

CITY OF BROOK PARK BUILDING DEPARTMENT

John Hurst, Acting Commissioner

216-433-7412

information@cityofbrookpark.com

Important Information

Home Improvements

Summer is here and you may have plans for home improvements. The City offers free permits during the months of June, July, and August. If you hire a contractor, please ensure that the company is licensed with the City of Brook Park and has applied for the appropriate permits. It is the resident's responsibility to have the proper property address identification on their home. Please ensure that your address is visible from the street. It is imperative for police, fire, and building personnel to be able to identify your property in the event of an emergency situation.

Low Interest Home Improvement Loans

The Cuyahoga County Treasurer's Office H.E.L.P. (Housing Enhancement Loan Program) program allows homeowners in eligible Cuyahoga County communities to borrow money to repair or remodel their homes or rental property at interest rates 3% points below a bank's market interest rates for home improvement loans. You may obtain restrictions and additional information by contacting the following.
Cuyahoga County Treasures Office H.E.L.P. (216) 443-2149.
www.cuyahoga.oh.us/treasurer/homeimprove/HELP.htm.

Garage Sale Signs

In order to preserve the beauty of our neighborhoods and to help prevent needless accidents, real estate and temporary signage can not be placed in the public right-of-way or secured to any traffic or utility poles. Residents having a garage sale, who have applied for the appropriate permit, may only post signs in their front yard or tree lawn for the duration of the garage sale.

Building & Property Maintenance

The Property Maintenance Code is one of the most important and effective tools towards fair enforcement to protect property values in our community. When properties are maintained it produces positive results, curb appeal, increased value and demand. We want to maintain our position as one of the most desirable communities to live and raise a family in. We are encouraging residents to review their homes for repairs. You will notice building inspectors reviewing properties during the spring months, for code violations and proper address identification. It is imperative for police, fire and building personnel to be able to identify your property in the event of an emergency situation. The following is the Building and Property Maintenance Summer Home Improvement Guide which outlines an exterior checklist so residents can begin early clean up and repairs.

Yard Areas- Check for lawn overgrowth, noxious weeds, insect and rodent harborage, diseased trees, debris and litter. Check discarded auto parts, improper storage of firewood and immobilized and unlicensed vehicles.

Shrubbery/Landscaped Areas- Check for overgrowth and ensure adequate clearance with public right-of-way. All landscaped areas should be trimmed, weeded and maintained.

Driveway- Check for severely spalled or broken concrete and uneven asphalt.

Private Sidewalks- Check for severely spalled or cracked sidewalk concrete and raised or sunken slabs.

Fences- Check for structural stability, general appearance and zoning code compliance.

Paint- Check for blistering, peeling or oxidized surfaces. Review deteriorated and broken caulking. All bare wood surfaces must be painted and/or stained to match and conform to the exiting structure.

Siding and Trim- Check siding and trim for damage and decay, any missing or damaged sections should be replaced.

Garages- Check surfaces and operating parts for excessive wear. Replace missing or broken glass, trim and door if they are non-functional.

Roofs & Chimneys- Check joints, brick, flashing, weather wash and

draft deflectors. Roofs should be checked for damaged missing or loose shingles and damaged flashing.

Gutters and Downspouts- Check connection to drainage systems and inspect condition of material composition of gutters. Gutters should be clean yearly to prevent stoppage of water flow.

Doors, Windows and Screening- Check units for proper operation and inspect for worn parts. Remove crumbling caulking; clean and apply new caulk where doors and windows meet siding or brick. Replace damaged or weathered drip caps. Screens should be operational, properly fastened and free of defect.

Porches & Steps- Check general condition of porch/decks and provide maintenance or protective coating. Steps should be reviewed for loose bricks. Secure handrails.

Electrical Wiring- Check exterior fixtures and outlets for waterproof construction. Check for proper clearance of overhead wiring, and inspect for proper connection. Replace all defective and worn electrical lights and receptacles inside accessory structures.

Swimming Pools- All swimming pools must have adequate maintenance and proper filtration sufficient to the square footage of the pool. Untreated standing water is unacceptable due to the West Nile Virus.

ABANDONED HOMES

Since the year 2000, Cuyahoga County has seen an increase in the unemployment rate, which has generated foreclosures. Nobody gains from foreclosures. They have a negative impact on individuals, families, and communities. Often, through no fault of their own, a person experiences job loss, a medical emergency, or divorce, which happens unexpectedly. The entire county has tripled in the number of abandoned and foreclosure homes. For the most part, these homes move naturally through the foreclosure process, however, some have created a blight condition for the community. In an effort to eliminate blighted properties, the Mayor and City Council passed an Ordinance enacting Section 1322 of the Brook Park Codified Ordinances, entitled 'elimination of spot blight.' If a property meets the criteria for blight conditions, reflective of deteriorating premises, constituting a serious and growing menace injurious and inimitable to the public health, safety and general welfare of the community, the city intends to move forward on eliminating the blight. Residents are encouraged to call the building department immediately if a premise begins to show lack of maintenance, or appear to be abandoned. The Building department reviews the property and works in conjunction with the Police, Service and Animal Control departments; to ensure there is not a medical emergency or animals left at abandoned properties. The property is secured and red tagged which prohibits occupancy. We then try to locate an owner or bank for maintenance. Once a property is vacated, we depend on residents to contact the police department if there is any sign of activity. Residents who are interested in vacant/foreclosure properties can visit the Cuyahoga County Sheriff Departments web site at: www.cuyahoga.oh.us/sheriff/foreclosures. Although abandoned homes are not something we like in our community, we must express our sadness at someone's loss and exercise patience until the home is reoccupied.

HOUSING AN RE-OCCUPANCY

A re-occupancy inspection is required anytime title transfers or there is a change in occupancy for all homes, apartments, condominiums and rental property within the City. The inspections consist of a visual review of the interior and exterior of the residence, garages, sheds and the property. Inspections generally last between 45 minutes and one hour. If you have any questions regarding the Re-Occupancy Inspection or to schedule an inspection please call Sandy Maloney at (216) 433-1300 ext. 4236.

PERMITS

Residents and Contractors need to apply for and receive permits in the City of Brook Park before beginning any project. Permits expire 6 months from date of issue and permit fees are required to obtain a permit. Residents should call the Building Department in reference to contractors they have hired to ensure they are registered and have applied for a permit. A listing of contractors registered to work in the City is available. Although we are unable to recommend a contractor we can provide a list of our current contractors. Before hiring a contractor please ensure that they are

licensed in the City of Brook Park. During the months of June, July and August the city offers free permits for residential work, excluding the construction of new residential homes. Permits during this period are free but it is necessary to obtain a permit for your project. For additional information on the permitting process please call the Building Department at (216) 433-1300.

RE-OCCUPANCY INSPECTIONS

A re-occupancy inspection is required anytime title transfers or there is a change in occupancy for all homes, apartments, condominiums, and rental property in the City. The inspections consist of a visual review of the interior and exterior of the residence, garages, sheds and the property.

Inspections generally last between 45 minutes and 1 hour.

If you have any questions regarding the Re-Occupancy Inspection or to schedule an inspection please call Sandy Maloney at (216) 433-1300 ext. 236.

PLANNING COMMISSION

Meetings are scheduled for the first Monday of every month at 7:30 p.m. in Council Chambers at 6161 Engle Road. When the first of the Monday falls on a holiday the meeting will be held at the same time the following week. All applications must be filed with the Secretary for placement on the meeting agenda at least ten (10) working days prior to the meeting date.

BOARD OF ZONING APPEALS

Meetings are scheduled for the first Monday of every month at 7:00 p.m. in Council Chambers at 6161 Engle Road. When the first of the Monday falls on a holiday the meeting will be held at the same time the following week. All applications must be filed with the Secretary for placement on the meeting agenda at least ten (10) working days prior to the meeting date.

Please contact the Planning Commission and Board of Zoning Appeals Secretary, Mitzi Anderson at (216) 433-1300 ext. 245 with any questions regarding the application process.