

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

- Point of sale application completed by the property owner or authorized agent and turned into the Willowick Building Department. _____
- Fire Inspection Waiver signed and notarized by the property owner or authorized agent and turned into the Willowick Building Department. _____
- 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 Department 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 be registered and call for a final inspection).

- RITA (Earned Income Tax) checked and in compliance: _____
(If there is an issue with your RITA taxes, you will receive a phone call from the Willowick Finance Department and/or RITA). They will need to be in compliance prior to the issuance of the Point of Sale certificate.
- 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 registered contractor pull the permit and locate/test the tees, once they do so they will need to call the Willowick Building Department to advise of the passing preliminary test.

The Willowick Service Department will call you to schedule the city sewer dye test.
(NOTE: Payment of \$350.00 required on the day of the Sewer Dye Test)

- Dye Test Passed _____
(AFTER a successful Dye Test, there is one final inspection which checks for bringing the tees to grade and the installation of the 6” cast iron covers. The contractor must call the Building Department to schedule the inspection after the dye test is completed).
NOTE: The Point of Sale Certificate will not be issued until the last inspection is passed.
- Cast Iron Covers _____

(Continue to page 2)

- Dye Test Failed _____

If the Dye Test failed: The registered contractor making the repairs must obtain a sewer permit.

(If the contractor is the same contractor that located and tested the tees they can use that permit however if you hire a different registered contractor they will need to obtain a sewer permit). They will also need to call the Building Department for the following inspections:

Sewer Inspection following the repairs:

Dye Re-Test: _____

Sewer Final/Cast Iron Covers: _____

****All Contractors used must be registered to work in the City of Willowick and must obtain the necessary permits. Concrete permits can be obtain by a homeowner, sewer permits can only be obtained from a registered sewer or plumbing contractor. ****

With a successful Dye Test, all of the above must be checked off and the \$80.00 Point of Sale fee provided to the Willowick Building Department before a Point of Sale Certificate will be issued. **This Point of Sale Certificate is required prior to the transfer of title.**

WILLOWICK BUILDING DEPARTMENT

440-516-3000

31230 VINE STREET

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 Fire Waiver Form, R.I.T.A. (Earned Income Tax) are checked and all outstanding Property Maintenance Violations are cleared. Briefly, the City's Point-of-Sale Process requires the homeowner to have the property inspected prior to the sale of the property.

- 1) Applications for inspection are available at the Building Department Monday through Friday, 8:00am to 4:30pm or on the City of Willowick webpage, under the Building Department section. Applications can be signed by the homeowner or their legal agent.
- 2) Once the 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) The Smoke and C.O. Detector Fire Waiver (contained in the Point of Sale packet) needs to be signed and notarized by the applicant (property owner or authorized agent). 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 to be installed outside the immediate vicinity of all sleeping areas.
- 4) When an application is made you can obtain an up-to-date list of registered contractors.
- 5) A copy of your application is sent to the Finance Department. R.I.T.A. (Earned Income Taxes) are checked to make sure that you are up to date on your taxes.
- 6) The Sewer Dye Test is completed in two stages.
 - A) Test Tees (vertical pipes will allow direct access to your story and sanitary sewers) must be located and uncovered. These test tees must be brought to grade and 6" cast iron rings with covers installed and pass a preliminary test before the Main City Sewer 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 Sewer 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 by the Building Inspector present must be done.

- 7) If the repair work required, (i.e. sewers, concrete, and/or property maintenance) cannot be completed before the title transfer, the money for the repairs must be put into escrow. To do so, you will need to obtain an estimate for the repairs from a registered contractor (if the repairs are due to a failed dye test you will need to obtain a worst case scenario estimate) send that to your title company and then the title company will send the Willowick Building Department that estimate and an escrow hold letter indicating they are holding 1.5x the amount of the estimate in escrow pending code violations. The funds will not be released until the escrow agent receives authorization from the Building Department.

- 8) Once the full Point of Sale is complete and in compliance the Point of Sale certificate shall be issued upon the receipt of an \$80.00 fee.

SEWER DYE TEST INFORMATION

CITY OF WILLOWICK

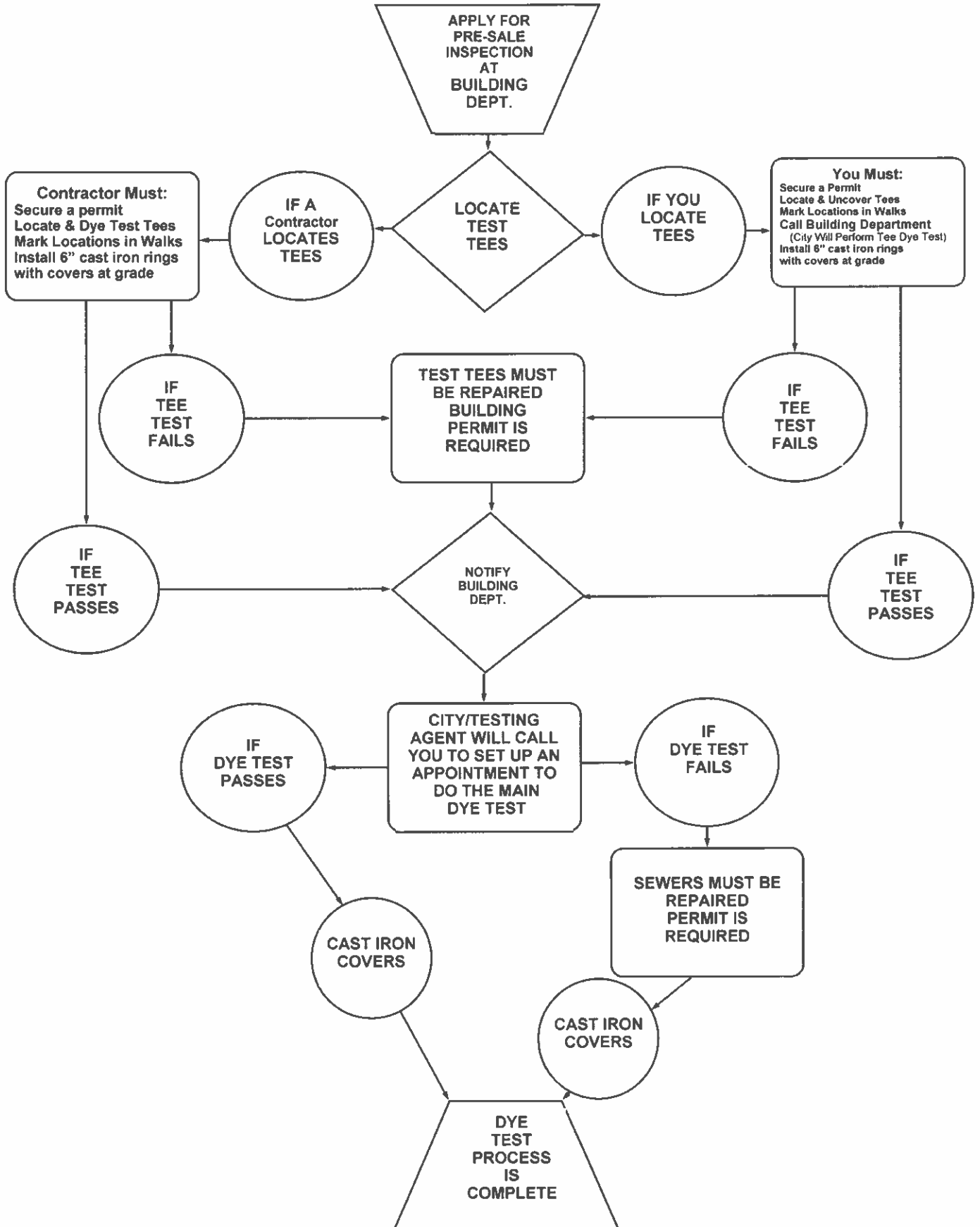
BUILDING DEPARTMENT

440-516-3000

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

- 1) Any registered contractor you choose will locate and bring the test tees to grade with approved 6" cast iron rings and covers. Once the contractor pulls the permit and does the work (tests the tees and installs cast iron covers) they will notify the Building Department that the test can be done. The Building Department will notify the Willowick Service Department to proceed with the City Sewer Dye Test.
- 2) The Service Department will contact the homeowner for an appointment to perform the test. Someone must be home at the time of the test. To do the testing, the Service Department requires a check in the amount of \$350.00, payable to the City of Willowick or cash in the exact amount.
- 3) After the dye test has been performed, a copy of the results will be mailed to the homeowner or agent.
- 4) If the Sewer Dye Test fails and repair work is required, your contractor will need to make the repairs, go through the inspection process and have a re-dye test completed by the Building Department.
- 5) If the repair work required, (i.e. sewers and/or concrete) cannot be completed before the title transfer, the money for the repairs must be put into escrow. To do so, you will need to obtain an estimate for the repairs from a registered contractor, you will need to obtain a worst case scenario estimate, send that to your title company and then the title company will send the Willowick Building Department that estimate and an escrow hold letter indicating they are holding 1.5x the amount of the estimate in escrow. The funds will not be released until the escrow agent receives authorization from the Building Department.

DYE TEST PROCEDURE



**NOTICE TO
CONTRACTORS – HOMEOWNERS**

**WILLOWICK CITY COUNCIL NOW
REQUIRES THAT ALL TEST TEES
MUST BE BROUGHT UP TO GRADE
AND MUST BE FITTED WITH 6”
CAST IRON RINGS WITH COVERS.**

CITY OF WILLOWICK

SIDEWALK AND APRON 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 $\frac{1}{4}$ " or more shall be replaced.
- 2) Any public walk block(s) that exhibit multiple cracks of $\frac{1}{4}$ " or more or spalling, deterioration or pitting shall be replaced. Any patching prohibited.
- 3) Any public walk block(s) whose vertical edges differ by $\frac{1}{2}$ " 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 exhibits 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 $\frac{1}{4}$ " or more shall be replaced.
- 2) Apron block(s) that exhibit loose and deteriorating sections shall be replaced. Any patching is 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



**City of Willowick
Bureau of Fire Prevention**

Chief Bill Malovrh

30435 Lakeshore Blvd. • Willowick, OH 44095 • Phone: 440-585-1202 • Fax: 440-943-5810

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 and carbon monoxide detectors. This is required per Willowick Ordinance 1508.03 INSTALLATION REQUIRED IN DWELLING STRUCTURES. We hope you take a few minutes and review the letter so the installation of these safety devices is understood.

First of all the city code requires that smoke detectors 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 manufacturers 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, etc.

Although the fire department is unable to recommend a specific smoke or carbon monoxide detector(s) we can advise you as to what may be the best type for your specific occupancy. For instance, if your hallway leading to your bedroom(s) 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. Homes that have outlets in the common hallways may use electrical powered units with a battery back-up.

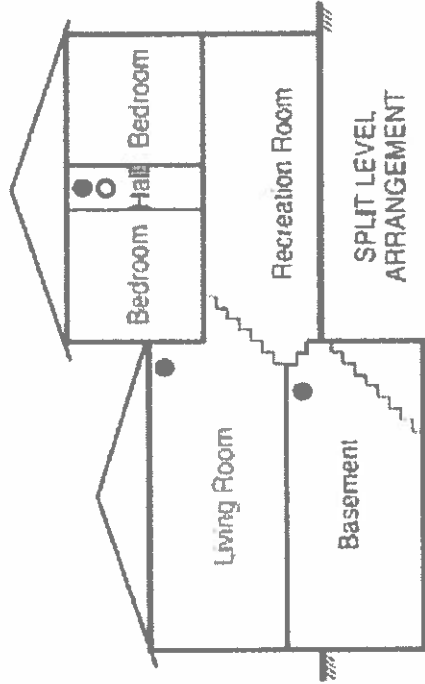
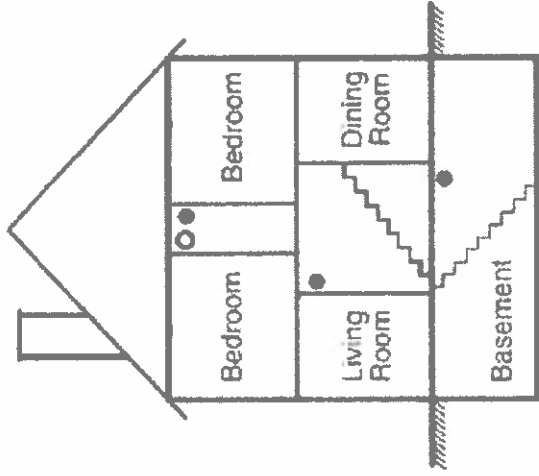
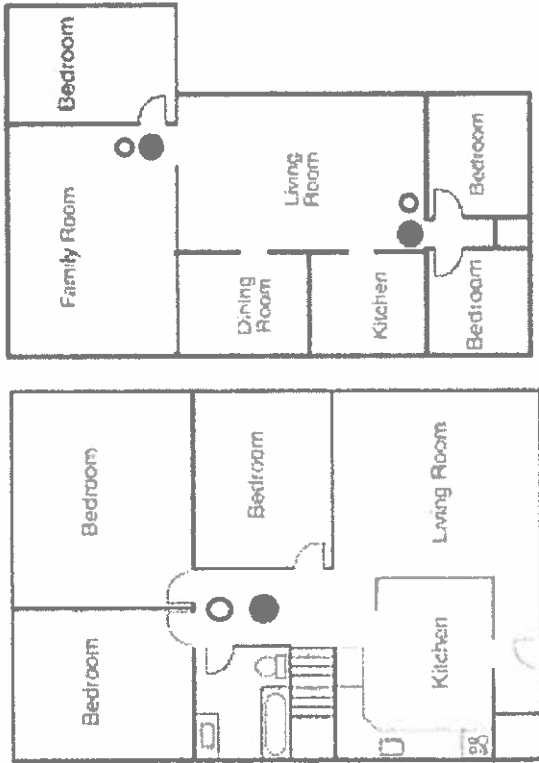
Also, please remember that the fire department no longer conducts Point Of Sale Inspections of detectors in houses for sale. This now is all done through an Affidavit of Compliance form that is obtained through the building department.

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.

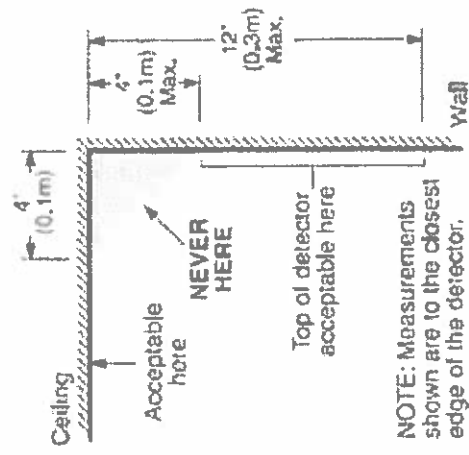
Yours In Fire Safety

A handwritten signature in cursive script that reads "Daniel O'Connell".

Capt. Daniel O'Connell
Willowick Fire Department



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



NOTE: Measurements shown are to the closest edge of the detector.

STATE OF OHIO)
) SS AFFIDAVIT OF COMPLIANCE
COUNTY OF LAKE)

NOW COMES THE AFFIANT, AFTER HAVING FIRST BEING SWORN AND HEREBY STATES AS FOLLOWS

1) I _____, the titled owner of real property located at _____, Willowick, Lake County, State of Ohio, recognize and acknowledge that I have read and understand Chapter 1505 of the Codified Ordinances of the City of Willowick. Specifically Section 1505.03, which provides as follows

1505.03 INSTALLATION REQUIRED IN DWELLING STRUCTURES

No occupancy permit shall be issued to a dwelling structure constructed hereafter in which a smoke detector or detectors and a carbon monoxide detector or detectors are required under Section 1505.02 unless and until the necessary smoke detector or detectors and carbon monoxide detector or detectors have been installed at the proper location and are demonstrated to be operating. As to existing structures, smoke detector or detectors required and carbon monoxide detector or detectors by this chapter must be installed and operating no later than 60 days from the passage of this chapter, and thereafter, no person shall occupy a structure which is not in compliance with this chapter.
(Ord. 2004-31. Passed 7-6-04, Ord. 2006-34. Passed 3-28-06.)

2) In accordance with Codified Ordinance 1505.03, I hereby state, affirm and acknowledge that the dwelling structure located at _____, Willowick, Lake County, State of Ohio, is in compliance with Chapter 1505, et seq of the Codified Ordinances of the City of Willowick

3) I acknowledge that reliance upon this Affidavit may result in the issuance of an occupancy permit or Point of Sale permit issued by the City of Willowick that may be revoked should it later be determined by the City of Willowick that a representation made by me in this Affidavit be false or untruthful

FURTHER AFFIANT SAYETH NAUGHT.

AFFIANT

SWORN TO AND SUBSCRIBED before me, on this this _____ day of _____
20 _____

Notary Public

My commission expires _____