

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 \$90.00 fee.