

**CITY OF WILLOWICK  
POINT OF SALE INSPECTION**

**(Please Print)**

**Owner's** Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Property Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Owner's** Social Security # \_\_\_\_\_ **OR** **Business EIN** # \_\_\_\_\_

Mailing Address: (If different from property) \_\_\_\_\_  
\_\_\_\_\_

**PLEASE READ CAREFULLY**

The owner of any dwelling structure shall obtain from the Building Department a Certificate of Inspection prior to the transfer of title. The inspection report shall contain the condition of the sidewalks, apron and lateral sewers. Testing shall be done on sewer piping from the building to the sanitary main and storm sewer to ensure good condition and free from infiltration.

Test tees must be located to perform a Dye Test. You may use a registered contractor of your choosing, or the homeowner may locate the test tees. Bring the test tees to grade, backfill with sand within 4" of finished grade, then topsoil and seed upon completion of the test.

The contractor you use must notify the Building Department that excavation is complete and test tees are ready. The Willowick Service Department will then be notified to perform the Dye Test. The Service Department requires up to three (3) weeks depending on the weather. To do the testing, the Service Department requires a payment for \$350.00 for this work (payment is due the day of the actual test).

If a problem exists from the dwelling to the property line, it is the owner's responsibility to have repairs made. If a problem exists between the property line and the main, the City will make the repairs. If repairs are required on the sidewalks or apron, these must be made before the Occupancy Certificate can be issued.

The Occupancy Certificate shall be issued upon receipt of a \$80.00 fee and approval of any repairs by the Building Department, which includes the inspection of the tees capped with 6" cast iron covers. The Finance Department will confirm with RITA (Regional Income Tax Agency) that the seller is current with city income tax. Also, a certificate is required from the Fire Department certifying that smoke detectors and carbon monoxide detectors are installed and operating in the dwelling unit. The Dye Test is valid for two years from the date of test.

I/We understand that this process must be completed regardless whether the house is sold or not.

I/We have read and understand the above conditions.

\_\_\_\_\_  
Signature, Owner and/or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Owner and/or Agent

\_\_\_\_\_  
Date