

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.