Certificate of Code Compliance

To streamline the process and ensure timely processing, we kindly request that all applications for the Certificate of Code Compliance be submitted online. You may access your account and submit your application 24/7 through the following portal: citizenserve.com/lakewoodoh.

PLEASE NOTE: Effective May 2019, certificates of code compliance are required for any change of tenants of a retail unit and for any change in ownership of a rental dwelling (L.C.O. §§ 1173.01, 1306.53.) Inspections are required before these certificates may be issued. You have a right to refuse an inspection. If you refuse, the city will seek a warrant or otherwise inspect areas in plain view. (L.C.O. § 1306.50.)

☐ I acknowledge that I have read the following statement: Lakewood City Council passed a moratorium November 2, 2026, prohibiting the addition of new short-term rentals.

Case Number (Building Dept. use only): _____ **Date:** _____

Purpose of Work:

☐ Residential Rental (1, 2, and 3 Dwelling Units) - $50.00
☐ Condo - $75.00
☐ Multiple Units (4 and up) - $75.00
☐ Commercial Retail Property - $75.00
☐ Commercial Retail Property Sale - $75.00

Address of Property to be Inspected: _____

Name of Property Owner: _____

Address of Property Owner: _____

Phone Number of Property Owner: _____ ○ **Business** ○ **Residential** ○ **Cell**

Email Address of Property Owner: _____

Inspection Requested By: ○ **Tenant** ○ **Agent** ○ **Owner (Name):** _____

Contact Name For Entry: _____

Contact Person's Address: _____

Contact Person's Phone Number: _____ ○ **Business** ○ **Residential** ○ **Cell**

Contact Person's Email Address: _____

☐ **Commercial Retail Property:** Required for a new retail tenancy or a change of retail tenancy. Please note: (a) This request must be accompanied by a scale drawing of the floor layout and a detailed description of the tenancy. (b) Inspection reports and correction notices require up to 10 days to process. (c) Inspection requests shall be made 48 hours in advance.

1. **Tenant Name:** _____
2. **Trade/Fictitious Name (dba):** _____
3. **Description of the business and/or service to be rendered, including the hours of operation:**

_____

_____

☐ **Rental Property Residential/Commercial:** Required prior to sale of non-owner-occupied rental properties. Please note: (a) Inspections are valid for 30 days. (b) Inspection reports and correction notices require up to 10 days to process. (c) Inspection requests shall be made 48 hours in advance.

1. **Anticipated title transfer date:** _____
2. **Is there a current housing license? (If not, license is required)** ○ Yes ○ No
3. **Housing License Number:** _____
4. **Will this property be owner-occupied?** ○ Yes ○ No
5. **Number of storefront units:** _____
6. **Number of dwelling units that are not owner-occupied:** _____
7. **Seller's agent, if any?** _____
8. **Seller's agent address:** _____
9. **Seller's agent phone:** _____ ○ Business ○ Residential ○ Cell
10. **Seller's agent email address:** _____
11. **Buyer's Name:** _____
12. **Buyer's Address:** _____
13. **Buyer's Phone:** _____ ○ Business ○ Residential ○ Cell
14. **Buyer's Email Address:** _____

General Comments for All Applicants: This information will be used to determine compliance with building, zoning, and other applicable codes. Please be accurate. Incomplete or improper data could delay your application. You will also be advised, by Building Department personnel, of the procedure to follow in the event a variance to any ordinance is required. A certificate of code compliance will be issued when required inspections by all concerned city departments indicate compliance with all applicable ordinances.

For Retail Applicants: If you intend to install a sign and/or alter the architectural exterior appearance of the building, an application must be submitted to the Architectural Board of Review, or Board of Zoning Appeals for its approval. Guidelines for preparing applications for signage and Architectural Review are available upon request. Provide construction documents for plan review (fee associated with commercial plans). Permits for electrical, plumbing, heating and air conditioning, and structural alterations are issued by this department to the contractor doing the work. If your contractor is not registered, they may register at citizenserve.com/lakewoodoh. If your business is a food service or a food product operation, contact the Cuyahoga County Board of Health at (216) 201-2000, to inquire if a food service license is needed. If you intend to sell alcoholic beverages, please contact the Ohio Department of Liquor Control (614) 644-2455. We suggest, in an effort to avoid any undue hardship, that you do not prematurely advertise an opening date; wait until the certificate of code compliance has been issued.

Building Department Use Only

Inspector Assigned: _____

Inspector Phone: _____ **Email Address:** _____

Inspection Date: _____ **Inspection Time:** _____