



CITY OF BROOK PARK

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

Email BuildingDept@cityofbrookpark.com

Office 216.433.7412

2025 RE-OCCUPANCY PERMIT

| ORD. 1323.03(A) |

TO OBTAIN A RE-OCCUPANCY PERMIT: A Re-Occupancy Inspection must be initiated with and completed by the Building Dept. and a Compliance Certificate issued. Buyer must then submit a Re-Occupancy Permit form to the Building Dept. prior to closing. (ALLOW 3-5 BUSINESS DAYS FOR PROCESSING) ALL REQUESTS MUST BE MADE USING CURRENT CALENDAR YEAR FORMS. WE DO NOT "HOLD" DOCUMENTS, INCORRECT/INCOMPLETE REQUESTS WILL BE RETURNED

| | | | | | | |
|--|--|--------------------|---|------------------|-------------------------|--|
| PROPERTY ADDRESS | | | <input type="checkbox"/> Residential Property <input type="checkbox"/> * Commercial Property | | ZONING CODE | |
| PROPERTY TO BE | <input type="checkbox"/> Owner Occupied <input type="checkbox"/> Tenant Occupied <input type="checkbox"/> Unoccupied | | # OF ADULTS | | # OF CHILDREN | |
| * PROPOSED BUSINESS NAME | | * TYPE OF BUSINESS | | * # OF EMPLOYEES | | |
| BUYER / TENANT NAME | | | | | | |
| PHONE # | | EMAIL | | | | |
| STREET ADDRESS (If different than above) | | CITY | | ZIP | | |
| The title company will need a copy of your Re-Occupancy Permit, we will email a copy if the following is provided: | | CLOSING DATE | | | | |
| TITLE COMPANY | | CONTACT NAME | | | | |
| EMAIL | | | | | | |
| THE UNDERSIGNED DOES HEREBY: 1. Acknowledge receipt of the Re-Occupancy Inspection Certificate of Compliance 2. Understand, an exterior, plain view inspection was conducted, and the City assumes no liability/responsibility for failing to report violations that may exist, and there is no guarantee future violations will not occur. | | | | | Buyer / Tenant Initials | |
| BUYER / TENANT SIGNATURE | | | | | DATE | |

