

City of Parma Heights  
Department of Public Service  
6281 Pearl Road  
Parma Heights, Ohio 44130  
Tel: 440-842-5043  
Fax: 440-843-5818

CERTIFICATE NO \_\_\_\_\_

FEE \$100.00

DATE \_\_\_\_\_

**Certificate of Occupancy Application**

Owner Name \_\_\_\_\_

Rental Property Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell no. \_\_\_\_\_ Fax no. \_\_\_\_\_

Owners Mailing Address \_\_\_\_\_

Email address \_\_\_\_\_

Emergency contact number (given to Fire and Police) \_\_\_\_\_

Federal Tax ID Number \_\_\_\_\_

Property Manager Name \_\_\_\_\_

(If applicable)

Property Manager Address \_\_\_\_\_

Date of Lease \_\_\_\_\_ Number of Occupants \_\_\_\_\_

I do hereby acknowledge my responsibility under Section 9 of the Rental Property Maintenance Code, listed under Ordinance 2006-11 of the Codified Ordinance of the City of Parma Heights. I also am fully aware of the requirements of said ordinance, and agree to comply fully.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Complete information on reverse side

City of Parma Heights  
Department of Public Service  
6281 Pearl Road  
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Tel: 440-842-5043  
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LICENSE NO \_\_\_\_\_  
FEE \_\_\_\_\_  
DATE \_\_\_\_\_

**Certificate of Occupancy Application**

**Owner Name** \_\_\_\_\_

**Property Address** \_\_\_\_\_  
(Street Address, city, state, ZIP)

**Home Phone** \_\_\_\_\_ **Cell number** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_  
\_\_\_\_\_

**Email address** \_\_\_\_\_

**Emergency contact number (given to Fire and Police)** \_\_\_\_\_

**Federal Tax ID Number** \_\_\_\_\_

**Date of Lease** \_\_\_\_\_ **Number of Occupants** \_\_\_\_\_

**I do hereby acknowledge my responsibility under Section 9 of the Rental Property Maintenance Code, listed under Ordinance 2006-11 of the Codified Ordinance of the City of Parma Heights. I also am fully aware of the requirements of said ordinance, and agree to comply fully.**

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Print Name** \_\_\_\_\_

# TENANT INFORMATION INSTRUCTIONS

Please complete the information called for below before returning the application of Certificate of Occupancy. This information is also used for tax purposes and is **MANDATORY**. The application will not be processed unless accompanied by this information. **Information must be supplied even if the tenants have not changed from previous registration.** When identifying heads of household and all other occupants, note both first and last names of each person. If the head of household is the legal guardian for any child listed, please indicate that relationship. **Please note you will be required to complete an application for each unit.**

## UNIT 1.

## UNIT 2.

Address \_\_\_\_\_

Address \_\_\_\_\_

Head of Household \_\_\_\_\_

Head of Household \_\_\_\_\_

Telephone No. \_\_\_\_\_

Telephone No. \_\_\_\_\_

Cell Number \_\_\_\_\_

Cell No. \_\_\_\_\_

No of Persons Living in Unit \_\_\_\_\_

No. of Persons Living in Unit \_\_\_\_\_

Other Occupants (state age of minor children  
& relationship to Head of Household)

Other Occupants (state age of minor  
children & relationship)

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

4. \_\_\_\_\_

Please list any occupants over the age of 18

Occupants over the age of 18

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

AN ORDINANCE PROVIDING FOR REGISTRATION AND EXTERIOR  
INSPECTION OF RENTAL PROPERTIES AND  
DECLARING AN EMERGENCY

BE IT ORDAINED BY the Council of the City of Parma Heights, County of  
Cuyahoga and State of Ohio:

Section 1. FINDING OF FACT; DECLARATION OF POLICY.

It is hereby found and declared that there exists in the City rental housing properties which are, or may become in the future, substandard with respect to the structure and maintenance thereof, or, further, that conditions, including, but not limited to, structural deterioration, lack of maintenance, the appearance of the exterior of the premises, the existence of fire hazards and unsanitary condition, constitute a menace to the health, safety, welfare and reasonable comfort of the residents and inhabitants of the City. It is further found and declared that, by reason of lack of maintenance and progressive deterioration, certain properties have the further effect of creating blighting conditions and initiating slums, and that if the same are not curtailed and removed, the aforesaid conditions will grow and spread and will necessitate, in time, the expenditure of large amounts of public funds to correct and eliminate the same. By reason of timely regulations and restrictions as herein contained, the growth of slums and blight may be prevented and immediate neighborhood and property values thereby maintained, the desirability and amenities of rental housing properties and immediate neighborhoods enhanced and the public health, safety and welfare protected and fostered.

Section 2. PURPOSE.

The purposes of the ordinance are to protect the public health, safety and welfare by establishing minimum standards governing the maintenance, appearance and condition of all rental housing properties, to impose certain responsibilities and duties upon owners and operator; to authorize and establish procedures for the exterior inspection of rental housing properties; to provide for the issuance of certificates of occupancy; to establish a fee schedule for inspection; to authorize the vacation or condemnation of dwelling structures that are unsafe or unfit for human habitation; and to fix penalties for violations of this Ordinance. This Ordinance is hereby declared to be remedial and essential for the public interest and it is intended that this Ordinance be liberally construed to effectuate the purposes as stated herein.

Section 3. DEFINITION

Rental Property as used in this section, means any property, whether improved as a residential or commercial structure, rented or leased, in part or in whole, to an individual or business who or that is not the owner of the property, whether or not such individual or business is paying consideration in the form of money or other valuable consideration.

Section 4. All rental properties located in the City, as defined in this chapter, or which hereafter become rental properties, shall be registered by the owner thereof with the Director of Public Service. Said registration shall be valid for a period of one year.

Section 5. FEES

- (a) The fees for inspection shall be seventy-five dollars (\$75.00).
- (b) A re-inspection fee of \$15.00 shall be assessed for any additional inspections needed if violations are not corrected within the amount of time given by the Director of Public Service.

Section 6. All inspections shall adhere to the requirements of the Ohio Residential Code.

Section 7. REGISTRATION OF RENTAL HOUSING PROPERTIES;  
TENANTS.

- (a) The owner, operator and/or agent of any rental housing property within the City shall, upon a form provided therefore by the Building Inspector and available at his or her office, register the premises by designating thereon the name and address of the owner, operator, and the name and address of an agent in charge of the premises residing in the Municipality who may be the owner, operator, lessor or agent. If there shall be more than one person as the owner, operator, and/or agent, then a separate or single combined registration may be filed, as such persons may elect.
- (b) The owner, operator, and/or agent of any rental housing property within the City shall, upon a form provided therefore by the Building Inspector and available at his or her office, register each tenant of each rental housing unit within the dwelling structure.

Section 8. REFUSED ACCESS, SEARCH WARRANTS OR ACCESS  
WARRANTS.

- (a) Refused Access. Where the Building Inspector or his or her agent is refused access or is otherwise impeded or prevented by the owner, operator, occupier or agent from conducting a inspection of a rental housing property, such person shall be in violation of this Ordinance and subject to the penalties hereunder.
- (b) Search warrants or Access warrants. In addition to the provisions of subsection (a) hereof, the Building Inspector may, upon affidavit, apply to Parma Municipal Court for a search warrant, setting forth factually the actual conditions and circumstances that provide a reasonable basis for believing that a nuisance or violation of this Ordinance exists on the premises. If the Court is satisfied as to the matter permitting access to and inspection of that part of the premises on which the nuisance or violation exists. A warrant for access may be issued by the Court upon an affidavit of the Building Inspector establishing grounds therefore.

Section 9. CERTIFICATE OF OCCUPANCY.

(a) No owner or resident agent shall permit a person to occupy a rental housing unit unless the Building Inspector has issued to the owner or resident agent a Certificate of Occupancy for such rental unit.

(b) (1) Application for a Certificate of Occupancy shall be made separately for each rental unit by supplying necessary information to determine compliance with applicable laws, ordinances, rules and regulations for the existing use or occupancy or the intended use or occupancy on forms supplied by the Building Inspector (Such information shall include, but need not be limited to, the following:

- A. A statement that the information is necessary for tax purposes;
- B. The name, address and telephone number of the owner of the rental housing property;
- C. The name, address and telephone number of the resident agent of the rental housing property if one is required;
- D. The address of the rental housing property and the number of rental units contained within the rental housing property
- E. The current name, address, business and/or home telephone number, of the persons who, since the last application, have been occupying the rental housing unit, and the address or other identification of the rental housing unit which they occupied;
- F. The familial relationship, if any, among the persons listed in subsection (b) (1)E hereof;
- G. The name of the head of the household of each rental housing unit; and
- H. Such other information as may be requested on a voluntary basis.

(c) The Building Inspector may revoke a Certificate of Occupancy if any false statement appears in the application or if the information contained in the application is inaccurate.

- (d) (1) A Certificate of Occupancy shall expire one (1) year from the date of its issuance, or from the date of commencement of occupancy, whichever date is earlier.
- (2) An application for renewal of a Certificate of Occupancy shall be submitted to the Building Inspector no earlier than thirty (30) days prior to the expiration date of the certificate and no later than the expiration date.

Section 10 PENALTY EQUITABLE REMEDIES

(a) Penalty. Whoever violates or fails to comply with any of the provisions of this chapter is guilty of a misdemeanor in the first degree and shall be fined not more than one thousand dollars (\$1,000.00) or imprisoned not more than six months, or both, for each offense. A separate offense shall be deemed committed each day during or on which a violation or noncompliance occurs or continues

(b) Application to Officers or Agents. Where defendant is other than a natural person, subsection (a) hereof shall also apply to any agent, superintendent, officer, member or partner who shall, alone or with others, have the charge, care or control of the premises.

(c) Other Legal Action. The imposition of any penalty shall not preclude the Department of Law from instituting any appropriate action or proceeding in a court of proper jurisdiction to prevent an unlawful repair or maintenance; to restrain, correct or abate a violation; to prevent the occupancy of a dwelling, building, structure or premises; or to require compliance with the provisions of this chapter of other applicable laws, ordinances, rules or regulations or with the orders or determination of the Building Inspector.

Section 11. This Council finds and determines that all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in an open meeting of this Council and that all deliberations of the Council and of any of its Committees comprised of a majority of the members of the Council that resulted in those formal actions were in meetings open to the public, in compliance with the law.

Section 12. This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the Municipality, and for the further reason it is necessary due to the amount of non registered rental properties in this City and for the reasons set forth in the Findings of Fact, Declaration of Policy and Purpose set forth in this Ordinance; wherefore this ordinance shall be in full force and effect from and immediately after its passage by Council and approval by the Mayor.

PASSED: April 10, 2006

ATTEST: Martina Verba

FILED WITH  
THE MAYOR: April 10, 2006

First Reading March 27, 2006

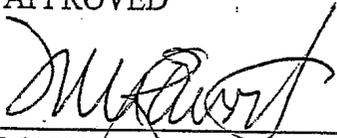
Second Reading March 30, 2006

Third Reading April 10, 2006

  
\_\_\_\_\_  
PRESIDENT OF COUNCIL

April 10, 2006

APPROVED

  
\_\_\_\_\_  
MAYOR.