



Eric Tuck-Macalla
Building Director
emacalla@cityofbayvillage.com

Shawnee Schuller
Asst. to Building Director
sshuller@cityofbayvillage.com

APPLICATION FOR CERTIFICATE OF COMPLIANCE

Property Address: _____ Use & Occupancy: _____

Property Owner's Name: _____ Phone Number: _____

Owner's Address: _____

Applicant / Agent in Charge (Must be located in Cuyahoga County): _____

Contact Name: _____ Phone Number: _____

Email Address (Required): _____

Address (P.O. Boxes are not acceptable): _____

List of all known code violations: _____

In accordance with Chapter 1375 of The Codified Ordinances of the City of Bay Village:

An application for a **CERTIFICATE OF COMPLIANCE** shall be accompanied by a non-refundable fee of **\$200.00**. Return this application and fee to the Building Department.

Any violations found upon inspection of the premises shall be corrected prior to issuance of the Certificate of Compliance. However, should the buyer agree to assume all violations listed in the notice of violations, an escrow account shall be established by a party to the transfer, in an amount not less than one thousand dollars (\$1000.00) and equal to 100 percent of the estimated cost of repairs, a Certificate of Compliance may then be issued. **No party to a transfer of a vacant building shall authorize or accept such transfer without ensuring compliance with this section.**

I declare, under penalty of perjury, that this application has been examined by me, is true, correct and complete.

Signature

Printed Name

Date



CERTIFICATE OF COMPLIANCE REQUIRED

The owner, agent, or party in control of any vacant building, shall apply for and obtain a vacant building inspection from the Building Director prior to selling, transferring, or conveying any interest in or entering into an agreement to sell, transfer or otherwise convey an interest in such property and shall provide a copy of such inspection to the prospective purchaser or title transferee prior to conveyance of the title.

Fee for a certificate of compliance shall be two hundred dollars (\$200.00).

- There shall be no fee for one re-inspection requested by the same owner within twelve months from the date of the initial inspection to verify correction of violations stated within the vacant building inspection. All subsequent re-inspections may be billed at twenty-five dollars (\$25.00) per inspection.
- In the event of resale within the one-year period, this vacant building inspection report shall be transferred to any subsequent bona fide purchaser and shall be valid for the remainder of that period.