

CITY OF BROOK PARK - BUILDING DEPARTMENT

FREQUENTLY ASKED QUESTIONS

WHEN DO I NEED A PERMIT?

When in doubt, call the Building Department. You need a permit for any additions or alterations to your home, including but not limited to the installation of windows, roofs, porches, decks, furnace/air-conditioning, pools, sheds, garages, fencing and concrete. A permit allows us to monitor the work so it is done correctly. Even when permits are free during June, July and August, you still need to apply. If you hired a contractor for the work, make sure the contractor applies for the permit. The person applying for the permit is responsible for the job.

AM I REQUIRED TO HAVE MY ADDRESS ON MY HOME

Yes. Every structure to which a street number has been assigned shall have such number displayed in a position easily observed and readable from the public right of way. All numbers shall be in Arabic numerals no less than 3 1/2 inches.

GRASS AND NOXIOUS WEEDS

Private property owners and businesses are required to keep exterior property areas free from overgrowth and noxious weeds, including all landscaped areas.

INFESTATION/EXTERMINATION

All structures shall be kept free from infestation; wildlife, rats, mice and insects. All structures found to be infested shall be promptly exterminated by approved processes that will not be injurious to human health. After extermination, proper precautions shall be taken to prevent re-infestation. We have a contract with the Board of Health to assist residents who may have a rat problem. If you have any suspicious burrows, contact the Building Department.

SIDEWALKS AND DRIVEWAYS

All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.

WHERE CAN I POST SIGNS FOR THE SALE OF MY HOME OR GARAGE SALES?

Pole signs are prohibited per ordinance in the City of Brook Park. A sign or signs may be displayed in the front of your home.

WHAT ARE THE RULES REGARDING FENCES?

Yes, you can install a fence directly on the property line; however, the homeowner is responsible for knowing exactly where the property line is. A legal description for property lines is done through a certified surveyor. The concrete footer is considered part of the fence. If there is an existing fence, the person installing a new fence must be 18 inches from existing fence. You are also required to provide maintenance between both fences. There is a height restriction of 6ft and the fence cannot extend beyond the rear of the home.

WHAT IS THE LARGEST SHED I CAN BUILD?

The maximum shed size is 200 sq ft. The shed must be 18 inches from the side lines and/or 5ft from the rear property line. One accessory structure is permitted in addition to a garage.

ALL ABOUT SWIMMING POOLS

An above ground swimming pool is 300 sq ft or more and a depth at any point of 2 or more feet of water. There is a required distance of 10 feet from every property side line and rear line and 10 feet from the main building. Every pool must be fenced in. The pool must be equipped with proper filtration and approved electrical requirements. Yes, those new pools you have been seeing which are inflatable and not permanently erected fall under the same guidelines.

CAN I PARK MY CAR ON THE GRASS?

No, you cannot park vehicles, boats, trailers, campers, etc...on the grass. All vehicles must be parked on a concrete or asphalt surface. All vehicles must be licensed.

FREE PERMITS

Home improvement months are June, July & August. Permits are free, but are still required.

I'M RENTING MY HOUSE, DO I NEED AN INSPECTION?

Yes. My change of occupancy requires an occupancy inspection. If you are selling your home a point of sale inspection is required, but it's good for 6 months. So schedule an appointment early so you're not rushed when closing.

WHAT ABOUT GARBAGE?

Garbage must be stored in receptacles with lids to the rear of the dwelling unit. Garbage can be placed at the curb no earlier than 5:00 pm the evening before pick up and promptly removed thereafter.

IS THERE A NOISE ORDINANCE?

Yes, there are noise ordinances for construction as well as operation of domestic tools and equipment, such as power saws, drills, grinders, lawn and garden tools etc... Operating hours for domestic tools are from 8:00 am - 9:00 pm Mon - Fri and 9:00 am - 9:00pm Sat & Sun.

CAN I HAVE HEDGES OR SHRUBS IN MY FRONT YARD?

Yes. No hedge, shrub, tree, or other growth or structure shall be erected or maintained between the front building line and street line so as to obstruct the view of traffic. Any such shrubbery shall be maintained at a height not to exceed 3 feet.

IS ICE GUARD REQUIRED WHEN INSTALLING A NEW ROOF?

Yes. Ice Guard must be installed from the gutter line to a distance of 24 inches inside the exterior wall.

PEELING SURFACES

The exterior of every structure shall be maintained in good repair, structurally sound and free of peeling or deteriorated surfaces. All wood and metal (siding) surfaces, including but not limited to, exterior surfaces, window frames, doors, door frames, gutters/downspouts, cornices, porches, trim and fences shall be maintained in good condition. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted or sided.

MOSQUITO SURVEILLANCE

The Cuyahoga County Board of Health mosquito surveillance program has begun. It involves identifying mosquito-breeding sites for elimination or treatment, particularly those located near susceptible human populations, risk assessment and planning. Initial activities will involve trapping, larviciding, and determining population densities of local mosquitoes. Remember to eliminate standing water sources and keep grass, weeds and landscaped areas maintained. You can obtain more information by directly contacting the Board of Health at 216-201-2001 or line at www.ccbh.net.