



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: _____

