



POINT OF SALE & RENTAL INFORMATION

*** This is meant to be a helpful resource only. Contact the municipalities with questions and for the most recent information. ***

CUYAHOGA COUNTY

Bay Village

Contact: Eric Tuck-Mancalla, Building Director; Shawnee Schuller, Assistant to the Building Director

Phone: (440) 899-3401

Fax:

Email: emacalla@cityofbayvillage.com or sschuller@cityofbayvillage.com

- **Point of Sale:** No
 - **Fee:**
 - **Inspection Fee:**
 - **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 square feet.
- **Rental Permit:** Yes, referred to as "Housing License"
 - **Fee:** \$100 annually
 - **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 registration fee (Valid from April 1 through March 31, no prorations). A form letter will be sent to the landlord and the tenant explaining the requirement of an inspection with a time limit of ten (10) days in which to schedule the inspection.

- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers? (if any):**
- **Notes:** The City of Bay Village 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

- **Point of Sale:** No
 - **Fee:**
 - **Inspection Fee:**
 - **Notes:**
- **Occupancy Permit:** Yes
 - **Fee:** \$50
 - **Notes:**
- **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):** A sign, not to exceed four (4) square feet, may only be placed in the front yard of residence. No sign shall be placed on any part of City street right-of-way, including tree lawn, or on any tree or utility pole thereon.
- **Homebuyer Incentives/Programs (if any):** Heritage Home Loan Program, Housing Enhancement Loan Program (HELP), and the Four Component (4COM) Home Repair Program.
- **Other regulations impacting property owners or buyers? (if any):**

Bedford

Contact: Michael Greer, Building Commissioner

Phone: (440) 735-6530

Fax: (440) 232-3277

Email: mgreer@bedfordoh.gov

- **Point of Sale:** May 13, 2016 – temporary freeze on all POS. POS done on a voluntary basis upon written request. Any/all POS done before May 13, 2016 must still follow procedure.
 - **Note:** All properties remain subject to an exterior maintenance inspection. When any property transfers, a drive-by is done to ensure the exterior looks okay (no hanging gutters, etc.)
- **Occupancy Permit:** A Certificate of Transfer to the new owner. Will be sent to the Title Company via fax or email.
- **Rental Permit:** Yes, license is also required.
 - **Fee:** A yearly fee of \$50 per single-family; \$75 for two-family; \$100 for three-family is due at the 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*.
 - **Mandatory Inspection Required?:** Yes, at change-of-tenant, or bi-annually, whichever is more frequent.
- **Real Estate Sign Regulations:** May vary depending on the zoning district. See <https://whdrane.conwaygreen.com/NXT/gateway.dll?f=templates&fn=default.htm&vid=whdrane:OHBedford>
- **Homebuyer Incentives/Programs:** See <https://cuyahogacounty.us/search?keyword=homebuyer>
- **Other regulations impacting property owners or buyers?:**

Bedford Heights

Contact: VACANT

Phone: (440) 786-3237

Fax: (440) 786-3277

Email: building@bedfordheights.gov

- **Point of Sale:** Yes, interior and exterior is required.
 - **Fee:** \$100, \$50 for dye testing. Apartment buildings/complexes will be determined by square footage.
 - **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 weather, then those items will have to be completed when weather is permitting, and those funds will remain in escrow until violations are completed.
 - **Certificate Expiration:** Six (6) months
- **Occupancy Permit:** Yes
 - **Fee:** \$50
 - **Notes:** Required before title transfer
- **Rental Permit:** Yes
 - **Fee:** \$50

- **Mandatory Inspection Required?:** Yes. \$100 for apartments; \$100 for single-family homes
- **Real Estate Sign Regulations (if any):** For sale signs permitted. (1179.09)
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers? (if any):**

Bentleyville – *Did not respond to repeated requests for information.*

Contact: Jeff Filarski, Building Commissioner

Phone: (440) 247-5055

Fax:

Email: jfilarski@villageofbentleyville.com

- **Point of Sale:** No
 - **Fee:**
 - **Inspection Fee:**
 - **Notes:**
- **Occupancy Permit:** New homes only
 - **Fee:**
 - **Notes:**
- **Rental Permit:** No
 - **Fee:**
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations (if any):** Only one (1) on the property
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers? (if any):**

Berea

Contact: Mike McCourt

Phone: (440) 826-5812

Fax: (440) 826-4800

Email: buildingdept@cityofberea.org

- **Point of Sale:** No (as of April 02, 2019).
- **Occupancy Permit:** No
- **Rental Permit:** Yes
 - **Fee:** Single and Double family units are \$60 per year. Three family and more is \$15 per unit per year.
- **Mandatory Inspection Required?:** Yes, exterior only.
- **Real Estate Sign Regulations?:**
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting homeowners/buyers?:**

Bratenahl

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

Phone: (216) 681-3706

Fax: (216) 681-3079

Email: spackard@bratenahl.org or building@bratenahl.org

- **Point of Sale:** No
 - **Fee:**
 - **Inspection Fee:**
 - **Notes:** The seller will have the option to request an inspection prior to the sale of the house. Although the *inspection is voluntary*, it is recommended for the safety and welfare of the housing stock and our residents.
- **Occupancy Permit:** Yes
 - **Fee:** \$50
 - **Notes:** Seller shall apply for permit.
- **Rental Permit:** Rental Certificate of Occupancy and Use
 - **Fee:** \$50
 - **Mandatory Inspection Required?:** Yes
 - **Notes:** Any corrections shall be completed and re-inspected within thirty (30) days. Completion days will be adjusted as needed for seasonal items.
 - **Permit Expiration:** Five (5) years, or upon change of tenant
- **Real Estate Sign Regulations (if any):** Not allowed in public right-of-way, or tree lawns.
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers? (if any):**

Brecksville

Contact: Scott Packard, Chief Building Official

Phone: (440) 526-2630

Fax: (440) 526-6322

Email: spackard@brecksville.oh.us

- **Point of Sale:** No
 - **Inspection Fee:**
 - **Certificate Expiration:**
- **Occupancy Permit:** Safety inspection required for new tenants of commercial properties and new construction of both commercial and residential.
 - **Fee:**
- **Rental Permit:** Yes.
 - **Fee:** \$25 per unit
 - **Mandatory Inspection Required?:** Safety inspection.
- **Real Estate Sign Regulations?:** Yes, PDF available.
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

Broadview Heights

Contact: Joe Mandato, Chief Building Officer

Phone: (440) 526-6864

Fax: (440) 526-3091

Email: jmandato@broadview-heights.org

- **Point of Sale:** No
 - **Inspection Fee:**
 - **Certificate Expiration:**
- **Occupancy Permit:** Comes with new construction building permit fees. Application online.
 - **Fee:**
- **Rental Permit:** Yes, apply online.
 - **Fee:** \$100 for single- or multi-family (2-3 units); \$50 for a two-family if the owner is living in one of the units; and \$100 for each apartment or multi-family building (4 or more units) plus \$50 for each apartment or multi-family unit.
 - **Mandatory Inspection Required?:** Every three years.
 - **Inspection Fee:** \$50
- **Real Estate Sign Regulations?:** Limited to two (2) square feet.
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

Brooklyn

Contact: Michael Greer, Building Commissioner

Phone: (216) 635-4201

Fax: (216) 635-5800

Email: mgreer@brooklynohio.gov

- **Point of Sale:** No
 - **Inspection Fee:**
 - **Certificate Expiration:**
- **Occupancy Permit:** Commercial change of occupancy only.
- **Rental Permit:** Rental license.
 - **Fee:** 1-3 units: \$100, 4 or more units: \$100 plus \$25 per unit to a maximum of \$3,000.
 - **Mandatory Inspection Required?:** Periodical property maintenance inspections.
- **Real Estate Sign Regulations?:** Maximum of four (4) feet high, 24 square feet per parcel – no sign can exceed 12 square feet, five (5) feet from right-of-way.
- **Homebuyer Incentives/Programs?:** [Homeowner Assistance Programs](#)
- **Other regulations impacting property owners or buyers?:**

Brooklyn Heights – Did not respond to repeated requests for information

Contact: Nino Monaco, Chief Building Official

Phone: (216) 749-4300

Fax: (216) 741-3753

Email: nmonaco@brooklynhts.org

- **Point of Sale:** Yes, interior and exterior. Check website for current information.

- **Inspection Fee:** \$50, \$25 for any subsequent inspections requested by the same owner within twelve (12) months from the date of issuance of the original certificate of inspection.
- **Certificate Expiration:** One (1) year
- **Occupancy Permit:**
- **Rental Permit:** Yes
 - **Fee:** \$35, every five (5) years and at each change-of-tenant.
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations?:**
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

Brook Park – Did not respond to repeated requests for information

Contact: John Hurst, Building Commissioner

Phone: (216) 433-7412

Fax: (216) 433-4117

Email: buildingdept@cityofbrookpark.com

- **Point of Sale:** Yes, exterior only
 - **Inspection Fee:** \$60 for single-family homes; \$30 for all other residential structures.
 - **Re-inspection Fee:** \$25
 - **Certificate Expiration:** Six (6) months
- **Occupancy Permit:** Yes
 - **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 and fees paid in order to schedule inspections. Copies of the form are available from the City of Brook Park Building Department, 5990 Smith Rd. The form is posted on the City's website (www.cityofbrookpark.com) For more information, please call the Building Commissioner. The City offers free permits in June, July, and August.
- **Rental Permit:** Yes
 - **Fee:**
 - **Mandatory Inspection Required?:** Yes
 - **Notes:** Certificate of Occupancy required.
- **Real Estate Sign Regulations?:**
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:** Vacant Property Registration, Foreclosure Filing Application

Chagrin Falls

Contact: Dominic Cribari, Building and Zoning Inspector

Phone: (440) 257-5050 x5010

Fax: (440) 247-2082

Email: dominic.cribari@chagrinfalls.org

- **Point of Sale:** No
 - **Inspection Fee:**
 - **Certificate Expiration:**
- **Occupancy Permit:** Yes
 - **Fee:** \$50 – Commercial properties only
- **Rental Permit:**
 - **Fee:**
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations?:** One (1) sign permitted, not permitted in tree lawns or public right-of-way
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

Chagrin Falls Township – Did not respond to repeated requests for information

Contact: Edgar Boles, Township Zoning Inspector; Paul Kowalczyk, Building Inspector

Phone: Zoning - (216) 408-8823; Building – (440) 248-1188

Fax:

Email: egar2@aol.com

- **Point of Sale:**
 - **Inspection Fee:**
 - **Certificate Expiration:**
- **Occupancy Permit:**
- **Rental Permit:**
 - **Fee:**
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations?:**
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:** Building Permits are issued by the Moreland Hills Building Department at 4350 SOM Center Road, Moreland Hills, Ohio, (440) 248-1188

Cleveland – Did not respond to multiple requests for information

Contact:

Phone: (216) 664-2282

Fax: (216) 664-3590

Email: SMartin3@clevelandohio.gov (Director), tvancouver@clevelandohio.gov (Chief Building Official), rriccardi@clevelandohio.gov (Zoning), cs2@clevelandohio.gov (Certificate of

Occupancy), bhrental@clevelandohio.gov (Rental Registration), cmills@clevelandohio.gov (Certificate of Disclosure), LeadCertCLE@clevelandohio.gov (Lead Safe Certification)

- **Point of Sale:** Property disclosure form
 - **Inspection Fee:** \$60
 - **Certificate Expiration:**
 - **Notes:**
- **Occupancy Permit:** Yes
 - **Fee:**
 - **Notes:** cs2@clevelandohio.gov, Phone: (216) 664-3095. Fax: (216) 4202-7582
- **Rental Permit:** Yes, Rental Registration
 - **Fee:** \$70 for each residential rental, \$100 late fee.
 - **Notes:** No fee for a unit occupied by the owner, or for a unit for which the owner does not receive rent or anything else of value The Director shall establish fee guidelines for fee exemptions. No fee shall be collected from any owner for all units owned by that owner within the City in excess of \$30,000.
 - **Mandatory Inspection Required?:** Inspections are on a systematic basis and landlords will be contacted to schedule their inspection. Be sure to refer to the Lead Safe Ordinance Regulations, which started in March 2021.
 - Lead Safe Certification for any rental unit constructed prior to January 1, 1978
 - LeadCertCLE@clevelandohio.gov, Phone: (216) 644-2274
 - **Notes:** bhrental@clevelandohio.gov; Phone: (216) 664-2827, (216) 664-4216, or (216) 664-3745, Fax: (216) 420-7582
 - Rentals must be registered annually, on or before March 1st
- **Real Estate Sign Regulations?:**
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

Cleveland Heights

Contact: Allan Butler, Director of Housing

Phone: (216) 291-4962

Fax:

Email: abutler@clevelandheights.gov

- **Point of Sale:** Yes, interior and exterior.
 - **Inspection Fee:** \$200 for single family unit; \$50 for each additional unit
 - **Certificate Expiration:** One (1) year
 - **Re-Inspection Fee:** \$50 for rental properties if violations are not completed after 18 months of original inspection date.
 - **Escrow:** If all Class A violations are not corrected, the seller must escrow no less than \$1,000 equal to 125% of the estimated cost of repairs.
 - **Ongoing POS:** Exterior 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, \$200 fee. A \$15,000 fine must be submitted by the plaintiff if the dwelling is vacant and in foreclosure.
- **Occupancy Permit:** Rental properties
 - **Fee:** \$200 for first rental unit, \$50.00 for the second, and \$25.00 for each additional rental unit with a maximum fee of \$1,225.
 - **Certificate Expiration:** One (1) year
 - **Notes:** 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 the fee is \$100 with a renewal fee of \$100 per year.
- **Rental Permit:** Yes
 - **Fee:** \$50.00 each
 - **Mandatory Inspection Required?:** Yes, interior and exterior. Every three (3) years.
 - **Notes:** Inspection Services notifies the owners when inspections are to be scheduled. For additional information, contact Inspection Services at (216) 291-5900. Rental properties are subject to a re-inspection fee if violations remain a 18 months after the initial inspection. The fee is \$50.00 for each re-inspection until such time property is in compliance.
- **Real Estate Sign Regulations?:**
- **Homebuyer Incentives/Programs?:** 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 Prevention Office also has some loan programs and renovation programs for homeowners and seniors. <https://www.clevelandheights.com/194/Housing-Programs>.
- **Other regulations impacting property owners or buyers?:** Out-of-County owners must register the property with a fee of \$100 per year and assign a local agent.

Cuyahoga Heights

Contact: Norm Casini, Commissioner; Ken LaBella, Assistant Commissioner

Phone: (216) 524-6068

Fax: (216) 524-6072

Email: n.casini@cuyahogaheights.com or k.labella@cuyahogaheights.com

- **Point of Sale:** Yes, interior and exterior.
 - **Inspection Fee:** \$150 for single family, \$200 for two-family, \$250 for three-family, \$300 for four-family
 - **Certificate Expiration:**
 - **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
- **Real Estate Sign Regulations?:** Yes
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

East Cleveland

Contact: Melran Leach, Community Development Department Director

Phone: (216) 681-2192

Fax:

Email: mleach@eastcleveland.org

- **Point of Sale:** Yes, interior and exterior.
 - **Inspection Fee:** \$150 for single-family, and \$50 for each additional unit (Ex.: Two-family dwelling unit for \$200) For multi-family structures containing four (4) to fifteen (15) dwelling units, there shall be a base fee of \$150 plus \$50 per unit. Apartment buildings with sixteen (16) or more units pay \$300 plus \$50 per unit (maximum charge of \$3,000 per parcel); commercial fee (3,000 square feet) is \$200 multiplied by the number of units in the building . For structures larger than 3,000 square feet, the fee is \$500. For additional guidelines, contact Merlan Leach.
 - **Certificate Expiration:** Six (6) months
 - **Re-Inspection Fee:** \$25 for each re-inspection after the first two within the six (6) month period that the certificate is valid
 - **Note:** Properties can be sold "AS IS" but the following conditions MUST be met prior to issuing the Certificate of Inspection:
 1. Submit original notarized Affidavit to the Building/Housing Department
 2. Submit a copy of the purchase agreement to the Building/Housing Department
 3. Only the Building/Housing Department can grant compliance time frame for notarized Affidavit (160 days compliance) prior to issuing the Certificate of Inspection
- **Occupancy Permit:** Yes
 - **Fee:** **One time fee** \$100 for 1-3 units; \$400 for 4-39 units, and \$1,000 for 40 plus units
- **Rental Permit:** Yes
 - **Fee:** \$100 for first unit, \$100 for second unit, \$50 for third unit, and \$100 per unit for 4+ units
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations?:**
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

Euclid – Did not respond to repeated requests for information.

Contact: Jim Quirarte, Housing Manager

Phone: (216) 289-8217

Fax: (216) 289-8184

Email: jquirarte@cityofeuclid.com

- **Point of Sale:** Yes, exterior only unless interior is requested by the property owner.
 - **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, \$225, or \$112.50 will be issued after the Rebate form is filled out with the two certificates and current utility bill submitted).
 - **Certificate Expiration:** Six (6) months
 - **Re-Inspection Fee:** \$112.50 (A Renewal fee if the property does not sell within thirty (30) days of the expiration date of the Certificate. If no certificate, cost will be \$225).
 - **Notes:** Assumption of Class A violations and assumption of class B violations shall require the payment of \$150 by the purchaser at the time the affidavit is presented to the Housing Manager. An assumption packet will need 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 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.
- **Certificate of Code Compliance:** Yes
 - **Fee:**
 - **Notes:** If the unit(s) are not free of all violations of the Building and Housing Code, a grantee or buyer must assume the responsibility to correct all violations by submitting an Assumption application. The violations must be corrected with 180 days of the date of property transfer.
- **Occupancy Permit:** Yes
 - **Fee:** \$50
 - **Mandatory Inspection Required?:** Yes, building, fire, and safety. Contact the Building Department at (216) 289-2700 x3907
- **Rental Permit:** Yes, Rental License
 - **Fee:** Buildings with more than three (3) units - \$200 plus \$35 per unit. Single-Family Dwellings - \$200 per dwelling. Short-Term Rentals - \$200 per unit.
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations?:**
- **Homebuyer Incentives/Programs?:**

- *Euclid Development Corporation (EDCOR) Low Interest Home Improvement Loan Program: A 3% loan that allows for up to \$30,000 for needed and wanted home improvements or remodeling. Call (216) 289-4625*
- *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, dead-bolt locks, smoke alarms, handicapped ramps, handrails, grab bars, and more. For more information contact (216) 289-8592.*
- *Both programs are governed by HUD’s income guidelines.*

➤ **Other regulations impacting property owners or buyers?:**

Fairview Park – *Did not respond to repeated requests for information.*

Contact: Walter Maynard, Building Commissioner

Phone: (440) 356-4405

Fax: (440) 356-4404

Email: walter.maynard@fairviewpark.org

- **Point of Sale:** No
 - **Inspection Fee:**
 - **Certificate Expiration:**
- **Occupancy Permit:** Yes
 - **Fee:** \$75, commercial only. No cost to residential.
- **Rental Permit:** Yes
 - **Fee:** \$100, annually
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations?:** One (1) temporary real estate sign not exceeding six (6) square feet in area or three (3) feet in height above finished grade shall be permitted for each dwelling or lot. Such sign shall be located not less than five (5) feet from the front or any side lot line and shall be removed within seven (7) days of the sale, provided, however, two (2) such signs shall be permitted on a single parcel which abuts two (2) streets subjected to the regulations herein. “Open House” directional arrows not exceeding three (3) square feet in area are permitted provided that the sign shall not exceed three (3) feet in height above finished grade. Any such sign shall be removed by sundown, and shall not be placed less than three (3) feet from any lot line.
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

Garfield Heights

Contact: Mark Moro, Building Commissioner

Phone: (216) 475-3835

Fax: (216) 475-6081

Email: buildingdept@garfieldhts.org

- **Point of Sale:** Yes, exterior only. *Interior is now opt-in.*
 - **Inspection Fee:** \$125 first unit, \$40 for additional units.

- **Certificate Expiration:** One (1) year
- **Re-Inspection Fee:** \$53 after two re-inspections.
- **Notes:** Compliance certificate required for all transfers. A fee of \$25 will be applied for “no-shows” at scheduled inspections.
- **Occupancy Permit:** Yes
 - **Fee:** \$100, new homes only.
- **Rental Permit:** Yes
 - **Fee:** \$100 first unit, \$25 for each additional unit
 - **Mandatory Inspection Required?:** Yes
 - **Notes:** Rental of single- or multi-family homes require owners to register their tenants and schedule inspections on each unit. Inspection is required on all rentals; occupancy not issued until the inspection is performed and the house is deemed habitable. Registration fee must be paid each year by January 31, or a late fee of \$25 is assessed. There is an exterior inspection on existing rentals. New rentals are subject to interior and exterior inspections.
- **Real Estate Sign Regulations?:** A single for sale sign, not over six (6) square feet, not over four (4) feet high, not in the right-of-way or tree lawn, removed within forty-eight (48) hours of the contract for sale.
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

Gates Mills – Did not respond to repeated requests for information

Contact: Dave Biggert

Phone: (440) 423-4405 x127

Fax: (440) 423-2001

Email: daveb@gatesmillsvillage.com

- **Point of Sale:** Yes, interior and exterior.
 - **Inspection Fee:**
 - **Certificate Expiration:** 90 days
 - **Ongoing Inspection:** Every septic tank shall be inspected at least once every three (3) 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 every three (3) years, by certificate from the inspecting company, that such system is in proper operating order.
 - **Note:** The Cuyahoga County Department of Health must also conduct an inspection of the septic system at the time of inspection.
- **Occupancy Permit:**
- **Rental Permit:**
 - **Fee:**
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations?:**

- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

Glenwillow

Contact: Braden Thomas, Chief Building Official

Phone: (440) 232-4380

Fax: (440) 232-4381

Email: buildingadmin@glenwillow-oh.gov

- **Point of Sale:** No
 - **Inspection Fee:**
 - **Certificate Expiration:**
- **Occupancy Permit:** No
- **Rental Permit:** Yes
 - **Fee:** \$100 per rental unit
 - **Mandatory Inspection Required?:** Exterior inspection only
- **Real Estate Sign Regulations?:** Four (4) square feet in area maximum, not to exceed four (4) feet high located no closer than twenty (20) feet from the edge of the street pavement and no closer than twenty (20) feet from the side property line.
- **Homebuyer Incentives/Programs?:** No
- **Other regulations impacting property owners or buyers?:**

Highland Heights

Contact: Dale Grabfelder, Building Commissioner

Phone: (440) 442-7403

Fax: (440) 473-1994

Email: dgrabfelder@highlandhts.com

- **Point of Sale:** No
 - **Inspection Fee:**
 - **Certificate Expiration:**
- **Occupancy Permit:** For new construction only.
- **Rental Permit:** Yes
 - **Fee:** \$100 per calendar year
 - **Mandatory Inspection Required?:** Exterior inspection required, interior optional.
- **Real Estate Sign Regulations?:** Front lawn only, cannot block the right-of-way.
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

Highland Hills – Did not respond to repeated requests for information

Contact: Robert Rodic

Phone: (216) 283-3000

Fax:

Email: bldg@vhhohio.org

- **Point of Sale:** Yes, interior and exterior.

- **Inspection Fee:** \$25
- **Certificate Expiration:** One (1) year from date of issuance
- **Occupancy Permit:** Yes
 - **Fee:**
 - **Notes:** Required for new homeowners or in rentals with a new tenant/change of tenant.
- **Rental Permit:** Yes
 - **Fee:** \$25
 - **Mandatory Inspection Required?:** Yes. For general safety issues, smoke and carbon monoxide alarms.
- **Real Estate Sign Regulations?:**
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

Hunting Valley

Contact: Michael Clements or Joyce Cieslak

Phone: (440) 524-1019

Fax: (440) 247-2110

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

- **Point of Sale:** Yes, interior and exterior.
 - **Inspection Fee:** No
 - **Certificate Expiration:** One (1) year
- **Occupancy Permit:** Yes
- **Rental Permit:** No
 - **Fee:**
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations?:** Maximum of six (6) square feet
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

Independence

Contact: Michael Gero, Building Official

Phone: (216) 524-1019

Fax: (216) 573-1592

Email: gerom@independenceohio.org

- **Point of Sale:** No
 - **Inspection Fee:**
 - **Certificate Expiration:**
- **Occupancy Permit:** No
- **Rental Permit:** Rental registration
 - **Fee:** \$25
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations?:** Size and quantity only, check zoning code.
- **Homebuyer Incentives/Programs?:**

➤ **Other regulations impacting property owners or buyers?:**

Lakewood

Contact: Christopher Parmalee, Building Commissioner or William Wagner, Assistant Building Commissioner

Phone: (216) 529-4782

Fax: (216) 529-5220

Email: christpher.paramlee@lakewoodoh.net or william.wagner@lakewoodohio.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 or (216) 529-6720 to learn how to submit your request and schedule an inspection.

- **Inspection Fee:**
- **Certificate Expiration:**

➤ **Occupancy Permit:** Yes

- **Fees:** \$50 for residential (one and two family); \$75 for commercial and three-family
- **Notes:** See Lakewood City Ord. 76-06, Chapter 1309.11

➤ **Rental Permit:** Yes

- **Fee:** \$75 per unit (1-2 family, non-owner occupied); multi-family structure rates vary.
- **Mandatory Inspection Required?:** Every three (3) years
- **Notes:** Licenses are valid from November 1 to November 1. Rental Landlords must complete an annual landlord seminar.

➤ **Notes:**

- 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 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?:** None

➤ **Homebuyer Incentives/Programs?:** None

- **Other regulations impacting property owners or buyers?:** After a certificate of code compliance inspection, the buyer has the option to assume any or all violations by meeting with an assigned inspector and signing an acknowledgement form. No money is required for escrow.

Linndale – Did not respond to repeated requests for information

Contact: Timothy Perotti

Phone: (216) 251-6000

Fax:

Email:

- **Point of Sale:** Yes.
 - **Inspection Fee:**
 - **Certificate Expiration:**
 - **Notes:** Inspection may be done via City Inspector or by another party, but must show proof of inspection. Call for additional details and current fees (Ask for Mike).
- **Occupancy Permit:** Yes
- **Rental Permit:** Yes
 - **Fee:**
 - **Mandatory Inspection Required?:**
 - **Notes:** Inspection and occupancy certificate required. Contact City Hall for additional details and associated fees (Ask for Mike).
- **Real Estate Sign Regulations?:**
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

Lyndhurst

Contact: John Maichle, Building Commissioner

Phone: (440) 473-5108

Fax:

Email: jmaichle@lyndhurst-oh.gov

- **Point of Sale:** No
 - **Inspection Fee:**
 - **Certificate Expiration:**
- **Occupancy Permit:** Yes
 - **Fee:** \$50.00
 - **Notes:** New construction only
- **Rental Permit:** Yes
 - **Fee:** \$100 annually
 - **Mandatory Inspection Required?:** Every three (3) years
- **Real Estate Sign Regulations?:** Maximum permitted real estate sign is six (6) square feet. A real estate sign must be removed within five (5) days of sale, rental, or lease of the property advertised.

- **Homebuyer Incentives/Programs?:** Heritage Home Program and the Cuyahoga County Home Repair Loan Program
- **Other regulations impacting property owners or buyers?:**

Maple Heights – *Did not respond to multiple requests for information.*

Contact: Sharra Thomas, Housing Administrator; James Decker – Chief Building Official/Plans Examiner

Phone: (216) 587-9026, or (216) 346-3399

Fax:

Email: stthomas@mapleheightsohio.com or jdecker@safebuilt.com

- **Point of Sale:** Yes, exterior only.
 - **Inspection Fee:** Single-Family: \$110, Single-Condominium: \$110, Two-Family: \$160, Three-Family: \$210
 - **Interior Inspection Fee:** \$110 (Done if the owner signs consent)
 - **Certificate Expiration:** Six (6) months
 - **Re-Inspection Fee:** \$60 for first re-inspection
 - **Notes:** Escrow 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
 - **Fee:** \$150 (Residential), \$160 (Commercial)
- **Rental Permit:** Yes
 - **Fee:** \$75 (owner to list all properties on one form and list each current tenant). For new tenants, Rental Inspection Registration (tenant license included in fee of \$185 for the first property and \$150 for any other during the calendar year of registration)
 - **Mandatory Inspection Required?:** Yes, for residential and commercial properties renting. Commercial includes a fire inspection. Inspections are exterior, and interior by consent.
- **Real Estate Sign Regulations?:**
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

Mayfield Heights

Contact: Braden Thomas, Building Director

Phone: (440) 442-2626

Fax: (440) 442-7662

Email: bradenthomas@mayfieldheights.org

- **Point of Sale:** Yes, exterior only
 - **Inspection Fee:** \$100
 - **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 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, the final document is a *certificate of inspection*.
- **Rental Permit:** Yes
 - **Fee:** \$100 per unit annually; \$25 annually for apartment units.
 - **Mandatory Inspection Required?:** Yes, exterior only every three (3) years.
- **Real Estate Sign Regulations?:**
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

Mayfield Village

Contact: Daniel Russel, Building Commissioner or Debbie Garbo, Executive Assistant

Phone: (440) 461-2213

Fax: (440) 442-5077

Email: drussel@mayfieldvillage.com or dgarbo@mayfieldvillage.com

- **Point of Sale:** No
 - **Inspection Fee:**
 - **Certificate Expiration:**
 - **Notes:** Ongoing exterior housing maintenance program
- **Occupancy Permit:** No
- **Rental Permit:** No
 - **Fee:**
 - **Mandatory Inspection Required?:**
 - **Notes:** Ordinance 2018.25: Short Term Rentals
- **Real Estate Sign Regulations?:**
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

Middleburg Heights

Contact: Norman Herwerden, Building Commissioner

Phone: (440) 234-2218

Fax: (440) 234-9092

Email: nherwerden@middleburgheights.com

- **Point of Sale:** Yes, for homes with septic tanks.
 - **Inspection Fee:**
 - **Certificate Expiration:**
- **Occupancy Permit:** Yes, commercial only.
 - **Fee:**

- **Rental Permit:** Rental Registration is required for single-family, two-family, and three-family dwelling not occupied by the property owner.
 - **Fee:**
 - **Mandatory Inspection Required?:** Yes, exterior inspection, but interior inspection with permission.
- **Real Estate Sign Regulations?:** Commercial sign permit is required. Registration and application can be found on their website. (<https://middleburgheights.com/division-of-building>)
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

Moreland Hills

Contact: Paul Kowalczyk, Building Department Commissioner; Tom Fistek, Housing Inspector

Phone: (440) 248-1188

Fax:

Email: pkowalzyck@morelandhills.com or tfistek@morelandhills.com

- **Point of Sale:** Yes. Septic inspection also required. Well inspection required if property uses a private well for potable water (Septic and well inspections conducted by the Cuyahoga County Board of Health.)
 - **Inspection Fee:**
 - **Certificate Expiration:**
 - **Notes:** 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.
- **Occupancy Permit:** Yes
- **Rental Permit:** Yes
 - **Fee:** \$100 initial registration fee, \$75 yearly renewal required.
 - **Mandatory Inspection Required?:** New rental units require an initial inspection with a fee of \$100
 - **Notes:** Registration runs from June 1 to May 31. A \$25 late fee applies to late renewals.
- **Real Estate Sign Regulations?:** Must be kept out of right-of-way
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:** Please see the Moreland Hills Codified Ordinances for Zoning Regulations.

Newburgh Heights

Contact: Mayor Gigi Traore or Tobbie Steele

Phone: (216) 641-4654

Fax: (440) 777-5889

Email: housing@newburgh-oh.gov

- **Point of Sale:** [POS Info](#)

- **Inspection Fee:** \$150 for the first business unit in any building or structure, an additional \$50 for each additional business unit in such building or structure. The fee(s) shall be paid at the time the application for a certificate of inspection is filed.
- **Re-Inspection Fee:** None if requested by the same owner within one (1) year from the date of issuance of a certificate of inspection for the same property.
- **Certificate Expiration:**
- **Occupancy Permit:** Yes
- **Rental Permit:** Yes
 - **Fee:** \$150 per unit. Includes: One (1) follow-up inspection, change-of-tenant inspections, and administrative and inspection costs.
 - **Mandatory Inspection Required?:** Yes, conducted at the time of registration or renewal, OR upon change-of-tenant(s). A property owner may refuse consent to a rental inspection. If such a case should arise, the Village of Newburgh Heights may seek an administrative search warrant to inspect the property. Inspection must be scheduled within thirty (30) days of submitting an application for a Rental Permit.
 - **Notes:** Copy of insurance policy, issued by a reputable insurance company, insuring the structure up to its full replacement value is required.
- **Real Estate Sign Regulations?:**
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:** Any property in the Village of Newburgh Heights, rental or non-rental properties, are required to be registered as a vacant dwelling if the property will not be occupied for any length of time. The fee is \$100 and must not be renewed annually if not occupied.

North Olmsted

Contact: Neal Dorenkott, Building Commissioner; Jan Scarl, Building Secretary

Phone: (440) 716-4127

Fax: (440) 777-5889

Email: scarlj@north-olmsted.com

- **Point of Sale:** No
 - **Inspection Fee:**
 - **Certificate Expiration:**
- **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 dwellings, and \$100 for three family dwellings.
 - **Mandatory Inspection Required?:** All rental properties are inspected once per year.

- **Real Estate Sign Regulations?:** Real estate signs do not require a permit but must comply to our regulations in Chapter 1363 of our sign code.
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

North Randall

Contact: Chuck Horvath, Building Commissioner

Phone: (216) 587-9281

Fax: (216) 587-9280

Email: bldg@northrandall.org

- **Point of Sale:** Yes, interior and exterior.
 - **Inspection Fee:** \$50 for residential properties.
 - **Certificate Expiration:** 90 days
 - **Re-Inspection Fee:** N/A
- **Occupancy Permit:** Yes, by the new owner.
 - **Fee:** Commercial - \$50 temporary and \$100 permanent, Residential - \$10 temporary and \$25 permanent.
- **Rental Permit:** Yes
 - **Fee:** See occupancy permit fee.
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations?:**
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

North Royalton

Contact: David Smerek, Building Commissioner

Phone: (440) 582-3000

Fax: (440) 582-3089

Email: dsmerek@northroyalton.org

- **Point of Sale:**
 - **Inspection Fee:**
 - **Certificate Expiration:**
- **Occupancy Permit:** Yes
 - **Fee:** \$40 (Residential)
- **Rental Permit:**
 - **Fee:**
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations?:**
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

Oakwood Village – Did not respond to repeated requests for information

Contact: Daniel Marinucci, Chief Building Official

Phone: (440) 232-9980

Fax: (440) 232-5874 (preferred)

Email: dmarinucci@oakwoodvillageoh.com

- **Point of Sale:** Yes, interior and exterior.
 - **Inspection Fee:** \$50 for residential
 - **Certificate Expiration:** Ninety (90) days
- **Occupancy Permit:** Yes
 - **Fee:** Commercial: \$50 (Temporary), \$100 (Permanent); Residential: \$10 (Temporary), \$25 (Permanent)
 - **Notes:** By new owners
- **Rental Permit:** Yes
 - **Fee:** See occupancy permit fee
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations?:**
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

Olmsted Falls – *Did not respond to repeated requests for information*

Contact: Braden Thomas, Sr.

Phone: (440) 235-1055

Fax: (440) 235-8906

Email: bthomas@olmstedfalls.org or building@olmstedfalls.org

- **Point of Sale:**
 - **Inspection Fee:**
 - **Certificate Expiration:**
- **Occupancy Permit:** Yes
 - **Fee:**
 - **Notes:** Non-residential occupancies require new occupancy permits when a new tenant moves in or when a new business is opened.
- **Rental Permit:**
 - **Fee:**
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations?:**
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

Olmsted Township

Contact: Ashley Azbell – Building Department Admin.

Phone: (440) 235-4225

Fax: (440) 235-8025

Email: building@olmstedtownship.org

- **Point of Sale:** No
 - **Inspection Fee:**
 - **Certificate Expiration:**

- **Occupancy Permit:** New residential and commercial construction permitted after 2002
 - **Fee:**
 - **Notes:** New residential and commercial construction permitted after 2002
- **Rental Permit:** Yes
 - **Fee:** \$125 annually
 - **Mandatory Inspection Required?:** Yes
- **Real Estate Sign Regulations?:** Standard “For Sale” signs are permitted on private property. Oversized signs require permits. Not permitted in right-of-way.
- **Homebuyer Incentives/Programs?:** N/A
- **Other regulations impacting property owners or buyers?:** This can be checked on the county auditors website for most to date information.

Orange Village

Contact: Robert McLaughlin, Chief Building Official

Phone: (440) 287-5133

Fax:

Email: mclaughlinr@orangevillage.com

- **Point of Sale:** Yes (Limited)
 - **Interior POS:** Smoke alarms
 - **Exterior POS:** No
 - **Notes:** Septic tank and well water tested, \$75 paid to CCBH
 - **Inspection Fee:** \$50
 - **Certificate Expiration:** One (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 Sheriff’s sale or court ordered auction. If you have any questions on this ordinance, please contact the Village Building Commissioner.
- **Occupancy Permit:** New construction only
- **Rental Permit:**
 - **Fee:**
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations?:**
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

Parma

Contact: Dan Kulchytsky, Building Commissioner

Phone: (440) 885-8031

Fax: (440) 885-8039

Email: building@cityofparma-oh.gov

- **Point of Sale:** No

- **Inspection Fee:**
- **Certificate Expiration:**
- **Occupancy Permit:** Yes
- **Rental Permit:** Yes
 - **Fee:** \$150, must be submitted with each application. A late fee of \$50 for failure including payment of the registration fee by the date.
 - **Mandatory Inspection Required?:** Yes, annual exterior inspection only
 - **Notes:**
- **Real Estate Sign Regulations?:** Signs are not permitted in the public right-of-way including tree lawns, utility poles, sidewalks, etc.
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**
 - *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.
 - A fee of \$200 must be submitted annually along with the application for vacant property registration.
 - *Notification of Foreclosure Filing* – A fee of \$100 for a residential property (one-, two-, or three-family structure) or \$300 for a commercial structure must be submitted.
 - *Property Management and Mortgage Field Service Companies Registration* - \$50 registration fee.

Parma Heights

Contact: Renee Overstreet, Public Works Coordinator

Phone: (440) 884-9607

Fax: (440) 843-5818

Email: roverstreet@parmaheights.us

- **Point of Sale:** No
 - **Inspection Fee:**
 - **Certificate Expiration:**
- **Occupancy Permit:** Yes; residential, commercial, and new construction.
- **Rental Permit:** Yes
 - **Fee:** \$100
 - **Mandatory Inspection Required?:** Exterior inspection prior to rental occupancy is given.
 - **Notes:** Contact Flo Zimmerman, rental@parmaheights.us, (440) 842-5043
- **Real Estate Sign Regulations?:** Residential real estate signs are permitted on the front yard

- **Homebuyer Incentives/Programs?:** Down Payment Assistance Program offered through the Cuyahoga County Department of Development
- **Other regulations impacting property owners or buyers?:**

Pepper Pike

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

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

Fax: (216) 831-1160

Email: building@pepperpike.org

- **Point of Sale:** No
 - **Inspection Fee:**
 - **Certificate Expiration:**
- **Occupancy Permit:** Yes
 - **Fee:** \$100
- **Rental Permit:** Yes
 - **Fee:** \$100
 - **Mandatory Inspection Required?:** Every two (2) years
- **Real Estate Sign Regulations?:** For sale signs must be twenty (20) feet back from the road.
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

Richmond Heights

Contact: William Gallagher, Building Commissioner or Jimeka Scott, Building Department Secretary

Phone: (216) 383-6312

Fax: (216) 383-6319

Email: building.commissioner@richmondheightsohio.org or jimekascott@richmondheights.org

- **Point of Sale:** Yes – Exterior Maintenance Program
 - **Inspection Fee:**
 - **Certificate Expiration:**
 - **Notes:** Required prior to transfer. A dye test is also required to be done by Cuyahoga County first if the home was built before 1993. No dye test or inspection for condos. Tests are good for five (5) years.
- **Occupancy Permit:** Yes, new dwellings and rentals.
- **Rental Permit:** Yes
 - **Fee:**
 - **Mandatory Inspection Required?:** Yes
 - **Fee:** \$250 for first inspection, \$150/year to renew
- **Real Estate Sign Regulations?:**
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

Rocky River – Did not respond to repeated requests for information

Contact: Ray Reich

Phone: (440) 331-0600 x2584

Fax: (440) 895-2628

Email: rreich@rrcity.com

- **Point of Sale:** No
 - **Inspection Fee:**
 - **Certificate Expiration:**
 - **Notes:** All properties, whether owner-occupied, rental, vacant, or in foreclosure, are monitored for blighted conditions and addressed accordingly, as addressed 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:** Yes, new construction only
- **Rental Permit:** Yes
 - **Fee:** Single Family: \$50, Condominiums: \$50, Doubles: \$80 plus \$20 for each additional unit. (Ex.: \$120 for a four unit building and \$160 for a six unit building)
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations?:**
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

Seven Hills

Contact: Jeffrey Grassi, Building Commissioner

Phone: (216) 524-4427

Fax: (216) 525-6283

Email: building@sevenhillsohio.org or jgrassi@sevenhillsohio.org

- **Point of Sale:** No
 - **Inspection Fee:**
 - **Certificate Expiration:**
- **Occupancy Permit:** New construction only or group homes
- **Rental Permit:** Yes
 - **Fee:** \$100 annually, \$200 late fee after February 1.
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations?:** See chapter 171 of the Seven Hills Codified Ordinance.
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:** None

Shaker Heights

Contact: Kyle Krewson, Director of Building and Housing Department or Joanne Dutches, Senior Administrative Assistant

Phone: (216) 491-1469

Fax: (216) 491-4156

Email: kyle.krewson@shakeronline.com or joanne.dutches@shakeronline.com

- **Point of Sale:** Yes
 - **Inspection Fee:** \$200 for single-family, \$150 for condominium, \$300 for two-family, \$200 for the first apartment unit plus \$50 for each additional unit.
 - **Certificate Expiration:** One (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 to 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. One Escrow accounts equal to or exceeding \$60,000, four (4) partial releases may be approved. 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 Building and Housing Department.
- **Occupancy Permit:** No
- **Rental Permit:** Yes, annual application required.
 - **Fee:** Annual fees. \$200 for single-family, \$100 for condominium, \$100 per rental unit for two-family, \$45 per apartment unit
 - **Mandatory Inspection Required?:** Yes, interior and exterior required every three (3) years
- **Real Estate Sign Regulations?:**
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

Solon

Contact: Russ Rodic, Chief Building Official, Barb Janca (Contact for Rental Permits and Occupancy Applications)

Phone: (440) 349-6737

Fax: (440) 349-6322; Barb – (440) 349-6330

Email: rrodic@solonohio.org

- **Point of Sale:** No
 - **Inspection Fee:**
 - **Certificate Expiration:**

- **Occupancy Permit:** Yes, for commercial and residential for new and an addition, scope of work only. Certificate of completion for any alteration work in either commercial or residential.
- **Rental Permit:** Yes
 - **Fee:** \$100 for each single-family home rental unit, \$75 for each rental within a duplex structure. \$160 for the first three units in a multi-family/apartment building, plus \$30 for each additional unit in the building.
 - **Mandatory Inspection Required?:** Yes
 - **Notes:** In accordance with Chapter 1489 of the Building and 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 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. (The dates listed above are from the original ordinance that created the rental permit/program.) For your convenience, you can apply online or download the application form and mail the completed application and check made payable to The City of Solon, Attn: Rental Permit, 34200 Bainbridge Road, Solon, Ohio 44139.
- **Real Estate Sign Regulations?:** 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 close of sale, lease, or rental of the property.
- **Homebuyer Incentives/Programs?:** Defer to Cuyahoga County Department of Development Programs.
- **Other regulations impacting property owners or buyers?:**

South Euclid

Contact: Cherie Baldyga, Housing Programs Coordinator

Phone: (216) 691-4206

Fax:

Email: housingprograms@seuclid.com

- **Point of Sale:** No
 - **Inspection Fee:**
 - **Certificate Expiration:**
- **Occupancy Permit:** Yes
 - **Fee:** \$200 once violations are completed
- **Rental Permit:** Yes
 - **Fee:** \$200 per calendar year
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations?:**

- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**
 - **Vacant Property Registration:** Interior and exterior inspection required. \$200 fee, and certificate is valid for one (1) year. A \$25 fee after there has been two (2) inspections. If the violations are not corrected prior to the transfer of the property, the buyer must complete and submit an Assumption of Violations form to the Housing Department, and an account must be established by a party to 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 are online.

Strongsville

Contact: Ted Hurst, Building Commissioner

Phone: (440) 580-3105

Fax: (440) 238-3001

Email: ted.hurst@strongsville.com

- **Point of Sale:** No
 - **Inspection Fee:**
 - **Certificate Expiration:**
- **Occupancy Permit:** No
- **Rental Permit:** No
 - **Fee:**
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations?:** Residential signs are permitted and shall be a minimum of six (6) square feet in area, and must be located outside the City right-of-way.
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

University Heights

Contact: Fred White, Building Commissioner

Phone: (440) 429-9137

Fax: (216) 932-5239

Email: buildingcommissioner@universityheights.com

- **Point of Sale:** Yes, interior and exterior.
 - **Inspection Fee:** Single \$250, Double \$300
 - **Certificate Expiration:** One (1) year
 - **Re-Inspection Fee:** N/A
 - **Notes:** The buyer(s) must sign an “assumption form,” and the 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 thirty (30) days of the date of the report. However, the Housing Department grants requests for extensions on a “progress-made” basis. Ordinance allows for 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 Program
- **Occupancy Permit:** No.
 - **Fee:**
 - **Notes:** A final letter is required stating that all violations are corrected.
- **Rental Permit:** Yes.
 - **Fee:** \$300 single family; \$400 double family, \$100 for rentable third floor. Fees are every two years.
 - **Mandatory Inspection Required?:** Yes, interior and exterior.
- **Real Estate Sign Regulations?:**
- **Homebuyer 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
- **Other regulations impacting property owners or buyers?:**

Valley View

Contact: Larry Ellis, Building Inspector

Phone: (216) 524-6511

Fax: (216) 524-7240

Email: lellis@valleyview.net

- **Point of Sale:** None
 - **Inspection Fee:**
 - **Certificate Expiration:**
- **Occupancy Permit:** Business license for commercial
- **Rental Permit:** No
 - **Fee:**
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations?:** Yes, per ordinance 1264.05(c)
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

Walton Hills - Did not respond to repeated requests for information

Contact: Rick Loconti

Phone: (440) 232-7800

Fax: (440) 232-4070

Email: rloconti@safebuilt.com

- **Point of Sale:** No
 - **Inspection Fee:**

- **Certificate Expiration:**
- **Notes:** Strongly recommend private inspection firm. The Village may perform a miscellaneous inspection of the interior and exterior at the property owner's request. Owner is responsible for all corrections/repairs. Inspections are for visible code violations only.
- **Occupancy Permit:** Yes
 - **Fee:** Commercial - \$100, Residential - \$75
 - **Notes:** Non-residential tenant spaces require occupancy permits prior to the tenant moving in. Owner is responsible for all corrections of violations. Residential occupancy permits issued per owner request, owner is responsible for corrections of violations.
- **Rental Permit:** No
 - **Fee:**
 - **Mandatory Inspection Required?:**
 - **Notes:** See occupancy permit notes.
- **Real Estate Sign Regulations?:**
- **Homebuyer Incentives/Programs?:**
- **Other regulations impacting property owners or buyers?:**

Warrensville Heights - *Did not respond to repeated requests for information*

Contact: Ben Brown

Phone: (216) 587-1230

Fax: (216) 587-1257

Email: bbrown@cityofwarrensville.com

- **Point of Sale:** Yes, interior and exterior.
 - **Fee:** \$200 for a single tenant building, \$200 for first unit in a multi-tenant building and \$90 for each additional unit, \$200 for commercial structures.
 - **Certificate Expiration:** One (1) year
 - **Re-Inspection Fee:** No fee within one (1) year
 - **Escrow:** 150% of 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.
- **Occupancy Permit:** Yes
 - **Fee:**
 - **Notes:** When there is a change of occupancy. If there is a residential Point of Sale on the property we can issue the occupancy permit if it is going to be owner-

occupied. If the Point of Sale is going to be a rental property, then we require an occupancy permit and rental registration to be submitted.

- **Rental Permit:** No – Rental Registration required
 - **Fee:**
 - **Mandatory Inspection Required?:**
 - **Rental Registration Fee:** \$200 single family, \$100 per unit for two-family, multi-family/apartment \$50 per unit, \$100 per unit condominiums
- **Real Estate Sign Regulations (if any):** Temporary signage cannot exceed six (6) square feet, and cannot be higher than four (4) feet. Signs must be twenty (20) feet away from the street and six (6) feet away from property lines. Signs cannot be displayed for longer than sixty (60) days.
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers? (if any):**

Westlake

Contact: Donald Grayem, Director of Inspections, Chief Building Official

Phone: (440) 617-4105

Fax: (440) 617-4144

Email: dpgrayem@cityofwestlake.org or buildingdept@cityofwestlake.org or dmociolek@cityofwestlake.org

- **Point of Sale:** No
 - **Fee:**
 - **Inspection Fee:**
 - **Notes:**
- **Occupancy Permit:** No
 - **Fee:**
 - **Notes:**
- **Rental Permit:** Yes
 - **Fee:** \$50-\$100 depending on units
 - **Mandatory Inspection Required?:** Yes
 - **Notes:** Contact Darlene Mociolek at (440) 617-4105 for more information.
- **Real Estate Sign Regulations (if any):** Generally six (6) square feet (residential) with a five (5) foot setback.
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers? (if any):**

Woodmere – Did not respond to repeated requests for information

Contact: Rick Loconti

Phone: (216) 831-1234 x1233

Fax:

Email: info@woodmerevillage.com

- **Point of Sale:** Yes, interior and exterior.
 - **Fee:** \$100
 - **Certificate Expiration:** One (1) year

- **Notes:**
- **Occupancy Permit:** Yes
 - **Fee:**
 - **Notes:** Contact village hall for current rates
- **Rental Permit:**
 - **Fee:**
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers? (if any):**



The Voice of Real Estate in Northeast Ohio

SUMMIT COUNTY

Summit County

Contact: Christopher Randles, Chief Building Official

Phone: (330) 630-7280

Fax:

Email: crandles@summitoh.net

- **Well & Septic:** <https://www.scph.org/water-quality>
- **Municipalities Covered:**
 - Akron
 - Bath Township
 - Boston Township
 - Boston Heights

- Clinton
- Copley Township
- Coventry Township
- Cuyahoga Falls
- Fairlawn – Commercial Only
- Green
- Hudson
- Lakemore
- Mogadore
- New Franklin
- Northfield Center
- Richfield Township
- Sagamore Hills
- Silver Lake
- Springfield Township
- 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. The landbank also sells properties “as-is,” and those properties typically need significant investment.
- Side Lot Program
 - For those interested in acquiring vacant property through the Summit County Landbank

Akron – Did not respond to repeated requests for information

Contact: Duane Groeger, R.S., B.A., Housing Administrator

Phone: (330) 375-2366

Fax:

Email:

- **Point of Sale:**
 - **Fee:**
 - **Notes:**
- **Occupancy Permit:**
 - **Fee:**
 - **Notes:**
- **Rental Permit:** Rental registration required
 - **Fee:** \$15 per unit, \$1,500 maximum
 - **Mandatory Inspection Required?:**
 - **Notes:** Deadline for annual registration is January 31st. A late fee of \$15 will be required after that date.
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):** Residential Tax Abatement
- **Other regulations impacting property owners or buyers? (if any):**

Barberton

Contact: Jeffrey Rettberg, Building Commissioner

Phone: (330) 848-6730

Fax:

Email: building@cityofbarberton.com

- **Point of Sale:** No
 - **Fee:**
 - **Notes:**
- **Occupancy Permit:** Not for residential properties
 - **Fee:** Please contact the city for more information
 - **Notes:**
- **Rental Permit:** Yes, per section 1495.08 of the Barberton Development Code.
 - **Fee:** \$150 per unit
 - **Mandatory Inspection Required?:** Yes, BCO Section 1495.08 requires inspections, but currently 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? (if any):**

Clinton

Contact: Jeff Ferjutz, Zoning Inspector

Phone: (330) 882-4709

Fax: (330) 882-5220

Email: jferjutz@clintonoh.gov or zoning@clintonoh.gov

- **Point of Sale:** No
 - **Fee:**
 - **Notes:**
- **Occupancy Permit:** No
 - **Fee:**
 - **Notes:**
- **Rental Permit:** No
 - **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):**
- **Other regulations impacting property owners or buyers? (if any):**

Cuyahoga Falls

Contact: Steve Owen, Housing Division Manager

Phone: (330) 971-8135

Fax:

Email: development@cityofcf.com

- **Point of Sale:** Stormwater Inspection
 - **Fee:**
 - **Notes:** Disclosure of the availability of the inspection is mandatory, but the inspection itself is not. <http://cfo.cityofcf.com/web/departments/stormwater/inspections>

- **Occupancy Permit:** Handled by Summit County Building Department
 - **Fee:**
 - **Notes:**
- **Rental Permit:** Not required by the City but must register with Summit County Fiscal Office
 - **Fee:**
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations (if any):**
<http://online.encodeplus.com/regs/cuyahogafalls-oh/doc-viewer.aspx?secid=550&keywords=sign%27s%2Csigned%2Csigning%2Csigns%2Csigns%27%2Csign#secid-546>
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers? (if any):**

Fairlawn

Contact: Bill Arnold, Commissioner

Phone: (330) 668-9509

Fax: (330) 668-9564

Email: arnoldb@fairlawn.us

- **Point of Sale:** No
 - **Fee:**
 - **Notes:**
- **Occupancy Permit:** No
 - **Fee:**
 - **Notes:**
- **Rental Permit:** Yes, landlord license required
 - **Fee:** None
 - **Mandatory Inspection Required?:** No
 - **Notes:** <https://www.fairlawn.us/371/Residential-Rental-Information>
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers? (if any):**

Green

Contact: Wayne Wiethe, Director of Planning

Phone: (330) 896-6614

Fax:

Email: wwiethe@cityofgreen.com

- **Point of Sale:** Interior and exterior
 - **Fee:** None
 - **Notes:**
- **Occupancy Permit:** Commercial only
 - **Fee:** \$25.00
 - **Notes:**
- **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):**
- **Other regulations impacting property owners or buyers? (if any):** Typical development codes regarding setbacks, sheds, fences, pools, etc. 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 Manger

Phone: (330) 342-1790

Fax:

Email: communitydevelopment@hudson.oh.us

- **Point of Sale:** No
 - **Fee:**
 - **Notes:**
- **Occupancy Permit:** Issued by the Summit County Building Department
 - **Fee:**
 - **Notes:**
- **Rental Permit:** Not required for single-family residential
 - **Fee:**
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations (if any):** Six (6) square feet maximum
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers? (if any):** City has a 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: Tracy Sayers, Village Administrator or Zoning Department

Phone: (330) 733-6125 x3

Fax:

Email: tfast@lakemoreohio.org

- **Point of Sale:** No
 - **Fee:**
 - **Notes:**
- **Occupancy Permit:** Yes, for new construction
 - **Fee:**
 - **Notes:**
- **Rental Permit:** Yes, rental registration
 - **Fee:** \$30 single-family, annually; \$45 for up to six (6) units; \$60 for seven (7) or more units.

- **Mandatory Inspection Required?:** Yes, initial prior to tenants, annual for exterior and bi-annual or change of tenant for interior.
- **Real Estate Sign Regulations (if any):** SECTION 602.9 TEMPORARY SIGNS: 1a. 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 or any other sign with text that is not classified as a commercial message. 1b. 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 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):**
- **Other regulations impacting property owners or buyers? (if any):** Check with Zoning Officials prior to any projects. The Village of Lakemore provides water/sewer/trash to residents, local income tax.

Macedonia

Contact: Bob Rodic, Building Commissioner

Phone: (330) 468-8362

Fax:

Email: brodic@macedonia.oh.us

- **Point of Sale:** Exterior inspection
 - **Fee:** \$75 for residential
 - **Notes:** Required by sellers to be done prior to title transfer, buyers are allowed to assume violations.
- **Occupancy Permit:** For new commercial and residential construction, and new tenants moving into a commercial business. Also, for additions built onto commercial businesses.
 - **Fee:** Based on square footage.
 - **Notes:**
- **Rental Permit:** No
 - **Fee:**
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations (if any):** One for-sale sign is allowed on the property; the sign must be located in the front yard and must be at least twenty-five (25) feet from the street.

- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers? (if any):**
 - <https://www.macedonia.oh.us/point-of-sale-exterior-inspections/>
 - <https://www.macedonia.oh.us/departments/building-department>

Mogadore – Did not respond to repeated requests for information

Contact: Debbie Klodt

Phone: (330) 628-4896

Fax:

Email: klodtd@mogadorevillage.org

- **Point of Sale:**
 - **Fee:**
 - **Notes:**
- **Occupancy Permit:** For businesses only
 - **Fee:** \$50
 - **Notes:**
- **Rental Permit:**
 - **Fee:**
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers? (if any):**

Munroe Falls

Contact: Ken Salman, Zoning Official

Phone: (330) 688-7491 x226

Fax: (330) 668-3720

Email: ksalman@munroefalls.com or ksimmons@munroefalls.com

- **Point of Sale:** No
 - **Fee:**
 - **Notes:**
- **Occupancy Permit:** Issued by the City of Stow Building Department when the house is constructed.
 - **Fee:**
 - **Notes:** No need to re-issue permit due to sale of property. Only commercial properties require change of tenant occupancy permits.
- **Rental Permit:** No
 - **Fee:**
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers? (if any):**

New Franklin

Contact: Barry L. Ganoë, Zoning and Planning Administrator, or Bill Young, Code Enforcement Officer

Phone: (330) 882-4611 x220

Fax:

Email: bganoë@newfranklin.org or zoning@newfranklin.org

- **Point of Sale:** Septic
 - **Fee:**
 - **Notes:** All pre-sale inspections are conducted by the Summit County Building Standards Department
- **Occupancy Permit:**
 - **Fee:**
 - **Notes:** Handled by the Summit County Building Standards Department
- **Rental Permit:** No
 - **Fee:**
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations (if any):** 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
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers? (if any):**

Northfield Village

Contact: Jason Walters, Superintendent

Phone: (330) 468-4363

Fax: (330) 908-7014

Email: nfvservice@northfieldvillage-oh.gov or adminassistant@northfieldvillage-oh.gov

- **Point of Sale:** Yes, exterior inspection.
 - **Fee:** \$100
 - **Notes:**
- **Occupancy Permit:** Yes
 - **Fee:** Residential - \$50, Commercial - \$125
 - **Notes:** All permit applications must be done and submitted online via Cloudpermit.
- **Rental Permit:** Yes
 - **Fee:** \$100 annually, if the property has a tenant and the application is not filed prior to May 1, the fee is \$150
 - **Mandatory Inspection Required?:**
 - **Notes:** All permit applications must be done and submitted online via Cloudpermit.
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers? (if any):**

Norton

Contact: Bill Braman, Zoning Inspector

Phone: (330) 825-7815 x335

Fax:

Email: bbraman@cityofnorton.org

- **Point of Sale:** No
 - **Fee:**
 - **Notes:**
- **Occupancy Permit:** Yes
 - **Fee:**
 - **Notes:** Handled by the City of Barberton
- **Rental Permit:**
 - **Fee:**
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers? (if any):** The City of Barberton reviews construction plans, issues permits, and perform inspections for the City of Norton.

Peninsula

Contact: Zoning Department

Phone: (330) 657-2151

Fax: (330) 657-2372

Email: admin@villageofpeninsula-oh.gov

- **Point of Sale:** No
 - **Fee:**
 - **Notes:**
- **Occupancy Permit:** Yes
 - **Fee:**
 - **Notes:** Stow Building Department handles Certificate of Occupancy. See Stow.
- **Rental Permit:** Yes
 - **Fee:** Varies on purpose of occupancy
 - **Mandatory Inspection Required?:** No, must be in compliance with regulations
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers? (if any):**

Stow – *Did not respond to repeated requests for information*

Contact: Bud Carey, Chief Building Official

Phone: (330) 689-2729

Fax: (330) 689-2739

Email: bdlg@stow.oh.us

- **Point of Sale:**

- **Fee:**
- **Notes:**
- **Occupancy Permit:**
 - **Fee:**
 - **Notes:**
- **Rental Permit:**
 - **Fee:**
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers? (if any):** City of Stow handles Certificate of Occupancy for Peninsula and Munroe Falls.

Tallmadge

Contact: Helene Hussing, Planning and Zoning Manager; Andrea Kidder, Planning Director/Economic Developer

Phone: (330) 633-0090

Fax: (330) 633-1359

Email: hhussing@tallmadge-ohio.org or akidder@tallmadge-ohio.org

- **Point of Sale:**
 - **Fee:**
 - **Notes:**
- **Occupancy Permit: Yes**
 - **Fee:** \$50
 - **Notes:** Handled through Summit County Department of Building Standards. Must get Zoning Use and Compliance Certificate through Zoning Department.
- **Rental Permit:**
 - **Fee:**
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations (if any):** Ord. Chapter 1183. We do not allow signage in right-of-way
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers? (if any):**

Twinsburg

Contact: Keith Foulkes, and Jason Pastorious

Phone: (330) 963-6270

Fax: (330) 963-6285

Email: kfoulkes@twinsburg.oh.us

- **Point of Sale:** Yes, exterior.
 - **Fee:** \$50
 - **Notes:**

<http://www.mytwinsburg.com/assets/attachments/file/Point%20of%20Sale%20Checklist.pdf> - application for exterior only, point of sale on residential title transfer.

- **Occupancy Permit:** No, Certificate of Compliance
 - **Fee:** Fee paid upon application above
 - **Notes:**
- **Rental Permit:** No
 - **Fee:**
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations (if any):** City of Twinsburg Ordinance 1173.13(b)
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers? (if any):** 90 days required for any assumed violations.

PORTAGE COUNTY

Aurora

Contact: Denis Januska

Phone:

Fax:

Email: januskad@auroraoh.com

- **Point of Sale:**
 - **Fee:**
 - **Notes:**
- **Occupancy Permit:**
 - **Fee:**
 - **Notes:**
- **Rental Permit:** Yes
 - **Fee:**
 - **Mandatory Inspection Required?:**
 - **Notes:**
 - https://auroraoh.com/departments/planning_zoning_building/building/new_page.php
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers? (if any):**

Kent – Did not respond to repeated requests for information

Contact: Robert Nitzche, Chief Building Official or Josh Appleman, Construction Clerk

Phone: (330) 678-8107

Fax:

Email: nitzcher@kent-ohio.org

- **Point of Sale:**
 - **Fee:**
 - **Notes:**

- **Occupancy Permit:**
 - **Fee:**
 - **Notes:**
- **Rental Permit:** Yes
 - **Fee:** \$100 per building plus \$5 for every bedroom within each residential unit
 - **Mandatory Inspection Required?:** Single- and Two-family rental dwellings are inspected biannually
 - **Notes:** Administered by the Community Development Department.
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers? (if any):**

Streetsboro – Did not respond to repeated requests for information

Contact:

Phone: (330) 626-6069

Fax:

Email: buildinginfo@cityofstreetsboro.com

- **Point of Sale:**
 - **Fee:**
 - **Notes:**
- **Occupancy Permit:**
 - **Fee:**
 - **Notes:**
- **Rental Permit:**
 - **Fee:**
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers? (if any):**

Ravenna

Contact: Robert Finney, PE, RBO

Phone: (330) 296-5666

Fax: (330) 296-1280

Email: bob.finney@ravennaoh.gov

- **Point of Sale:** Not mandatory, utility inspection only
 - **Fee:** N/A
 - **Notes:**
- **Occupancy Permit:** When requested for new construction
 - **Fee:**
 - **Notes:**
- **Rental Permit:** Yes
 - **Fee:** \$100 application fee, \$40 for single/two family, and \$20 per unit for every three (3) or more

- **Mandatory Inspection Required?:** Every two (2) years
- **Real Estate Sign Regulations (if any):** Code 1458.12
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers? (if any):**

Garrettsville

Contact: Joseph Bodnar, Director/Building Official

Phone: (330) 235-7123

Fax: (330) 297-3896

Email: jbodnar@portageco.com or zoning.inspector@hvoh@gmail.com (Village contact for Zoning Inspections)

- **Point of Sale:**
 - **Fee:**
 - **Notes:**
- **Occupancy Permit:**
 - **Fee:**
 - **Notes:** Under the application for new construction to the County Office, Director Roberts is required to issue a Certificate of Occupancy. Any fees are the permit fees to construct.
- **Rental Permit:**
 - **Fee:**
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers? (if any):**

Hiram

Contact: Joseph Bodnar, Director/Building Official

Phone: (330) 235-7123

Fax: (330) 297-3896

Email: jbodnar@portageco.com or zoning.inspector@hvoh@gmail.com (Village contact for Zoning Inspections)

- **Point of Sale:**
 - **Fee:**
 - **Notes:**
- **Occupancy Permit:**
 - **Fee:**
 - **Notes:** Under the application for new construction to the County Office, Director Roberts is required to issue a Certificate of Occupancy. Any fees are the permit fees to construct.
- **Rental Permit:**
 - **Fee:**
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers? (if any):**

Mantua

Contact: Joseph Bodnar, Director/Building Official

Phone: (330) 235-7123

Fax: (330) 297-3896

Email: jbodnar@portageco.com or zoning.inspector@hvoh@gmail.com (Village contact for Zoning Inspections)

- **Point of Sale:**
 - **Fee:**
 - **Notes:**
- **Occupancy Permit:**
 - **Fee:**
 - **Notes:** Under the application for new construction to the County Office, Director Roberts is required to issue a Certificate of Occupancy. Any fees are the permit fees to construct.
- **Rental Permit:**
 - **Fee:**
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers? (if any):**

Mogadore

Contact: Joseph Bodnar, Director/Building Official

Phone: (330) 235-7123

Fax: (330) 297-3896

Email: jbodnar@portageco.com or zoning.inspector@hvoh@gmail.com (Village contact for Zoning Inspections)

- **Point of Sale:**
 - **Fee:**
 - **Notes:**
- **Occupancy Permit:**
 - **Fee:**
 - **Notes:** Under the application for new construction to the County Office, Director Roberts is required to issue a Certificate of Occupancy. Any fees are the permit fees to construct.
- **Rental Permit:**
 - **Fee:**
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers? (if any):**

Sugar Bush Knolls

Contact: Joseph Bodnar, Director/Building Official

Phone: (330) 235-7123

Fax: (330) 297-3896

Email: jbodnar@portageco.com or zoning.inspector@hvoh@gmail.com (Village contact for Zoning Inspections)

- **Point of Sale:**
 - **Fee:**
 - **Notes:**
- **Occupancy Permit:**
 - **Fee:**
 - **Notes:** Under the application for new construction to the County Office, Director Roberts is required to issue a Certificate of Occupancy. Any fees are the permit fees to construct.
- **Rental Permit:**
 - **Fee:**
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers? (if any):**

Windham

Contact: Joseph Bodnar, Director/Building Official

Phone: (330) 235-7123

Fax: (330) 297-3896

Email: jbodnar@portageco.com or zoning.inspector@hvoh@gmail.com (Village contact for Zoning Inspections)

- **Point of Sale:**
 - **Fee:**
 - **Notes:**
- **Occupancy Permit:**
 - **Fee:**
 - **Notes:** Under the application for new construction to the County Office, Director Roberts is required to issue a Certificate of Occupancy. Any fees are the permit fees to construct.
- **Rental Permit:**
 - **Fee:**
 - **Mandatory Inspection Required?:**
- **Real Estate Sign Regulations (if any):**
- **Homebuyer Incentives/Programs (if any):**
- **Other regulations impacting property owners or buyers? (if any):**

***** This is meant to be a helpful resource only.
Contact the municipalities with questions & for the most up-to-date information. **
Updated 10/12/2023***