VILLAGE OF CUYAHOGA HEIGHTS

Building Department
4863 East 71st Street
Cuyahoga Heights, Ohio 44125
Telephone No. (216) 641-7020
Fax No. (216) 641-8485
www.cuyahogaheights.com

Application for Rental Certificate of Inspection for Occupancy

1, 2, 3 OR 4 FAMILY RESIDENTIAL - CHAPTER 1494

Date: _____ **PLEASE PRINT**

TYPE OF USE (Single or Double, etc.): _____

PROPERTY ADDRESS: _____ PARCEL NUMBER: _____

OWNER(S) NAME: _____

OWNER(S) HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

OWNER(S) HOME NO: _____ WORK NO: _____ CELL/PAGER: _____

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CO-OWNER OR RESIDENT AGENT NAME: _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

HOME NO: _____ WORK NO: _____ CELL/PAGER: _____

	OCCUPANT'S NAME	TELEPHONE NO.	CELL NO.	TENANT RELATIONSHIP
1				
2				
3				
4				
5				
6				

	OCCUPANT'S NAME	TELEPHONE NO.	CELL NO.	TENANT RELATIONSHIP
1				
2				
3				
4				
5				
6				

1. Owner has granted the Village of Cuyahoga Heights to conduct an interior and exterior property inspection.
2. Owner understands that this Certificate of Occupancy will be valid for the tenant(s) mentioned on the previous page, and owner of the dwelling, and will expire pursuant to Chapter 1494 of the Village of Cuyahoga Heights' Building and Housing Code. **(This is not a point of sale inspection.)**
3. Owner agrees that no person will be permitted to move into this property until all violations are corrected and that some violations may possibly be permitted to be completed at a later date, as agreed to by the Building Department.
4. Advise Building Department in writing of any change(s) of the aforementioned occupancy.
5. Each aforementioned Certificate of Occupancy shall be valid until June 30th of each year. Owner(s) shall apply for Certificate of Occupancy each year prior to April 1st of each year.
6. Each application shall be fifty dollars **($50.00.)** Each unit in multiple occupancy; thereafter, shall be twenty-five dollars ($25.00.)
7. All owners of residential rentals/leases shall submit this application annually prior to April 1st.
8. Inspections shall occur bi-annually beginning July, 2009 or change of ownership, or change in tenants.

For Building Department Use Only

Items of Corrections

_____

_____

_____

_____

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_____

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_____

_____ _____

Inspection Date: By:

When the above listed items are completed, please advise the Building Department **in writing**. Thereafter, on approval of items listed are complete, this Certificate of Inspection shall be approved for tenant to occupy said dwelling.

Building Department Approval:

SIGANTURE: _____ DATE: _____

RENTAL HOUSING CODE

The following is a condensed list of the minimum requirements for rental properties.

EXTERIOR MAINTENANCE

1. The premises shall be kept free of debris and/or rubbish.
2. Landscaping (lawns, hedges, bushes) shall be kept maintained.
3. The premises shall be kept free of insects, vermin and rodents.
4. Garages and outbuildings shall be properly maintained.
5. Yards kept free of unsightly materials (i.e., appliances, junk vehicles, etc.)
6. Vehicles shall be parked on designated driveways.
7. Fences shall be properly maintained.
8. Concrete driveways, walkways and patios not raised or cracked above standards.

INTERIOR MAINTENANCE

1. Interior wall free of cracks, holes and loose materials.
2. Foundation wall sound, dry and in good repair.
3. Interior floors, walls and ceilings structurally sound.
4. At least one functional smoke detector per floor.
5. At least one functional C.O. detector per residence.
6. Handrails installed in all stairways.
7. Floor coverings installed in all rooms (i.e., carpet, tile, linoleum, hardwood)
8. Exterior windows operational, equipped with locks and well sealed.

BEDROOM REQUIREMENTS

1. At least one operable window per bedroom.
2. No more than three (3) people shall occupy a bedroom.
3. No accessory heating or heating appliances permitted in any bedroom.

FACILITY REQUIREMENTS

1. At least one (1) bathroom consisting of one toilet, sink and bathtub or shower.
2. At least one (1) complete kitchen consisting of stove, refrigerator and sink.
3. Approved supply of hot running water.
4. All plumbing fixtures connected to municipal water system.
5. All plumbing fixtures connected to public or private sewer system.
6. Properly connected and functional water heater.

ELECTRICAL REQUIREMENTS

1. Minimum 100-amp electrical service.
2. One (1) circuit per fuse or breaker.
3. All wiring conforms to code and in safe condition.
4. All fixtures electrically safe and mounted securely.
5. All bathroom and kitchen receptacles GFCI protected.
6. At least one (1) dedicated circuit in kitchen.

HEATING REQUIREMENTS

1. System shall maintain 70°F when outside temperature is 5°F.
2. Gas burning systems shall be installed and vented properly.
3. Electrical systems shall be installed and wired properly.