



APPLICATION FOR CERTIFICATE OF INSPECTION
CITY OF CLEVELAND HEIGHTS, DIVISION OF INSPECTIONAL SERVICES
40 SEVERANCE CIRCLE, CLEVELAND HEIGHTS, OHIO 44118
216-291-5900 FAX 216-291-4881

I hereby request the City of Cleveland Heights make a Point-of-Sale inspection at the property listed below in order to comply with the provisions of Chapter 1329 of the Housing Code. A fee of \$200.00 for the first dwelling unit and \$50.00 for each additional unit in the structure accompanies the application. (All checks or money orders are to be made **payable to the City of Cleveland Heights.**)

This application is tendered with the understanding of, agreement with, the following:

- The inspection is valid for one year from the date of issuance for the purpose of selling or otherwise conveying an interest in this property.
- The seller is required to provide the initial Certificate of Inspection to a prospective purchaser prior to execution of contract of sale.
- The Acknowledgement Form signed by the purchaser acknowledging receipt of the initial Certificate of Inspection must be returned to the Division of Inspectional Services prior to transfer of title.
- The City requires funds be held in escrow for any Class "A" violation not corrected prior to transfer. The amount to be retained shall be 125% of the estimates from the City of Cleveland Heights Inspectional Services Division.
- The owner is responsible for correcting all violations found at the time of inspection within ninety (90) days, irrespective of whether or not the property is on the market, unless extended for good cause.
- The purpose of the inspection is to benefit the community at large and is not intended to protect the interests of any individual, owner, successor owner or occupant of the property.
- The City assumes no liability or responsibility for failure to report violations that may exist, and does not warrant the repairs made pursuant to the inspection.

NOTE: ONLY OWNERS OR AGENTS/APPLICANTS ARE PERMITTED TO SCHEDULE INSPECTIONS

 PLEASE PRINT

DATE OF APPLICATION _____ ADDRESS OF PROPERTY TO BE INSPECTED _____

TYPE OF STRUCTURE ___ SINGLE ___ COACH HOUSE ___ CONDO ___ TWO-FAMILY ___ THREE-FAMILY

___ APT. # OF UNITS: _____ COMMERCIAL # OF UNITS: _____

NAME OF PROPERTY OWNER _____

MAILING ADDRESS _____ CITY _____

STATE _____ ZIP _____ PHONE # _____ FAX # _____

OWNER E-MAIL ADDRESS _____

REAL ESTATE AGENT _____ REALTY COMPANY _____

MAILING ADDRESS _____ CITY _____ STATE _____

ZIP _____ PHONE # _____ FAX # _____ E-MAIL _____

APPLICANTS NAME _____ SIGNATURE OF APPLICANT _____

APPLICANTS PHONE # _____

CREDIT _____ CASH _____ CHECK NUMBER _____

DATE OF INSPECTION

TIME

INSPECTOR

INSPECTION CHECKLIST

INTERIOR

FOUNDATIONS/ BASEMENTS:

- Walls and support posts should be structurally sound.
- Holes and cracks in walls should be tuckpointed.
- Causes of leaking water should be identified and corrected.
- A minimum 3' clearance should be provided around the furnace/boiler, hot water tank, and electrical panel.

ELECTRICAL

- The electrical system should have proper wiring, to include the use of 15 or 20 amp fuses except on 220 lines.
- The fuse panel should be grounded to a cold water line by means of a grounding conductor.
- Spliced wiring must be contained in a workbox.
- All wiring should be properly supported and protected.
- A bonding jumper should be installed on the water meter (#4 copper wire).
- All lights, switches and receptacles should operate properly.
- Damaged faceplates should be replaced.
- Three-prong grounded receptacles must be installed in the laundry area and for the refrigerator.
- Pendant light fixtures should be replaced with an approved fixture.
- Excessive use of extension cords is prohibited.
- All fuse and circuit breaker functions should be labeled.

PLUMBING

- Waste stack should not be deteriorated.
- Hot water tanks should have a combination temperature and pressure relief valve, with a maximum 150 PSI setting, and an overflow pipe (3/4") extending to within 6" of the floor.
- Water lines should be properly supported and not be corroded, deteriorated or leaking.
- Toilets should operate properly.
- Out-of-use drains, water lines and fixtures should be capped.
- All plumbing should be free of leaks and corrosion.

HEATING

- Furnace/boiler should be in proper operating condition and have approved safety features.
- Supply of heat must be adequate to maintain temperature of 68 degrees Fahrenheit in all rooms at all times.
- Flue pipes should be at least 24 gauge galvanized material or approved equivalent, have 1/4" rise per foot, and be mortar sealed to chimney.
- Dryers should be vented to the outside.
- Damaged/hanging insulation on the boiler or heat pipes should be encapsulated or removed.

WALLS/FLOOR/CEILINGS

- Large holes and severe cracks should be repaired.
- Missing or deteriorated floor boards should be replaced.

DOORS

- Doors used as a means of access and egress should fit into their frames and have a lock.
- In multiple dwellings, the lock should be without the use of a key.
- Storm doors should latch shut.

WINDOWS

- Broken or severely cracked window panes should be replaced.
- Boarded up windows should be replaced with glass.
- Rotted frames and sills should be replaced.
- Loose or missing window glazing (putty) should be repaired/replaced.
- Damaged screens should be repaired, replaced or removed.
- At least one window in each habitable room must be operable to include both sash cords or clips.

FIREPLACES

- The firebox should be structurally sound.
- Dampers should be operable.
- Missing ash pit doors should be replaced.
- Gas fired appliances must conform to current Building Codes.
- Unused gas lines must be capped.

SMOKE DETECTORS

- An operable smoke detector must be located on every floor in a dwelling unit, excluding unfinished attics and crawl spaces. Such detector shall be installed on the ceiling or on the wall between 6 and 12 inches from the ceiling.

EXTERIOR

HOUSE

ROOF

- Holes or other structural damaged should be repaired.
- Deteriorated/damaged or missing roof shingles or tiles should be replaced.

CHIMNEY

- Should be plumb and free of loose/missing bricks or mortar.

GUTTERS/DOWNSPOUTS

- Should be properly connected, secure, functional, and free from deterioration. Downspouts must be sealed to the drain tile.

WALLS/PORCHES/DOORS/STEPS

- Should be free of structural damage; holes and missing or deteriorated members should be repaired or replaced.

FOUNDATIONS

- Should be structurally sound.
- Cracks and broken or missing bricks in foundation walls should be repaired.

PAINT CONDITION

- Painted surfaces should be properly maintained to include siding, trim, eaves, gutters and downspouts and railings.

ADDRESS

- The property address shall be prominently displayed in numerals.

GARAGE

- Should be examined for structural soundness and deteriorated members to include roofs, siding, windows, sill plates, studs, flooring and proper electrical installation
- Doors should be in place and function properly.
- Gutters and downspouts should be properly installed and maintained.

DRIVEWAYS, APRONS, SIDEWALKS

- Should be free of holes, cracks and spalled areas. Uneven sidewalk blocks should be leveled.

FENCES

- Shall be structurally sound and free of deteriorated/missing members.
- Painted areas shall be properly maintained.

YARD AREA

- Landscaped areas shall be maintained free of tall grass/weeds, litter, debris and nonuseables.
- Dead trees and/or branches shall be removed.
- Firewood should be properly stored one foot off the ground and one foot away from any structure.
- Junk cars shall be removed or stored completely in the garage.
- Parking on landscaped areas is prohibited.