

CITY OF SHAKER HEIGHTS
HOUSING INSPECTION DEPARTMENT
3450 LEE ROAD
SHAKER HEIGHTS, OH 44120
(216) 491-1470

Multiple Dwelling Certificate of Occupancy

RE: _____

Application for 2017

Application Fee: (\$45.00 per unit)**

Occupancy Certificate Expires: 12/31/2017

=====

1421.03 CERTIFICATE OF OCCUPANCY REQUIRED. No person shall occupy, and no owner, operator, or resident agent shall permit a person to occupy a rental unit, unless the Director of Housing Inspection has issued a Certificate of Occupancy for such dwelling structure, which certificate has not expired, been revoked or otherwise become null and void. Please provide the information requested, to include full names of all occupants, and return this completed form, along with the application fee of \$45.00 per unit.** **If the completed application and required fee are not received by March 1, 2017, the fee for a Certificate of Occupancy will increase to \$60.00 per unit.** Incomplete applications will not be accepted. Please make checks payable to: City of Shaker Heights.

City of Shaker Heights
3450 Lee Road
Shaker Heights, Ohio 44120

2017 CERTIFICATE OF OCCUPANCY

Property Address: _____

Name of Apartment Building: _____

Number of Dwelling Units

Efficiency	_____	3 Bedroom	_____	
1 Bedroom	_____	4 Bedroom	_____	
2 Bedroom	_____			Total _____

Building Owner

Name: _____

Address: _____

Telephone Number: _____

Agent

Name: _____

Address: _____

Telephone Number: _____

Caretaker,
Janitor or
Custodian

Name: _____

Address: _____

Telephone Number: _____

Date Issued: _____

Certificate Expires: _____

By: _____
Director, Housing Inspection Department

This certificate must be kept posted under protective covering in the main entrance.

Name (owner/agent): _____
(Please Print)

Residence or Business Address: _____

City: _____ State: _____ Zip: _____

(A Post Office Box may not be used for a mailing address)

Telephone Number: Home: _____ Office: _____

E-Mail Address: (Optional) _____

Social Security Number: (Optional) _____

I hereby affirm that the information provided in this application is true, correct and complete to the best of my knowledge, and I understand that any false information shall be considered sufficient cause to void this application and could result in criminal prosecution.

Date _____ Signature _____