



# CITY OF BROOK PARK

BUILDING DEPARTMENT | 5590 Smith Road | Brook Park | Ohio | 44142

Email [buildingdept@cityofbrookpark.com](mailto:buildingdept@cityofbrookpark.com)

Office 216.433.7412

## 2025 RE-OCCUPANCY INSPECTION | Ord 1323.03(c)

**A RE-OCCUPANCY INSPECTION IS REQUIRED FOR ANY TRANSFER IN TITLE OR CHANGE IN OCCUPANT AT A PROPERTY**

**TO INITIATE A RE-OCCUPANCY INSPECTION, COMPLETE AND RETURN THIS FORM WITH APPROPRIATE FEE TO THE BUILDING DEPT.**

All requests must be made using current calendar year forms. We do not "hold" documents, incorrect/incomplete requests will be returned.

**FEES | \$60 - 1,2,3 FAMILY HOME | \$30 - CONDO UNIT | \$100 - COMMERCIAL PROPERTY |**

Payable to "City of Brook Park" Via: Exact Cash, Money Order, Check, Visa, MasterCard, Discover

Our Office does NOT accept payments online

Once the form/fee is received by the Building Dept. (Allow 3-5 business days for processing), payment will be processed and an exterior, plain view only inspection completed by Building Dept. personnel; results will be released according to the selection below. Inspections are valid 6 months from initial inspection date.

COMPLIANCE CERTIFICATES WILL BE ISSUED IF NO VIOLATIONS ARE DISCOVERED AT THE TIME OF INSPECTION. Buyer must then submit a Re-Occupancy Permit form to the Building Dept. prior to closing.

VIOLATION REPORTS WILL BE ISSUED TO DOCUMENT ANY VIOLATION(S) DISCOVERED AT THE TIME OF INSPECTION. The current property owner may correct any/all violations OR the buyer may assume any/all violations for transfer. If the Buyer intends to assume a Violation Report, they must submit a completed Certificate of Title Transfer to the Building Dept. *prior* to closing.

<b>Receive Inspection Report Via</b>	<input type="checkbox"/> Email					
	<input type="checkbox"/> Mail (Include Stamped / Self Addressed Envelope for return)					
<b>PROPERTY ADDRESS</b>				<b>ZONING CODE</b>		
<b>TYPE</b>	<input type="checkbox"/> 1,2,3 Family House	<b>*CURRENT BUSINESS NAME</b>			<b>TYPE</b>	
	<input type="checkbox"/> Condo Unit					
	<input type="checkbox"/> Commercial Property*	<b>*PROPOSED BUSINESS NAME</b>			<b>TYPE</b>	
<b>INTENT</b>	<input type="checkbox"/> Sell Property <input type="checkbox"/> Rent Property <input type="checkbox"/> Change Tenant <input type="checkbox"/> Purchase Property <input type="checkbox"/> Other:					
<b>PROPERTY OWNER</b>						
<b>PHONE #</b>			<b>EMAIL</b>			
<b>STREET ADDRESS</b> (If different than above)			<b>CITY</b>	<b>ZIP</b>		
<b>CONTACT PERSON</b> (If different than above)						
<b>PHONE #</b>			<b>EMAIL</b>			
<b>STREET ADDRESS</b>			<b>CITY</b>	<b>ZIP</b>		
I hereby request the City of Brook Park to conduct a Re-Occupancy Inspection of the above property to comply with the provisions of City of Brook Park Ordinance 1323. I understand this is an exterior, plain view inspection, and the City assumes no liability or responsibility for failing to report violations that may exist, and there is no guarantee that future violations will not occur. I understand this inspection is valid for 6 months from the initial inspection date, and I agree to complete the necessary application(s), pay associated fees and contact the Building Department for any/all (re)inspections.						
<b>APPLICANT REQUESTING INSPECTION</b> <input type="checkbox"/> Property Owner <input type="checkbox"/> Contact Person / Agent <input type="checkbox"/> Buyer <input type="checkbox"/> Tenant						
<b>APPLICANT SIGNATURE</b>				<b>DATE</b>		

