



# APPLICATION – OUT OF COUNTY OWNERS

(Section 1492.26 of the Village of Cuyahoga Heights Building Code)

Initial Registration  
\_\_\_\_\_

Renewal Registration  
Previous Cert. No. \_\_\_\_\_

Amended Registration  
Current Cert. No. \_\_\_\_\_

*If a dwelling structure located within the Village is owned by a person or persons, none of whom reside within Cuyahoga County, Ohio, the owner(s) of the dwelling structure, shall register with the Building Commissioner and designate an authorized agent for each dwelling structure. **Annual Fee: \$50.00***

**Instructions:** Provide detailed information for the sections below. If additional space is needed, attach separate sheets.

## Section A: Property Information

Address of Dwelling: \_\_\_\_\_

Permanent Parcel No. \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Mailing Address of Owner: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Contact Person, if not owner: \_\_\_\_\_

## Section B: Designation of Agent

*The agent must: (a) be a person at least 18 years old; (b) have an office or reside in Cuyahoga County; and (c) be authorized to receive, on behalf of such owner(s), notices of violations of Village ordinances and to receive process in any court proceeding or administrative enforcement proceeding related to the use or maintenance of the property or the dwelling structure.*

Name and Address of Agent:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

*By designating an authorized agent, the owner is consenting to receive any and all notices of violations of Village ordinances and to receive process, in any court proceeding or administrative enforcement proceeding related to the use or maintenance of the property or dwelling structure, by service of the notice or process on the authorized agent. **The registration shall remain valid for one (1) year from the date of registration.** The owner shall notify the Building Commissioner within twenty (20) days of any change in the registration information by filing an amended registration.*

**Signature of Registrant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### For Official Use Only

Date registration received: \_\_\_\_\_ Notes: \_\_\_\_\_

Received by: \_\_\_\_\_

Date cert issued: \_\_\_\_\_

Issued by: \_\_\_\_\_