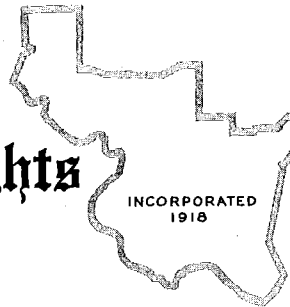


Village of Cuyahoga Heights



Building Department
4863 EAST 71ST STREET
CUYAHOGA HEIGHTS, OHIO 44125
PHONE: (216) 641-7020
FAX: (216) 641-8485

February 8, 2008

To: All Cuyahoga Heights Homeowners

Re: Point of Sale Inspection Reminder

As you are aware, the Cuyahoga Heights Village Council passed three Ordinances that provides for **Point of Sale Inspections, Use Effect and Sanctions Arising from the Certificate of Inspection** and establishing **Inspection Fees** at their Council meeting of Wednesday, October 10, 2007. **These Ordinances took effect on January 1, 2008.**

In my letter to each of the homeowners (*dated October 25, 2007*), I attached copies of Ordinances 2007-103, 2007-104 and 2007-105 for your review and asked that you keep a copy in your personal files. As a reminder, *you as the homeowner are responsible to obtain* a Certificate of Inspection prior to transfer. It is recommended that if you are putting your house up for sale, you should contact the Building Department to begin the process.

The Village Officials of Cuyahoga Heights, along with myself and the Planning Commission and Zoning Board have aggressively pursued the idea of point of sale inspections to maintain and improve the value of housing in the Village.

For your convenience, I have enclosed the following:

- **Point of Sale Application**
- **Checklist - Exterior Inspection**
- **Checklist - Interior Inspection**
- **Most Commonly Asked Questions Regarding Point of Sale**

Lastly, I want to remind everyone again that **anyone who rents out a home in the Village must first have the Building Commissioner inspect such dwelling before a tenant can move in; otherwise, the homeowner is subject to being fined.** Ordinance 2002-134 was put into effect January 1, 2003. I attached a copy of said Ordinance to my last letter (*dated October 25, 2007*). If for some reason you need an additional copy, please call the Village Hall to obtain a copy.

If you have any questions, you may contact me at the Village Hall from 7:00-9:30 a.m. on Tuesdays and Thursdays at (216) 641-7020; otherwise, you can call me any time at (216) 524-6068.

Sincerely,

VILLAGE OF CUYAHOGA HEIGHTS

Norman J. Casini

Village Architect/Building Commissioner

NJC:las

Enclosures (4)

CHECKLIST FOR REQUIRED EXTERIOR AND POINT OF SALE INSPECTIONS

1. **Address** - Check for clear visibility.
2. **Canopy** - Check where canopy meets structure for open joints. Check for deterioration of wood parts and loose flashing.
3. **Chimney** - check joints, bricks, flashing, weather wash and draft deflector. Check for pointing needs.
4. **Driveway** - Check for severely spalled or broken concrete and uneven asphalt.
5. **Electrical Wiring** - Check exterior fixtures and outlets for waterproof construction. Check for proper clearance of overhead wiring and inspect for proper connection.
6. **Fence** - Check for structural stability, general appearance, and compliance with zoning code requirements for height and location.
7. **Foundation Above Grade** (masonry) - Check for defective block (concrete) or brick. Check steps and stoops for cracks, spalling or improper anchoring. Check for weather tight mortar joints.. (Openings in piping, wiring, etc., must be weather tight.)
8. **Garage Doors** - Check operating parts for excessive wear and condition of glass; see that automatic garage door opener is properly grounded and plugged directly into an approved grounded receptacle.
9. **Garage Floor** - Check fo severely spalled cracked or heaved concrete floors.
10. **Gutters and Downspouts** - Check connection to drainage systems and inspect condition of material composition of gutters
11. **Lawn** - Check for lawn overgrowth, noxious weeds, insect and rodent harborage, dead trees, debris and litter.
12. **Logs** - Check to see that logs stored for solid fuel burning fireplaces are maintained at a level of eight (8") inches above grade to eliminate infestation of insects, rodents, etc.
13. **Louvers** - Should be open for ventilation but screened to keep out insects. Remove leaves, check caulking.
14. **Paint** - Check for extensive blistering, peeling, caulking or shabby appearance.
15. **Decks and Porches** - Check general condition of porch decks, ceilings and railings.
16. **Roofs** - Check for damaged, missing or loose shingles and damaged flashing.

17. **Screening** - Check for torn or unfastened screening.
18. **Sidewalk** - Check for severely spalled or cracked sidewalk concrete and raised or sunken slabs.
19. **Siding and Trim** - check siding and trim for damage and decay.
20. **Shrubbery** - Check for overgrowth and ensure adequate clearance with public right-of-way so that vision is not impaired for pedestrian or vehicular traffic.
21. **Window Wells** - Check for blockage of drains and inspect general condition of wells (not shown on diagram).

CHECKLIST FOR INTERIOR INSPECTION (REQUIRED) AT POINT OF SALE

ELECTRICAL

1. Clothes Dryer - Check appliance to make sure it is grounded properly and that it has a disconnecting capability that is readily accessible.
2. Fuse Panel - Check electrical panels for proper sizing of fuses or circuit breakers. Check main electrical panel for proper grounding.
3. Grounding - Check to see that all circuits which are required to be grounded (e.g., kitchen appliances, laundry equipment, etc.) are grounded properly and that the water meter is bonded. This will help protect the homeowner from electrical shock
4. Wiring - Check electrical installation for adequate service and general condition of wiring. Look throughout the house for frayed cords, loose connections, malfunctioning switches and outlets.

HEATING

5. Appliances - Check furnace, boiler, heat pump or other heating appliances and the fuel supply for proper installation and required devices.
6. Flue Connections - Check to see that appliances have code required vents and that they are properly connected to the chimney, so that the products of combustion are exhausted safely from the dwelling unit.
7. Water Heater - Check to see that energy supply to this appliance is installed properly and guarded with required safety devices.

INCINERATOR

8. Incinerator - Check to see that all residential incinerators are properly disconnected, with gas line capped and flue connection to chimney properly sealed with a mortar type material.

PLUMBING

9. Fixtures - Check to see that fixtures are properly installed and connected to hot and cold water supply lines, and make sure that sanitary condition of the dwelling unit is properly maintained.
10. Floor Drains - Check to see that drain strainers are installed and that the traps are properly sealed with a mortar type material.
11. Water Lines - Check condition of water lines and inspect for leakage.

STRUCTURAL

12. Attic - Check for roof leaks and openings that may permit entry of pests,. Inspect rafters, ventilation openings, chimney and sidewalks.
13. Basement Floor - Check for severely spalled, cracked and heaved concrete floors.
14. Basement Stairs - Check to see that stringers and treads are in sound condition and securely fastened. Check all landings for proper support.
15. Flooring - check for general contour and excessive weakness or damage.
16. Foundation Walls - Check interior of foundation wall for weathertight construction and structural soundness
17. Plaster - Check plaster and drywall for excessive cracking, lath seperation.
18. Structural Members - Check columns, beams, and wood members for general condition and deflection (sag or bow)
19. Smoke Detectors - Check to see that one smoke detector is located on each floor level including the basement and finished attic area. Check smoke detector and battery for proper operation.

VILLAGE OF CUYAHOGA HEIGHTS
POINT OF SALE INSPECTION

Following are the most commonly asked questions regarding our point of sale inspection and procedures.

Q. When should I obtain a point of sale inspection?

A. We advise a point of sale inspection as soon as possible to avoid last minute complications. The inspection is good for one year from the initial inspection date; transfer of title must occur within that time period. If the inspection expires before transfer of title, a new inspection must be preformed. **(Obtain and file with Village of Cuyahoga Heights Point of Sale Applications)**

Q. How do I obtain an inspection:

A. The owner of the home must complete application for the inspection, and submit a check in the amount of \$150.00 for a single family home and \$200.00 for a two family home. \$250.00 for a three family home and \$300.00 for a four family home. An appointment can be set up at that time also. This can be done through the mail or in person Monday thru Friday between 8:00 a.m. and 4:00 p.m. at 4863 East 71st. Street, Cuyahoga Heights, Ohio 44125.

Q. Can my real estate agent obtain the inspection for me?

A. Yes, with a copy of the signed listing agreement.

Q. Do I have to be present while the inspection takes place?

A. No. You may authorize your agent, a relative or a friend (over 18 years of age) to be present when the inspector is at your home. They must remain at the home the entire time the inspector is there.

Q. During what hours are appointments available and how long does the inspection last?

A. The inspection appointments are made between the hours of 8:30 a.m. and 3:00 p.m. The inspection takes approximately 1 to 2 hours.

Q. When will I receive the report?

A. A typewritten report will be mailed within 10 business days.

Q. How long do I have to correct violations?

A. Ordinance states that violations must be corrected within thirty (30) days of the date of the report. However, the building department grants requests for extensions on a "progress made" basis or on special correction items..

Q. Do I have to correct any or all of the violations, or can I sell the home with violations?

A. The buyer(s) can assume any or all violations.

Q. What procedures are necessary for this?

A. The owner is responsible for obtaining a re-inspection to verify any corrections. The buyer(s) must sign an **“assumption form”** available from our office, 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 corrections, the building department will issue a **“transfer release” (usually to the escrow company)** stating that our requirements are met and releasing the property for transfer.

Q. How is the amount of the funds to be held determined?

A. Ideally, written estimates submitted for the violation correction will help in determining the amount to be held. However, many times this is not possible due to time constraints or weather conditions. As a result, when need be, the building commissioner or his assistant will determine the amount that would be acceptable to the city.

Q. What if all violations are corrected?

A. The owner is responsible for obtaining a re-inspection to verify corrections. Afterward, a **“certificate of completion”** is mailed to the homeowner.

If you have any questions or concerns that are not addressed here, please call our office Monday thru Friday between the hours of 8:00 a.m. and 4:00 p.m. at 216-641-7020.