



# REQUEST FOR CERTIFICATE OF CODE COMPLIANCE

Division of Housing and Building  
[Building.permits@lakewoodoh.net](mailto:Building.permits@lakewoodoh.net)  
(216)529-6270

**PLEASE NOTE:** Effective in 2019, certificates of code compliance are required for any change of tenants of a retail unit and for any change in ownership of a rental dwelling (L.C.O. §§ 1173.01, 1306.53.) Inspections are required before these certificates may be issued. You have a right to refuse an inspection. If you refuse, the city will seek a warrant or otherwise inspect areas in plain view. (L.C.O. § 1306.50.)

CASE# \_\_\_\_\_

DATE \_\_\_\_\_

- RESIDENTIAL RENTAL (1,2 & 3 Family Residence) - \$50.00**
- COMMERCIAL RENTAL (Condos & Units 4 and Up) - \$75.00**
- COMMERCIAL RETAIL PROPERTY - \$75.00**

Address of property to be inspected: \_\_\_\_\_

Name of property owner: \_\_\_\_\_

Address of property owner: \_\_\_\_\_

Phone number of property owner  bus.  cell  res.: \_\_\_\_\_

Email address of property owner: \_\_\_\_\_

Inspection requested by  tenant  agent  owner (name): \_\_\_\_\_

Contact name for entry: \_\_\_\_\_

Contact person's address: \_\_\_\_\_

Contact person's phone  bus.  cell  res.: \_\_\_\_\_

Contact person's email address: \_\_\_\_\_

**Commercial Retail Property:** Required for a new retail tenancy or a change of retail tenancy. Please note: (a) This request must be accompanied by a scale drawing of the floor layout and a detailed description of the tenancy. (b) Inspection reports and correction notices require up to 10 days to process. (c) Inspection requests shall be made 48 hours in advance.

1. Tenant name: \_\_\_\_\_

2. Trade/fictitious name (dba): \_\_\_\_\_

3. Description of the business and/or service to be rendered, including the hours of operation:  
\_\_\_\_\_  
\_\_\_\_\_

4. Number of coin-operated amusement devices to be installed (license required): \_\_\_\_\_

**Rental Property Residential/Commercial:**

Required prior to sale of non-owner-occupied rental properties. Please note: (a) Inspections are valid for 30 days. (b) Inspection reports and correction notices require up to 10 days to process. (c) Inspection requests shall be made 48 hours in advance.

1. Anticipated title transfer date: \_\_\_\_\_
2. Is there a current housing license? (If not, license is required.)  yes  no
3. Housing License Number: \_\_\_\_\_
4. Will this property be owner-occupied?  yes  no
5. Number of units that are not owner-occupied: \_\_\_\_\_
6. Seller's agent, if any: \_\_\_\_\_
7. Seller's agent address: \_\_\_\_\_
8. Seller's agent phone  bus.  cell  res.: \_\_\_\_\_
9. Seller's agent email address: \_\_\_\_\_
10. Buyer's name: \_\_\_\_\_
11. Buyer's address: \_\_\_\_\_
12. Buyer's phone  bus.  cell  res.: \_\_\_\_\_
13. Buyer's email address: \_\_\_\_\_

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**General Comments for All Applicants:** This information will be used to determine compliance with building, zoning, and other applicable codes. Please be accurate. Incomplete or improper data could delay your application. You will also be advised, by Building Department personnel, of the procedure to follow in the event a variance to any ordinance is required. A certificate of code compliance will be issued when required inspections by all concerned city departments indicate compliance with all applicable ordinances

**For Retail Applicants:** If you intend to install a sign and/or alter the architectural exterior appearance of the building, an application must be submitted to the Architectural Board of Review, or Board of Zoning Appeals for its approval. Guidelines for preparing applications for signage and Architectural Review are available upon request. Provide construction documents for plan review (fee associated with commercial plans). Permits for electrical, plumbing, heating and air conditioning, and structural alterations are issued by this department to the contractor doing the work. If your contractor is not registered, they may register at [citizenserve.com/lakewoodoh](http://citizenserve.com/lakewoodoh). If your business is a food service or a food product operation, contact the Cuyahoga County Board of Health at (216) 201-2000, to inquire if a food service license is needed. If you intend to sell alcoholic beverages, please contact the Ohio Department of Liquor Control (614) 644-2455. We suggest, in an effort to avoid any undue hardship, that you do not prematurely advertise an opening date; wait until the certificate of code compliance has been issued.

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FOR BUILDING DEPARTMENT USE ONLY

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**Inspector assigned:** \_\_\_\_\_

**Inspector phone:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Inspection date:** \_\_\_\_\_ **Inspection time:** \_\_\_\_\_