

NOTICE

PLEASE BE ADVISED THAT WE REQUIRE ALL
POINT-OF-SALE APPLICATIONS TO HAVE
LOCAL CONTACTS, LOCAL ADDRESSES AND
LOCAL PHONE NUMBERS BEFORE THEY
WILL BE ACCEPTED AND PROCESSED

WILLOWICK BUILDING DEPT.

Ready for Dye Test:

CITY OF WILLOWICK
POINT OF SALE INSPECTION

(Please Print)

Owner's Name: _____

Home Phone: _____

(Local Phone # Required)

Property Address: _____

Work Phone: _____

(Local Phone # Required)

Owner's Social Security # _____ **OR Business EIN #** _____

Mailing Address: (If different from property) _____

(Local Address Required)

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. A preliminary tee test must be performed before the Main Dye Test. This preliminary tee test is done by a registered contractor. Bring the test tees to grade, backfill with sand within 4" of finished grade, then topsoil and seed after 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. 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 Point of Sale Certificate can be issued. **NOTE:** If money is held in escrow, **the escrow company must be local.**

The Point of Sale Certificate shall be issued upon receipt of an \$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(s), Owner(s) and/or Agent (REQUIRED)

Date

Printed Name(s) of Owner(s) and/or Agent (REQUIRED)

Date

POINT OF SALE CHECK LIST

- Sidewalk Inspection _____
(If any blocks need replaced – these will be marked with an "X" – a permit is required, and you will need the *contractor to call the Building Dept. for a pre-pour inspection and a final inspection)

Sidewalk Pre-pour _____
Sidewalk Final _____

(If any blocks need leveled (marked with an "X" surrounded by a circle), mud jacking is the only acceptable procedure, and the *contractor must call for a final inspection)

Sidewalk Final _____

- Fire Inspection _____
(You need to call 585-1202 to schedule the inspection; a smoke detector is required on every floor and there must be a carbon-monoxide detector outside the sleeping areas)
- Sewer Tees Located _____ (This must be done to get the Dye Test process started; the tees must be tested first)
(You will need to have a *contractor locate and test the tees. The *contractor must call the Building Dept. to okay the tees for the Dye Test.)

The Service Dept. will call you to schedule the Dye Test.

- Dye Test Passed _____
(After a successful Dye Test, there is one final inspection which checks for bringing the tees up to grade and the installation of 6-inch cast iron covers. The *contractor must call the Building Dept. to schedule the inspection after the Dye Test is completed.)
NOTE: The Point of Sale Certificate will not be issued until this last inspection is passed.

- Cast Iron Covers _____

With a successful Dye Test, all of the above must be checked off before a Point of Sale Certificate will be issued. This Point of Sale Certificate is required before transfer of Title.

If the Dye Test Failed: The *contractor making the repairs must call the Building Dept. for the following inspections:

Dye Re-Test _____
Sewer Final _____
Cast Iron Covers _____

***All contractors used must be registered to work in Willowick and must obtain the necessary permits. Homeowners performing the work themselves must also obtain the necessary permits.**

WILLOWICK BUILDING DEPARTMENT 440-516-3000

31230 VINE ST

POINT OF SALE PROCESS

Willowick's Point of Sale Inspection consists of five components: Sewer Dye Test, Sidewalk and Apron Inspection, Smoke/C.O. Detector Inspection, R.I.T.A. (city taxes) are checked and all Property Maintenance Violations are cleared. Briefly, the City's Point-of-Sale Process requires the homeowner to have the property inspected prior to sale.

- 1) Applications for inspection are available at the Building Department Office Monday through Friday, 8:00 a.m. to 5:00 p.m. Applications can be signed by the homeowner or their legal agent.
- 2) Once application is made the Building Inspector will conduct the Sidewalk/Apron Inspection. If the sidewalks or apron are found to be in violation, the Building Inspector will mail you a report outlining which areas need to be addressed.
- 3) When an application is made you will receive information about the Sewer Dye Test Process and the Smoke/C.O. Inspection. You will also receive an up-to-date list of registered contractors.
- 4) A copy of your application is forwarded to the Finance Department. R.I.T.A. (city taxes) are checked to make sure that you are up to date on your city taxes.
- 5) The Sewer Dye Test is completed in two stages.
 - A) Test Tees (vertical pipes will allow direct access to your storm and sanitary sewers) must be located and uncovered. These Test Tees must be brought up to grade and 6" cast iron rings with covers installed and pass a preliminary test before the Main Dye Test is performed. This preliminary tee test must be done by a registered contractor. If the preliminary test passes, the Building Department will notify the Service Department to schedule the Main Dye Test with the applicant. If the preliminary tee test fails (one leaks into the other) then repairs must be made and retested before the Main Dye Test can be ordered. The reason for the preliminary tee test is to ensure that a true dye test can be done.
 - B) The Main Dye Test is performed by the City of Willowick Service Department. If the test passes, no further action is needed. If the test fails (one sewer system leaking into the other), repairs must be made and a retest with the Building Inspector present must be done.
- 6) The Smoke and C.O. Detector Inspection is done by the Fire Department. You can contact the Fire Department at 440-585-1202 to set up an appointment. Smoke detectors are required to be installed outside the immediate vicinity of all sleeping areas and on each level of the house including basements. C.O. detectors are required in the immediate vicinity of all sleeping areas.

**SEWER DYE TEST INFORMATION
CITY OF WILLOWICK
BUILDING DEPARTMENT
516-3000**

YOU MAY CHOOSE ANY REGISTERED CONTRACTOR WITH THE CITY OF WILLOWICK TO LOCATE THE TEST TEES.

1) Any registered contractor you choose will locate and bring the test tees to grade with approved 6" cast iron rings and covers. The contractor will notify the Building Department that the test can be done. The Building Department will notify the Willowick Service Department to proceed with the dye test.

2) The Service Department will contact the homeowner for an appointment to perform the dye test. Someone must be home at the time of the test. To do the testing, the Service Department requires a check for \$350.00, payable to the City of Willowick.

3) After the dye test has been performed, a copy of the test results will be mailed to the homeowner.

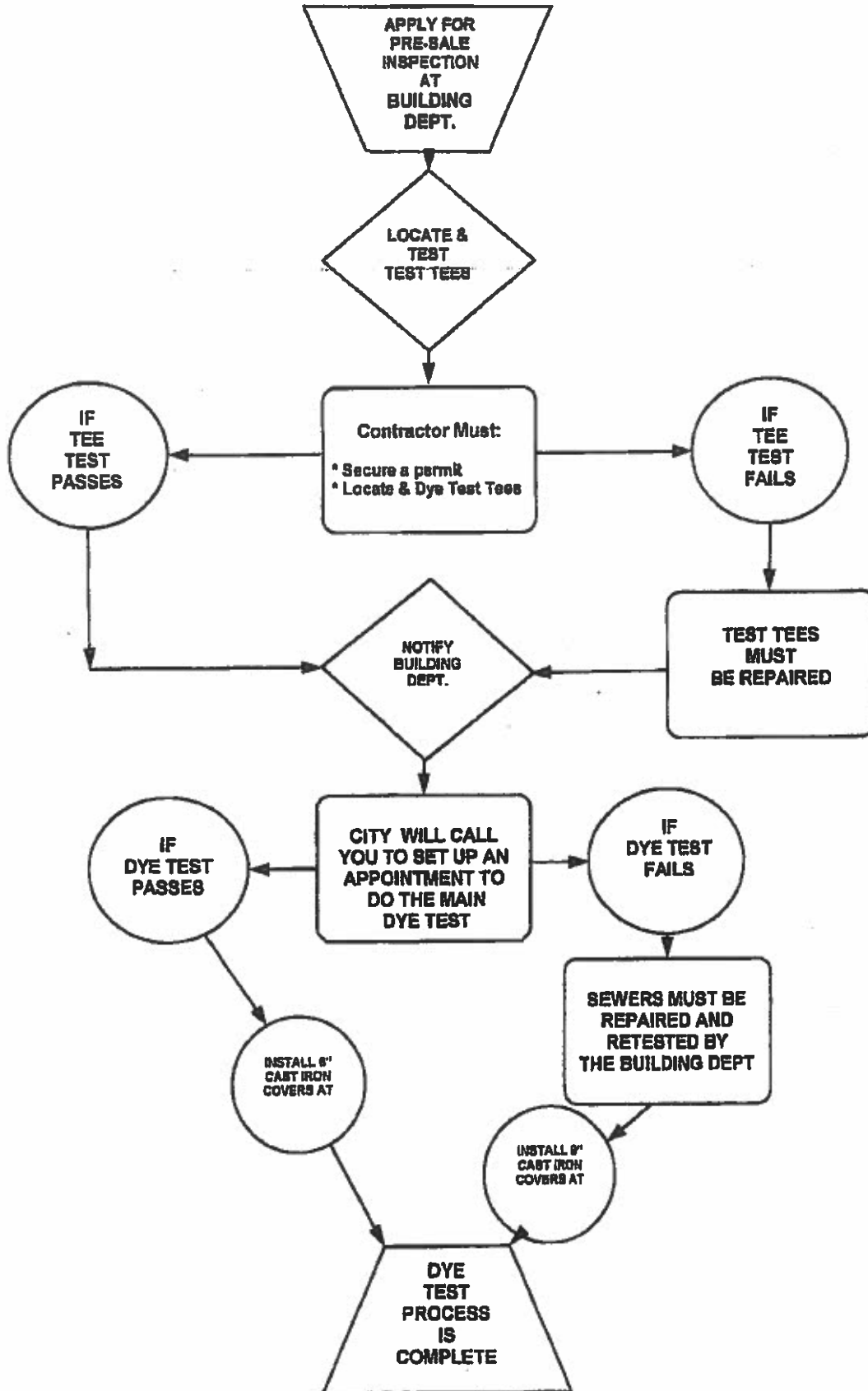
4) The homeowner shall contact the City of Willowick Fire Department (585-1202) to make an appointment for the inspection of the dwelling for smoke detectors and carbon monoxide detectors. Upon satisfactory completion of the inspection, the Fire Department will provide the homeowner with a Certificate certifying the dwelling is equipped with working smoke detectors and carbon monoxide detectors.

5) If the Dye Test and sidewalk/apron inspection is satisfactory, the homeowner will bring to the Building Department a Certificate from the Fire Department certifying that the dwelling is equipped with working smoke detectors and carbon monoxide detectors. An Occupancy Permit will then be issued (fee \$80.00).

6) If the repair work required, i.e. sewers and concrete, cannot be completed before title transfer, the money for repairs must be deposited in escrow. The City of Willowick requires a letter from the escrow agent along with the contractor's estimate stating that funds (1 1/2 times the contractor's estimate) are being held to cover the cost of the repairs required, and the funds will not be released until the escrow agent receives authorization from the Building Department.

7) Upon the filing of an Application for a Certificate of Inspection, a copy of the Application shall be given to the City's Tax Administrator. The Tax Administrator shall search his records to determine if the owner is in compliance with Chapter 193 of the Codified Ordinances. No Certificate of Inspection shall be issued until such time as the Tax Administrator has certified that there is compliance or that an agreement has been reached whereby the owner will comply.

DYE TEST PROCEDURE



NOTICE TO CONTRACTORS-HOMEOWNERS

WILLOWWICK CITY COUNCIL
NOW REQUIRES THAT ALL
TEST TIEES MUST BE
BROUGHT UP TO GRADE
AND MUST BE FITTED
WITH 6" CAST IRON
RINGS WITH COVERS

CITY OF WILLOWICK

SIDEWALK, APRON AND DRIVEWAY INSPECTION

THE FOLLOWING GUIDELINES WILL BE USED TO MAKE INSPECTIONS OF THE SIDEWALKS AND APRONS. ANY CONTRACTOR UNDERTAKING SLAB JACKING OR REPLACEMENT MUST BE REGISTERED WITH THE CITY OF WILLOWICK

PUBLIC WALKS

- 1. Any public walk block(s) that exhibit singular cracks of 1/8" or more shall be replaced.**
- 2. Any public walk block(s) that exhibit multiple cracks of 1/8" or more or spalling, deterioration or pitting shall be replaced. Any patching prohibited.**
- 3. Any public walk block(s) whose vertical edges differ by 1/2" or more shall be replaced.**
- 4. Any public walk block(s) which exhibit improper slope to street or reverse slope shall be replaced.**
- 5. Any public walk block(s) which "hold" water shall be replaced.**
- 6. Any public walk block(s) that exhibit heaving by tree roots shall be replaced.**
- 7. Asphalt not permitted for public walk repair or replacement.**

APRONS

- 1. Apron block(s) that exhibit multiple cracks of 1/4" or more shall be replaced.**
- 2. Apron block(s) that exhibit loose and deteriorating sections shall be replaced. Any patching prohibited.**
- 3. Apron block(s) whose vertical edges differ by 1" or more shall be replaced.**
- 4. Asphalt not permitted for apron block repair or replacement.**

Willowick Fire Department

Fire Prevention Bureau

30435 Lakeshore Boulevard • Willowick, Ohio 44095
Phone (440) 585-1202 • Fax (440) 585-4112
www.cityofwillowick.com



Lt. Dan O'Connell
FI Donald Lynn

Dear Homeowner,

You have recently received a packet of information regarding the requirements of the City of Willowick for the sale of your home. One of the forms addresses the installation of smoke alarms and carbon monoxide detectors. This is required per Willowick Ordinance 1505.03 **INSTALLATION REQUIRED IN DWELLING STRUCTURES**. We hope you take a few minutes and review this letter so the installation of these safety devices is understood.

First of all, the city code requires that smoke alarms shall be placed on all levels in the structure regardless of the occupancy in the various rooms. Also, please make sure to install batteries per the manufactures recommendations.

Next, the city code requires that carbon monoxide detection be placed outside all sleeping areas. This means that if sleeping areas are on the ground floor and upstairs or downstairs the detectors are to be installed outside these areas. These areas are usually common hallways separating bedrooms, staircases leading to bedrooms, ect.

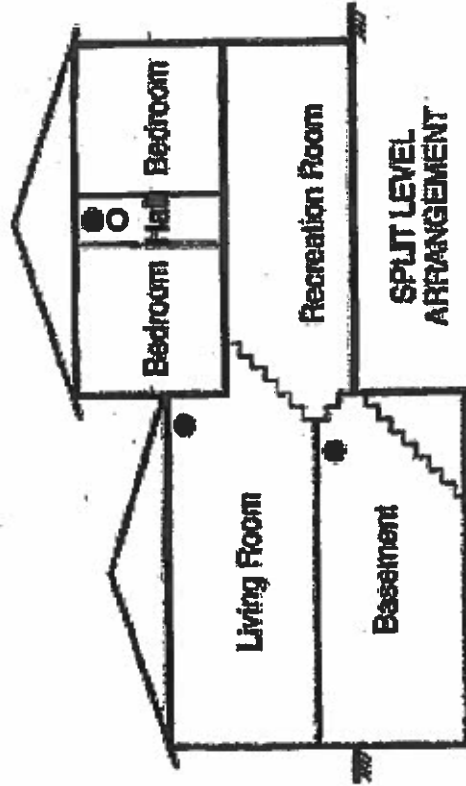
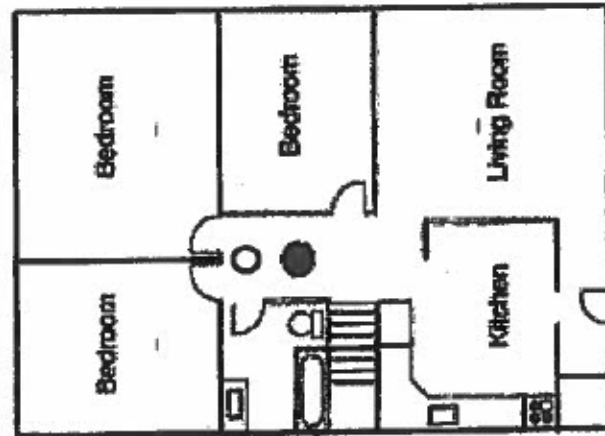
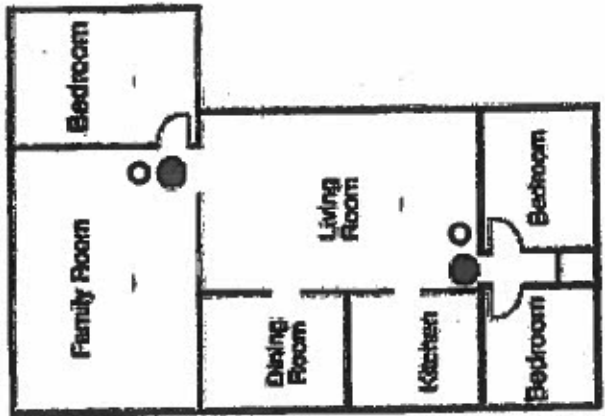
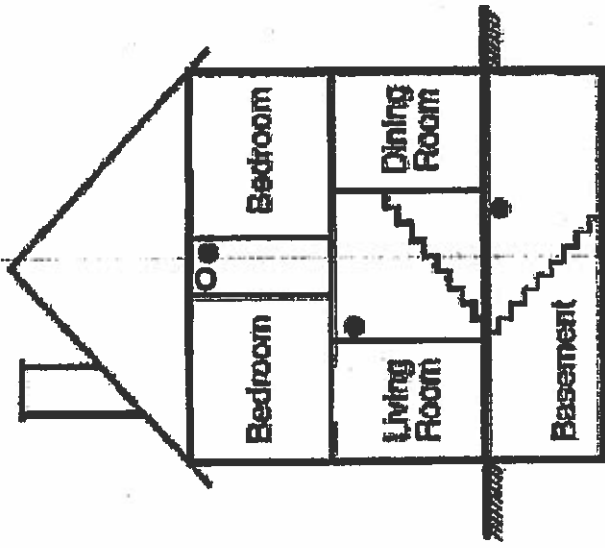
Although the fire department is unable to recommend a specific carbon monoxide detector we can advise you as to what may be the best type for your particular occupancy. For instance, if your hallway leading to your bedrooms does not have an electrical outlet, a carbon monoxide detector with its own battery source mounted on the ceiling or wall may be the most logical type for this purpose. Those that have outlets in the common hallways may use electrical powered units with battery back-up.

Should you have any questions regarding the city ordinance or need any information on installation, fire prevention needs or problems; please feel free to call the Fire Prevention Bureau at (440-585-1202) Monday thru Friday between the hours of 8:00 a.m. and 5:00 p.m.

Yours in Fire Safety,

A handwritten signature in black ink that reads "Dan O'Connell".

Lt. Dan O'Connell
Willowick Fire Department



SPLIT LEVEL ARRANGEMENT

- CO detectors for minimum protection
- Smoke detectors for minimum protection

