

# FROM YOUR BUILDING DEPARTMENT

Building Commissioner, Norm Casini ● Assistant Building Commissioner, Ken LaBella

As we all know- clean, well-maintained homes and properties are a central component to keeping our property values high and ensuring that the village is a great place to live, work and play. Accordingly, we are asking each of you to please use this spring season to give your property the care it needs and keep our village looking great.

*Remember, if everyone does their part, we can keep the village a special place to live, work and play!*

# DON'T FORGET



**The building department will be doing inspections for the village's exterior property maintenance code on all residential and commercial properties. All inspections will be performed from the curb of the property. Inspections will be done through the end of April through mid-May. If your property is in violation of the maintenance code, you will receive a letter with the violations listed and a time period to address all code violations. If you have any questions regarding a violation notice, please call the building department at 216-641-7020.**

## Permit Information

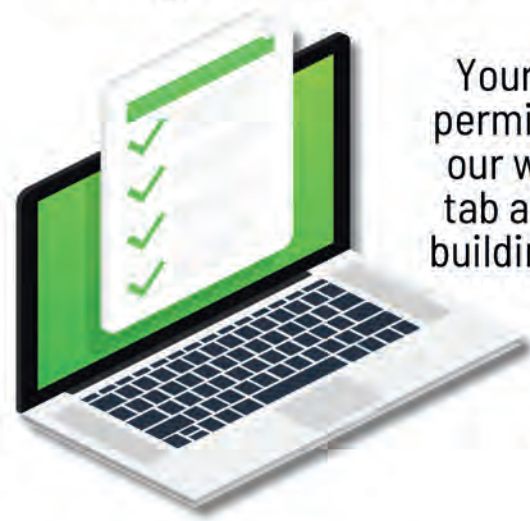
Residents are required to get a permit for most home improvements, alterations and additions to their home or any accessory structure, so that the building department may inspect the job for safety, zoning compliance and sound construction practices. All contractors are required to register with the Village of Cuyahoga Heights prior to receiving a permit or starting work.

**The following is a sample list of the types of residential projects that require a construction permit:**

- Accessory Buildings
- Fences
- Air Conditioning
- Furnace
- Driveways
- Electrical Work
- Roof Replacement
- Swimming Pools
- Water Heater Tanks
- Windows and Doors
- Decks
- Sewer Line Repairs

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Your first step to obtaining a permit is to fill out the construction permit application, this application can be accessed online through our website [www.cuyahogaheights.com](http://www.cuyahogaheights.com) under the online services tab at the top of the page. Once your application is completed, the building department will review your application and email you back approval with a permit fee.

*Note: Permits are not required for painting, wallpapering, flooring or general interior improvements.*

Residents may obtain a construction permit to work on their own property that they reside in without having to be a registered contractor. However, if a subcontractor is going to be employed for all or part of the work, they **must** register with the Village of Cuyahoga Heights to perform such work. Inspections are required after a permit is obtained. Please contact the building department 216-641-7020 **24 hours prior to scheduling an inspection.**

***Permits expire one year after they have been issued. Work needs to begin within six months after the issuance of the permit.***

As always, if you need any assistance, please contact the building department.



All of the above projects qualify for the George M. Suhy Grant Program. The new five-year grant program is in its second year, if you are not aware of the program, contact the building department for more information, every property owner has three grants totaling \$6,000.00 in the five-year period.