



Your *Certificate of Occupancy* is mailed in November. The *Vacant Registration Form and Out of County Registration Form* are available on this web site. We ask that you carefully read the directions, completely fill out the application form and make any necessary corrections, and return it, along with the required fee, to the **Housing Inspection Department** by **December 15**. Please remember that incomplete applications, multi-family applications without the list of tenants residing in the unit, or without proper payment, will be returned to you.

Cost is \$200.00 for the first rental unit; \$50.00 for the second unit and \$25.00 for any additional rental units in a dwelling structure. Maximum fee is \$1225.00. Your *Certificate of Occupancy* is due in the office by December 15. A fifteen day grace period until December 31 is in effect. Any application received in the office after December 31 will be charged a \$25.00 late fee for each month or portion thereof it is late. Certificates will not be considered issued until all fees have been paid.

For Multi-Family Certificate of Occupancy, please post the owner copy at the main entrance of your building and return the *City* copy with your payment and tenant information. If the information listed is not correct, please make the appropriate changes and return **both** copies with your payment and tenant information. A corrected Certificate will then be issued. You **MUST** list either a resident agent or a non-resident agent on the form.

If you no longer own the property listed on the application form, please note such information on the form and return it without the fee. If the property is VACANT, you must complete, pay the \$200.00 fee and return the *Vacant Registration Form*. Late registrations may be subject to late fees. You must notify the Housing Inspection Department by returning the certificate or we will assume that the property is rental and proceed accordingly. If you live out-of-county, you must complete the *Out of County Registration Form*.

In the case of a two family or multi family dwelling, where the owner resides in one part of that house or dwelling, the fees for the Certificate of Occupancy will be \$200.00 for the first rented dwelling and \$50.00 for each additional unit.. There is no charge for the owner's dwelling unit (ex: owner lives on 1st floor, tenant lives on 2nd floor - fee: \$200.00).

Regardless of whether the property is owner occupied or not, the rental portion of all double houses and two family dwellings are subject to a new systematic inspection every three years. **Rental property will also be subject to reinspection fees.** A charge of \$50.00 will be charged for each reinspection conducted by the City beginning 18 months after the initial inspection. The \$50.00 fee will NOT be applicable if the reinspection discloses total compliance. **ALL OUTSTANDING FEES ARE DUE WHEN OBTAINING A CERTIFICATE OF OCCUPANCY OR VACANT REGISTRATION.**

ALL PROPERTIES MUST BE REGISTERED AS A VACANT OR RENTAL PROPERTY IF NOT OWNER OCCUPIED. THE FORMS MUST BE RETURNED TO OUR OFFICE. FAILURE MAY RESULT IN A TICKET TO HOUSING COURT.

TRASH AND WHITE GOOD COLLECTION

Every occupant of a dwelling unit shall dispose of their trash or rubbish in a clean and sanitary manner by placing it in plastic bags of sufficient strength to support the load it carries, which shall then be placed in approved receptacles until one-half hour before sunset on the day prior to regular pick-up, at which time the bags shall be placed on the tree lawn of the dwelling. **Putting trash/garbage out early will result in a \$50.00 fine for the first offense and a \$100.00 fine for each additional offense. The fine will be issued to the landlord.**

There is a per item charge for pick-up of large discards such as appliances and furniture. Please contact the Service Department at 691-7300 to make arrangements for pick-up of these items. The Service Department will not remove these items unless arrangements have been made for pick-up and payment.

The improper disposal of trash or unwanted items creates a blighting influence on our neighborhoods. Please do your part to maintain an attractive residential environment.

SNOW REMOVAL

Property owners are required to keep sidewalks free from snow, ice or any other nuisance. During the winter season, please be considerate of pedestrians and promptly remove any accumulation of snow or ice.

SUPPLY OF HEAT

The owner or agent in charge of a dwelling structure, who rents or leases any dwelling under an agreement, expressed or implied, shall supply or furnish heat by a permanent heating fixture to the occupants thereof, shall supply heat adequate to maintain an inside temperature of not less than sixty-eight (68) degrees Fahrenheit or twenty (20) degrees Celsius in all habitable rooms, bathrooms, water closet compartments and kitchens at all times when the outdoor temperature is minus five degrees Fahrenheit (minus 22 degrees Celsius) or warmer, without forcing the facilities to operate in excess of their designed capacity. Such inside temperature shall be measured in the approximate center of each room, approximately three feet above the floor. The provisions of this section shall not apply where the failure to meet minimum standards is caused by a general shortage of fuel, negligent or malicious act of the occupancy or any cause beyond the control of the owner or occupant.

SMOKE DETECTORS

Smoke detectors are required on each floor of a dwelling unit. Such detectors should be located either on the ceiling, at least 6" from the wall, or on the sidewall, between 6" and 12" from the ceiling. To ensure proper operation, these units should be tested regularly. And, if it is a battery operated device, make sure batteries are replaced as needed.

LIMITATIONS ON OCCUPANCY OF DWELLING UNITS

Subsection 1103.03(b)(38) of the Cleveland Heights Zoning Code limits the number of unrelated individuals that may reside in a dwelling unit. Generally, a head of household and his or her immediate family members are permitted to live in a dwelling unit, as are up to 2 unrelated individuals. Consequently, no more than 3 unrelated individuals may live in any dwelling unit. Additional restrictions, related to such items as what relatives would be considered members of a head of household's immediate family, also apply. If you have any questions regarding these limitations, please contact the Zoning Administrator at 216-291-4882.

Educate your tenants on the Public Nuisance law. Loud noise, disturbances and other criminal activity is a public nuisance which can result in costs to the Landlord. If a property is deemed a Public Nuisance, the Certificate of Occupancy may be revoked.