Building Dept. 4863 East 71st St. Cuyahoga Hts. Ohio 44125 216-641-7020 bldg@cuyahogaheights.com

VOCH Building Department

Building Commissioner, Norm Casini
Assistant Building Commissioner, Ken LaBella

Spring is finally here! Temps have been a little cool, hopefully we have warmer weather conditions heading our way. Spring is a great time to get outside and examine the exterior of property and home. The following checklist can assist you in evaluating the exterior condition of your home and property. Maintaining these items are in accordance with our codified ordinances for the village.

ROOF

Does your roof leak or have missing shingles?

The flashings should be fastened and sealed. Shingles should be secured.

GUTTERS

Do your gutters need to be replaced or repaired?

Do they leak and do they drain away from the house?

Gutters and downspouts should be cleaned and securely fastened.

PAINTING

Is the exterior of your home faded or showing alligatored or peeling surfaces?

Trim should be cleaned, caulked and painted.

PORCHES

Do your porch steps need to be repaired or replaced?

The foundation should be structurally sound and safe.

Handrails and railings should be secured and show no signs of deterioration

DRIVEWAYS

Is your driveway deteriorated, cracked or lifted?

Is your driveway free of overgrown vegetation?

Driveways should be level to avoid any trip factors and allow proper drainage.

YARD/LANDSCAPING

Is the grass being maintained on a regular basis?

Do your trees and shrubs need to be trimmed?

Yards and landscaping beds should be free of weeds and debris.

DEBRIS/JUNK & INOPERABLE VEHICLES

Do you have tires, construction materials or junk laying around your property?

Do you have old vehicles with expired plates parked in your yard?

Properties should be free of visible debris or junk.

Unlicensed vehicles must have current tags displayed on the vehicle.

In order to maintain the quality appearance of the Village, property maintenance inspections will be performed. The building department will be performing exterior maintenance inspections this spring. Should the inspector find an area of your property that needs attention, you will be notified in writing with a photo of the area that needs to be addressed.

Remember that maintaining your property is your responsibility as a homeowner.

The George M. Suhy Grant Program

The process is now done online through our website at www.cuyahogaheights.com, click on the online services tab at the top of the page and scroll down to Suhy grant application. This is where you will start your application for your grant. Please follow the steps listed below:

1. If using a contractor, the contractor must be registered with the village's building department. Once they are registered, they will receive a contractor registration number.
2. You or your contractor must apply for a construction permit for your project, (the permit application also can be accessed through the online services tab on our website.) Once your application is reviewed and approved by the building department, you will be emailed an approval with the permit fee, there will be an attached link to pay for your permit fee online. Once the permit is paid for, you will receive a permit.
3. Complete the George M. Suhy grant application.
4. Schedule a pre-inspection of your project with the building department, (a pre-existing picture is required before new work can be started).
5. Proceed with your project, if your project needs an outsourced inspection, the building department will notify you.
6. Complete your project.
7. Schedule a final inspection with the building department (a picture of completed work will be required).
8. Submit all receipts and have your contractor sign and date their invoice, the contractor must verify how the invoice was paid. If the contactor's invoice was paid by a check, the building department will need a copy of the deposited check front and back, if the invoice was paid by a credit card, we will need a statement showing paid with a confirmation number for the credit card used and if the invoice was paid by cash, your contractor will have to sign, date and write paid in full by cash.
9. Once all the above steps have been completed, you will receive your grant check by mail within 45 days.

Please note: If you do not have access to a computer, please call the building department and we can schedule a time when you can come into the village hall, and we will assist you in filling the application out on a village computer. Please call 216-641-7020 to schedule with the building department Monday through Friday from 8:00 a.m.-12:00 p.m. and 1:00-4:30 p.m.