

VILLAGE OF MORELAND HILLS
4350 S.O.M. CENTER ROAD
MORELAND HILLS, OH 44022
(440) 248-1188

INSTRUCTIONS TO APPLY FOR A CERTIFICATE OF INSPECTION – POINT OF SALE

Per Chapter 1343 of the Codified Ordinances of the Village of Moreland Hills, “Point of Sale Inspections,” you are required to:

- 1) Complete and return the attached application and required fee to the Building Department
- 2) If a septic system and/or private water system (well) are present on the property, contact the Cuyahoga County General Health District (“CCGHD”) at 216-201-2001 to arrange for the required septic and/or well inspections. Any fees required by the CCGHD shall be paid by the applicant directly to the CCGHD.

The inspection will determine compliance with:

- 1) Chapter 1359 relating to residential smoke and carbon monoxide detector requirements (see below);
- 2) Chapters 1351 “Maintenance of Dwelling Structures,” and 1365, “International Property Maintenance Code” relating to exterior property maintenance requirements;
- 3) Whether, in the opinion of the Building Commissioner, any condition exists at the premises which constitutes a safety hazard;
- 4) The CCGHD household sewage treatment system requirements when a septic system is located on the premises;
- 5) The CCGHD requirements for private water system when such a system is located on the premises.
- 6) Compliance with the inspection requirements set forth in Chapter 1363 if the property is a rental dwelling;
- 7) Compliance with the inspection requirements set forth in Chapter 1361 if the property is a vacant dwelling.

Working smoke detectors are required:

- 1) In each bedroom AND in bedroom hallway(s)
- 2) On each floor of the structure
- 3) In the basement

Working Carbon Monoxide (CO) Detectors are required:

- 1) In each room where an individual gas-fired furnace or boiler is located, or similar utility room
- 2) In any room that has access to an enclosed motor vehicle parking garage
- 3) At least one in the immediate vicinity of each sleeping area (i.e. outside bedrooms in shared hallway(s))

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POINT-OF-SALE INSPECTION APPLICATION

Chapter 1343 of the Codified Ordinances of the village of Moreland Hills, Ohio, requires owners of dwelling units to obtain a Certificate of Inspection from the Building Department prior to title transfer. Chapter 1343 does not apply to the individual transfer of any dwelling through inheritance or gift where no bona fide sale is intended or occurs or to new dwellings that are required to obtain a Certificate of Occupancy. In the event a dwelling is sold at Sherriff's sale or other court-ordered auctions, or is transferred to a mortgagee in lieu of foreclosure or similar transaction, and no Certificate of Inspection has been issued with one (1) year prior to such sale, the transferee shall submit an application to the Building Commissioner for a Certificate of Inspection within thirty (30) days after the date of sale or transfer and shall otherwise comply with the requirements of Chapter 1343.

Address of Property to be inspected: _____

Permanent Parcel Number: _____

The property has a household sewage (septic) system: _____ Yes _____ No

Has the property been occupied for the last sixty (60) days? _____ Yes _____ No

The household uses a well as its potable water supply: _____ Yes _____ No

Is the property currently vacant? _____ Yes _____ No

Is the property a rental property? _____ Yes _____ No

Owner information (name and address): _____

Phone: _____ e-mail: _____

Agent of owner, if applicable: _____

Phone: _____ e-mail: _____

To whom and where should the Certificate of Inspection, once issued, be forwarded?

Name: _____ e-mail: _____

Address: _____

REQUEST FOR INSPECTION

I hereby request that the Village of Moreland Hills make a point-of-sale inspection at the property listed above in order to comply with the requirements of Chapter 1343 of the Codified Ordinances. This application is tendered with the understanding of, and agreement with, the following:

- The property owner has a constitutional right to refuse entry onto private property by Village inspectors without a search warrant.
- If the owner consents to the inspection, the parties shall agree on a time, during regular business hours of the Building Commissioner, when the inspection is to occur.
- If the owner refuses to consent to the inspection or consent is otherwise unobtainable, the inspection shall occur only after a search warrant is obtained from a court of competent jurisdiction authorizing entry by the Building Commissioner.
- No criminal penalty, or any penalty or fine, shall attach, solely by reason of the owner's refusal to consent to an inspection.
- If the court declines to issue a warrant, or if no warrant is sought, the Building Commissioner may complete a limited exterior inspection by evaluating the exterior areas in plain view from the right-of-way or any neighboring properties for which the Building Commissioner has been granted consent to enter, and the Building Commissioner may issue a Certificate of Inspection based on the limited exterior inspection.
- A Final Certificate of Inspection shall be issued if the premises are in compliance with Chapter 1343. A Final Certificate of Inspection is valid for a period of one (1) year from the date of issuance.
- An Initial Certificate of Inspection shall be issued if the premises are not in compliance with Chapter 1343 and/or the owner or owner's agent is unable to comply with the Orders for Correction prior to title transfer. An Initial Certificate of Inspection is valid for a period of ninety (90) days from the date of violation issuance or is valid for the period of time provided in the violation notice to correct such violations, whichever is longer.

Name of Applicant: _____

Signature of Applicant: _____ Date _____

Fee enclosed (check or cash only):

Point of Sale, occupied dwelling:	\$ 50.00
Point of Sale, rental dwelling:	\$100.00
Point of Sale, vacant dwelling:	\$100.00
Point of Sale, re-inspection:	\$ 25.00 (if initial compliance date has passed)

Please contact the Building Department at 440-248-1188 to schedule an appointment.
The Codified Ordinances of the Village of Moreland Hills can be viewed at www.morelandhills.com