

EAST CLEVELAND BUILDING/HOUSING DEPARTMENT  
14340 EUCLID AVENUE RM#6  
EAST CLEVELAND OH 44112  
PHONE (216) 681-2082 \* FAX (216) 681-2386

PRE SALE INSPECTIONS

**WHY:** City of East Cleveland ordinance mandates that any real property sold within the city must have a Point of Sale Inspection and Obtain a Certificate of Inspection signed by the Chief Building/Housing Commissioner, prior to transfer of title to a new owner. Property must conform to minimum Housing Code Standards.

**FEE:** Cost of inspection is **one hundred fifty (\$150.00) dollars for single family dwelling containing one unit and for each additional unit, fifty dollars (\$50.00) EXAMPLE: two- family dwellings two hundred (\$200.00).** The city's Housing Department performs all Point of Sale Inspections for one (1), two (2) and three (3) family dwellings.

There is a fee scale for multi-family and commercial properties. The city's Building Department performs Point of Sales Inspections for multi-family and commercial property. **For multi family structures containing four (4) to fifteen (15) dwelling units there shall be a base fee of one hundred fifty dollars per building (\$150.00) plus fifty (\$50.00) per unit. For structures containing 16 or more there shall be a base fee of three hundred dollars (\$ 300.00) per building plus fifty dollars (\$50.00) for each unit thereafter not to exceed three thousand dollars (\$3,000.00) for any one dwelling unit structure/building. For business units the fee shall be two-hundred (\$200.00) multiplied by the number of business units in the structure. For business units over 3,000 square feet the fee shall be \$ 500.00. And for all structures containing both dwelling units and business units the fee shall be \$ 50.00 multiplied by the number of dwelling units plus \$ 200.00 multiplied by the number of business units, but not to exceed \$ 3,000.00. PAYMENT METHOD: MONEY ORDER; CASHIER CHECK; CARD CREDIT VISA/MASTER CARD) NO EXCEPTIONS!**

There is an additional fee of \$25.00 for each re-inspection after the first two inspections within the six month period that the certificate is valid.

**WHEN:** You should apply for a Point of Sale Inspection when you list your house for sale, so as to eliminate rushing or last minute details which may arise to delay closing. Allow at least ten (14) business days from date of application for receipt of inspection notice.

**WHAT:** The Point of Sale Inspection is based on property being compliance with the 1999 Building Officials & Code Administrators Property Maintenance Code (B.O.C.A.) and the 2000 National Electric Code (NEC).

**WHERE:** Appointments for Pre Sale inspections can be made after applications are completely filled out and the fee has been paid. An agent and/or owner **MUST BE PRESENT AT THE TIME OF INSPECTION.** The application must have the following information:

1. Name and current address of legal owner of record. NO P.O. BOX
2. Name and current address of buyer. NO P.O. BOX OR FEDERAL ID #
3. Name and current address of Title Company and Contact Person
4. Complete signatures.

Properties can be sold "AS IS" but the following conditions **MUST** be met prior to issuing of Certificate of Inspection

1. Submit original notarized Affidavit to Building/Housing Department
2. Submit copy of Purchase Agreement to Building/Housing Department
3. Only the Building/Housing Department's can grant compliance time frame for notarized Affidavit (180 DAYS COMPLIANCE)
4. Submit copy of Buyers Drivers License and Social Security Card identifying last four (4) digits

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<b>APPLICATION FOR PRE SALE INSPECTION</b>
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DATE: \_\_\_\_\_ PROPERTY ADDRESS: \_\_\_\_\_  
 NUMBER OF DWELLING UNITS: \_\_\_\_\_

**ALL FOUR (4) SECTIONS MUST BE COMPLETED**

<b>OWNER (S) NAME:</b>		
<b>OWNER (S) ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>HOME PHONE:</b>		<b>WORK PHONE:</b>

**PLEASE COMPLETE**

<b>BUYER'S NAME:</b>		
<b>BUYER'S ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>HOME PHONE:</b>		<b>WORK PHONE:</b>

<b>REAL ESTATE CO:</b>			
<b>BANK, MORTGAGE CO: OR TITLE CO. ETC.</b>			
<b>REAL ESTATE ADDRESS:</b>			
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>	
<b>OFFICE PHONE:</b>		<b>OFFICE FAX:</b>	
<b>TITLE CO:</b>			
<b>TITLE CO. ADDRESS:</b>	<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>OFFICE PHONE:</b>		<b>OFFICE FAX:</b>	

I understand that City's Inspections is a routine general inspection. The city assumes no liability or responsibility for failure to report violations that may exist, and makes no guarantee whatsoever, since there may be further violations which may arise in the future, or which may be determined by a licensed electrician, plumber, or other specialist at the expense of the person requiring such inspection.

Please return application with a Check or Money Order payable to the City of East Cleveland.

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**Owner/Agent Signature: (SIGN/PRINT)**

## STEPS TO HOME PURCHASE IN EAST CLEVELAND (OBTAINING OCCUPANCY PERMIT)

**Step 1** Identify the home or building

**Step 2** Order / request a Point of Sale Inspection (POS) – initiated by seller or buyer. Fees below:

\$150.00 Single  
\$200 Double

**Step 3** Inspection – identified violations can be assumed by buyer

- Owner has six months to correct violations.
- Certificate of Conditional Closeout issued after violations corrected. Fee covered in POS fee.
- Re-inspection required if violations are identified

**Step 4** Certificate of authorized occupancy (CAO) is obtained after violations are corrected and verified. **This is one time fee.** If violations aren't corrected the property will need to be registered on the Vacant Property Registry and pay a fee of \$500.

**CAO Application Fees below:**

\$100 for 1-3 units  
\$400 for 4-39 units  
\$1,000 for 40 plus units

**Step 5** After step four (4), owners of rental property must pay a Rental Registry fee **annually** thereafter. **Annual Fees Below:**

\$100 for 1 unit  
\$100 for 2<sup>ND</sup> unit  
\$50 for 3<sup>rd</sup> unit  
\$100 per unit up to 74 and \$50 per unit after  
\$50 per unit for properties 200 and above

### CERTIFICATE OF AUTHORIZED OCCUPANCY

A legal document issued by the Department of Building and Housing. The Certificate of Authorized Occupancy certifies compliance with the Ohio Building Code and the City of East Cleveland Building Code. It outlines the legal use of an establishment, the occupant load, the allowable load, and any special conditions relating to the use of the establishment. The certificate is a one-time fee paid and is only paid again if the property transfers.

### RENTAL REGISTRY

Any person, firm, partnership, or corporation operating, maintaining, or offering rental property in the City of East Cleveland can register and obtain the Rental Registry Certificate paid annually. It is unlawful for a person to offer for rent or occupy a residential rental unit without a current certificate. Once fees are paid, the City will issue the Certificate.

- Enforcement will be completed by the Building and Housing Dept. Staff will perform site visits, and send a letter to landlords/owners as a reminder of the fee.