

**Village of Bratenahl**  
**Building Department**  
411 Bratenahl Road Bratenahl, OH 44108  
Phone 216-681-3706 Fax 216-681-3079

50.00

Fee

Check Number

**Application for**  
**Certificate of Occupancy/Use Permit**  
**Sale or Rental of Property**

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Unit Number

**NEW OWNER OR TENANT**

**CURRENT OWNER**

\_\_\_\_\_  
Property Owner/Tenant

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Owner's Address

\_\_\_\_\_  
Owner's Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Email

Check 1

**Request for Certificate of Occupancy & Use Permit. Use for Certificate for title transfer WITHOUT inspection.**

Inspections prior to the sale of any property or "Point of Sale Inspections" are voluntary, however recommended for the safety and welfare of the housing stock and our residents.

**Request for Certificate of Occupancy & Use Permit. Use for Certificate for title transfer WITH inspection. I/We are requesting the free, voluntary inspection.**

Inspections prior to the sale of any property or "Point of Sale Inspections" are voluntary. Any corrections shall be completed and re-inspected within 30 days and/or assumed by the buyer (completion dates will be adjusted as needed).

**Request for Rental Certificate of Occupancy & Use Permit. Use for Certificate of Occupancy and Inspection of rental units.**

Inspections prior to the rental of any property or unit. Any corrections shall be completed and re-inspected within 30 days (completion dates will be adjusted as needed for seasonal items). Certificate is valid for 5 years.

Complete form and submit with \$50.00 Fee. All checks should be made payable to the Village of Bratenahl. The fee covers administrative costs, inspection and one re-inspection, if necessary. Subsequent inspections are \$35.00 each. Failure to comply will subject the owner to legal action and penalties as prescribed by the housing code. 1319.06.

Email POS Report To: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Seller or Representative of Seller**