bbrown@cityofwarrensville.com)

- **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 and issued through Point of Sales or for a rental inspection.
  - **Fee:**
- **Rental Permit:** No
  - **Fee:**
  - **Mandatory inspection required?**
- **Rental Registration:** We issue a certificate of rental registration once a property is registered annually.
  - \$200 single family; 2-family \$100 per unit; multi-family/apartment \$50 per unit; condominiums \$100 per unit.
- **Real Estate Sign Regulations (if any):** Temporary signage cannot exceed 6 square feet, and cannot be higher than 4 feet. Signs must be 20 feet away from the street and 6 feet away from property lines. Signs cannot be displayed for longer than 60 days.
- **Homebuyer Incentives/Programs (if any):**

**Westlake** - *Did not respond to repeated request for information*

**Contact:** Donald Grayem

**Phone:** (440) 617-4105

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

- **Point of Sale:**
- **Occupancy Permit:**
  - **Fee:**
- **Rental Permit:** Yes.
  - **Fee:** \$50-\$100 depending on units
  - **Mandatory inspection required?**
  - **Notes:** Contact Darlene Mociolek at 440.617.4105 for more information.
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**

**Woodmere** - *Did not respond to repeated request for information*

**Contact:** Louis Hovancsek

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

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

- **Point of Sale:** Yes (interior & exterior)
  - **Fee:** \$35
  - **Expiration:** 1 year
- **Occupancy Permit:** Yes
  - **Fee:** Contact village hall for current rate.
- **Rental Permit:** N/A
  - **Fee:**
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**



## Summit County

**Summit County** - Did not respond to repeated request for information

**Contact:** Mark Shenot, CBO

**Phone:** 330-630-7287

**Fax:**

**Email:** [mshenot@summitoh.net](mailto:mshenot@summitoh.net)

- **Well & Septic** <http://www.scphoh.org/environmental/ENV-WaterQuality.html>
- **Occupancy Permit:**
  - **Fee:**
- **Rental Permit:**
  - **Fee:**
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers?**
- **Note:** Municipalities covered by the Summit County Building Department:
  - Akron, Bath Township, Boston Township, Boston Heights, Copley Township, Coventry Township, Northfield Center, Richfield Township, Sagamore Hills, Silver Lake, Springfield Township and Twinsburg Township.

### **Summit County Landbank**

- [Welcome Home Program](#) (residential property) and [Building for Business Program](#) (commercial property) - Both are now active programs for people looking for property – keeping in mind that the landbank works, primarily, with abandoned and tax-delinquent property, meaning the properties typically need significant investment.
- They also sell some property “as is,” and those properties can be found on their [Available Property](#) page.
- [Side Lot Program](#) – For persons interested in acquiring vacant property through the Summit Co. Land Bank.

### **Barberton**

**Contact:** James Bauschlinger, Building Commissioner Send to Marsha Wooten

**Phone:** 330-848-6730

**Fax:**

**Email:** [building@cityofbarberton.com](mailto:building@cityofbarberton.com) - [mwooten@cityofbarberton.com](mailto:mwooten@cityofbarberton.com)

- **Occupancy Permit:** No, not for residential properties.
  - **Fee:** n/a
- **Rental Permit:** Yes, per Section 1495.08 of the Barberton Development Code.
  - **Fee:** \$40 per unit
  - **Mandatory inspection required?** Section 1495.10 of the BCO mandates inspections, but at this time we are not staffed to do so.
- **Real Estate Sign Regulations (if any):** No signs are permitted in the Right of Way
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers?**
- **Note:** Norton is covered by the Barberton Building Department

**Clinton** - Did not respond to repeated request for information

**Contact:** William Funk

**Phone:** 330-882-4782

**Fax:**

**Email:** [wfunk@clintonvillageohio.com](mailto:wfunk@clintonvillageohio.com)

- **Occupancy Permit:** Not through the Village
  - **Fee:**

- **Rental Permit:**
  - **Fee:**
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):** One unlighted real estate sign not exceeding six (6) square feet in area pertaining only to the sale, lease, or rent of the particular building, property, or premises upon which displayed. Such sign shall not be closer than ten (10) feet from any street right-of-way line.
- **Homebuyer Incentives/Programs (if any):** None through the Village
- **Oher regulations impacting property owners or buyers?** None through the Village

**Cuyahoga Falls** - *Did not respond to repeated request for information*

**Contact:** Peter Bell

**Phone:** 330-971-8135

**Fax:**

**Email:** [development@cityofcf.com](mailto:development@cityofcf.com)

- **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>
- **Occupancy Permit:**
  - **Fee:**
- **Rental Permit:**
  - **Fee:**
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers?**

**Fairlawn** - *Did not respond to repeated request for information*

**Contact:** Bill Arnold, Building Department

**Phone:** 330-668-9500

**Fax:** 330-668-9546

**Email:** [arnoldb@fairlawn.us](mailto:arnoldb@fairlawn.us)

- **Occupancy Permit:**
  - **Fee:**
- **Rental Permit:**
  - **Fee:**
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers?**

**Green**

**Contact:** Wayne Wiethe

**Phone:** 330-896-6614

**Fax:**

**Email:** [wwiethe@cityofgreen.org](mailto:wwiethe@cityofgreen.org)

- **Occupancy Permit:** Yes, commercial only.
  - **Fee:** COU is currently \$10.00
- **Rental Permit:** No
  - **Fee:**
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):** Yes, primarily regarding open house signs in ROW, not permitted.
- **Homebuyer Incentives/Programs (if any):** No
- **Other regulations impacting property owners or buyers?** Typical development codes regarding setbacks, sheds, fences, pools, ect... Also regulations in regard to boats and RV's and the storage/ parking of these in Residential neighborhoods

### Hudson

**Contact:** Nick Sugar, Senior Planner (Residential Development Manager)

**Phone:** 330-342-1790

**Fax:**

**Email:** [CommunityDevelopment@hudson.oh.us](mailto:CommunityDevelopment@hudson.oh.us)

- **Occupancy Permit:** Issued by the Summit County Building Department
  - **Fee:**
- **Rental Permit:** City of Hudson does not require a permit for use of a single-family property for rental
  - **Fee:**
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):** Must be on the private parcel. Off-premise signs are not permitted.
- **Homebuyer Incentives/Programs (if any):** N/A
- **Other regulations impacting property owners or buyers?** City has community wide architectural review and requires a zoning certificate for exterior alterations. City also has a historic district with additional standards/requirements. Please contact the Community Development Department for any assistance we can provide.

### Lakemore

**Contact:** Zoning Department

**Phone:** 330-733-6125 ext 3

**Fax:**

**Email:** [tfast@lakemoreohio.org](mailto:tfast@lakemoreohio.org)

- **Occupancy Permit:** Yes, for new construction
  - **Fee:** None
- **Rental Permit:** Yes, rental registration and inspection program.
  - **Fee:** Annual \$30 single family, \$45 for up to 6 units, and \$60 for 7+
  - **Mandatory inspection required?** Yes, initial prior to tenants; annual for exterior and bi-annual for interior or change with tenants.
- **Real Estate Sign Regulations (if any):** SECTION 602.9 TEMPORARY SIGNS 1 a. General Definitions Related to Temporary Signs 1. Temporary signs shall be as defined in this Ordinance and may include, but are not limited to political signs, real estate signs, and special event signs. 2. Temporary signs with a commercial message include, but are not limited to, real estate signs, signs that reference the sale of items or other business-related activities, or that include text classified as a commercial message. 3. Temporary signs that do not contain a commercial message include, but are not limited to, political signs and any other sign with text that is not classified as a commercial message. b. Standards That Apply to All Temporary Signs 1. No temporary sign shall be mounted, attached, affixed, installed, or otherwise secured by any permanent means to any building, permanent sign, other structure, or improvement, or to the ground upon which it is erected. 2. No temporary sign shall be mounted, attached, affixed, installed, or otherwise secured so as to protrude above the roof of a structure. 3. No temporary sign shall be illuminated by anything other than non-reflected daylight, except by variance issued by the Board of zoning Appeals. 4. Portable, temporary signs are permitted provided they are secured to prevent damage to other structures or property and are not located on a wheeled or other transport chassis. 5. No temporary sign shall be located in a right-of-way or within a visibility triangle.
- **Homebuyer Incentives/Programs (if any):** None
- **Other regulations impacting property owners or buyers?** Check with zoning officials prior to any projects. The Village of Lakemore provides water / sewer / trash to residents. Local income tax.

### **Macedonia**

**Contact:** Nino Monaco

**Phone:** 330-468-8362

**Fax:**

**Email:** [nmonaco@macedonia.oh.us](mailto:nmonaco@macedonia.oh.us)

- **Exterior inspection:** <https://www.macedonia.oh.us/wp-content/uploads/2014/05/DOC050514.pdf>
- **Main page for building Macedonia building dept.:** <https://www.macedonia.oh.us/departments/building-department>
- **Occupancy Permit:** For new commercial and residential construction, and new tenants moving into a commercial business. Also, for additions built on commercial businesses.
  - **Fee:** Fee applicable for all commercial occupancies based on square footage.
- **Rental Permit:** No
  - **Fee:**
  - **Mandatory inspection required?** N/A
- **Real Estate Sign Regulations (if any):** One for sale sign is allowed on the property; sign must be located in the front yard and must be at least 25 feet from the street.
- **Homebuyer Incentives/Programs:** Currently none.
- **Other regulations impacting property owners or buyers?** A point of sale inspection is required by sellers to be done before title transfer. Buyers are allowed to assume violations.

### **Mogadore**

**Contact:** Debbie Klodt

**Phone:** 330-628-4896

**Fax:**

**Email:** [klodtd@mogadorevillage.org](mailto:klodtd@mogadorevillage.org)

- **Occupancy Permit:** For businesses only
  - **Fee:** \$50.00
- **Rental Permit:** No
  - **Fee:**
  - **Mandatory inspection required?** No
- **Real Estate Sign Regulations (if any):** Ordinance follows
- **Homebuyer Incentives/Programs (if any):** None
- **Other regulations impacting property owners or buyers?** None

### **Munroe Falls**

**Contact:** Zoning Department

**Phone:** 330-688-7491

**Fax:** 330-688-3720

**Email:** [ksimmons@munroefalls.com](mailto:ksimmons@munroefalls.com)

- **Occupancy Permit:** Occupancy permit is issued by the Building Dept (city of Stow) when the house is constructed. There is no need to re-issue permit due to sale of property. Only commercial properties require change of occupancy permits.
  - **Fee:**
- **Rental Permit:** No
  - **Fee:**
  - **Mandatory inspection required?** No
- **Real Estate Sign Regulations (if any):** None
- **Homebuyer Incentives/Programs (if any):** None
- **Other regulations impacting property owners or buyers?** None

### **New Franklin**

**Contact:** Barry L. Ganoë, Zoning & Planning Administrator

**Phone:** 330-882-4611 - EXT 220

**Fax:**

**Email:** [bganoë@newfranklin.org](mailto:bganoë@newfranklin.org) or [zoning@newfrankling.org](mailto:zoning@newfrankling.org)

- **Septic:** All presale inspections are conducted by the Summit County Public Health Department.
- **Occupancy Permit:** All occupancy matters are handled by the Summit County Building Standards Department.
  - **Fee:**
- **Rental Permit:** No - Our City Council is currently debating the adoption of a rental registry and regulation of Air BnB properties. This has not been adopted yet; however, it may be on the books in 2020 or 2021.
  - **Fee:**
  - **Mandatory inspection required?** No
- **Real Estate Sign Regulations (if any):** We have the strictest sign placement regulations in Summit County. Real estate signs are permitted on the property listed for sale; however directional signs are NOT permitted in the road right-of-way area or placed for extended periods of time. Open house signs are temporarily permitted on the day of the open house.  
[http://www.newfranklin.org/images/article\\_docs/Zoning/2019\\_City\\_of\\_New\\_Franklin\\_Zoning\\_Code.pdf](http://www.newfranklin.org/images/article_docs/Zoning/2019_City_of_New_Franklin_Zoning_Code.pdf)
- **Homebuyer Incentives/Programs (if any):** None
- **Other regulations impacting property owners or buyers?**

### **Northfield Village**

**Contact:** Jason Walters

**Phone:** 330-468-4363

**Fax:** 330-908-7014

**Email:** [nfvservice@northfieldvillage-oh.gov](mailto:nfvservice@northfieldvillage-oh.gov); [adminassistant@northfieldvillage-oh.gov](mailto:adminassistant@northfieldvillage-oh.gov)

- **Exterior inspection:** [http://www.northfieldvillage-oh.gov/pdf/POS\\_request\\_APPLICATION\\_2\\_2013.pdf](http://www.northfieldvillage-oh.gov/pdf/POS_request_APPLICATION_2_2013.pdf)
- **Occupancy Permit:**
  - **Fee:** \$100
- **Rental Permit:** [http://www.northfieldvillage-oh.gov/pdf/BuildingForms/2018/application-rental\\_property.pdf](http://www.northfieldvillage-oh.gov/pdf/BuildingForms/2018/application-rental_property.pdf)
  - **Fee:** \$150
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers?**

**Norton** - *Did not respond to repeated request for information*

**Contact:** Bill Braman, Zoning Inspector

**Phone:** 330-825-7815, ext. 335

**Fax:**

**Email:** [bbraman@cityofnorton.org](mailto:bbraman@cityofnorton.org)

- **Occupancy Permit:**
  - **Fee:**
- **Rental Permit:**
  - **Fee:**
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers?**
- **Note - Barberton Building Department:** For the City of Norton, we review construction plans, issue permits, and perform inspections related to those permits. The City of Barberton does not handle any other regulations in Norton, such as rental registration.

## Peninsula

**Contact:** Zoning Department

**Phone:** 330-657-2151

**Fax:** 330-657-2372

**Email:** [admin@villageofpeninsula-oh.gov](mailto:admin@villageofpeninsula-oh.gov)

- **Occupancy Permit Occupancy Permit:** Yes – we require an occupancy permit.
  - **Fee:** Varies for what you need the occupancy for.
  - **Note:** Stow Bldg. Department only handles their Certificate of Occupancy.
- **Rental Permit:** No
  - **Fee:**
  - **Mandatory inspection required?**
  - **Notes:** Currently there is legislation on short term rental (less than 30 days) which will be on its third reading at September's Council Meeting. Council desires to repeal and replace Section 147.01 of the Peninsula Administrative Code in order to comply with the requirements of House Bill 312 and Ohio Auditor of State Bulletin 2018-003.
- **Real Estate Sign Regulations (if any):** None
- **Homebuyer Incentives/Programs (if any):** No
- **Other regulations impacting property owners or buyers?**

## Reminderville

**Contact:** Robert Rodic, Chief Building Officer

**Phone:** 330-562-1234

**Fax:**

**Email:** [remindervillebuildingofficial@gmail.com](mailto:remindervillebuildingofficial@gmail.com)

- **Occupancy Permit:** Yes, new construction only
  - **Fee:**
- **Rental Permit:** No
  - **Fee:**
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):** None
- **Other regulations impacting property owners or buyers?**

**Stow** - Did not respond to repeated request for information

**Contact:** Bud Carey, Chief Building Official

**Phone:** 330-689-2729

**Fax:** 330-689-2739

**Email:** [bcarey@stow.oh.us](mailto:bcarey@stow.oh.us)

- **Occupancy Permit:** No
  - **Fee:**
- **Rental Permit:** No
  - **Fee:**
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):** All sign issues are handled through our Zoning Department
- **Homebuyer Incentives/Programs (if any):** No
- **Note:** Municipalities covered by the Stow Building Department for Certificate of Occupancy only.
  - Peninsula
  - City of Munroe Falls
- **Other regulations impacting property owners or buyers?**

### **Tallmadge**

**Contact:** Helene Hussing, Planning and Zoning Manager; Rita Weinberg, Planning Director/Economic Developer

**Phone:** 330-633-0090

**Fax:** 330-633-1359

**Email:** [hhussing@tallmadge-ohio.org](mailto:hhussing@tallmadge-ohio.org) or [RWeinberg@tallmadge-ohio.org](mailto:RWeinberg@tallmadge-ohio.org)

- **Occupancy Permit:** Yes, Occupancy Permit through Summit County Department of Building Standards (separate fee); But first Zoning Use & Compliance Certificate through Zoning.
  - **Fee:** \$50
- **Rental Permit:** N/A
  - **Fee:**
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):** Signage is regulated by our Tallmadge Codified Ordinance Chapter 1183. Most importantly is that we do not allow signage in our right-of-way.
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers?** Our regulations are listed in our Tallmadge Codified Ordinances.

**Twinsburg** - *Did not respond to repeated request for information*

**Contact:** Dale Steppenbacker

**Phone:** 330-963-6270

**Fax:** 330-963-6285

**Email:** [dsteppenbacker@twinsburg.oh.us](mailto:dsteppenbacker@twinsburg.oh.us)

- **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>
- **Occupancy Permit:** Yes. Application for an exterior only point of sale on a residential title transfer
  - **Fee:** \$50.00 per application
- **Rental Permit:** No. Explain City of Twinsburg does not have a residential rental program
  - **Fee:**
  - **Mandatory inspection required?**
- **Real Estate Sign Regulations (if any):** City of Twinsburg ordinance 1173.13 (b)
- **Homebuyer Incentives/Programs (if any):** None
- **Other regulations impacting property owners or buyers?** None

*The Voice of Real Estate in Northeast Ohio*