



# CITY OF BROOK PARK

BUILDING DEPARTMENT | 5590 Smith Road | Brook Park | Ohio | 44142

Email [BuildingDept@cityofbrookpark.com](mailto:BuildingDept@cityofbrookpark.com)

Office 216.433.7412

## 2024 RE-OCCUPANCY PERMIT

| ORD. 1323.03(A) |

**TO OBTAIN A RE-OCCUPANCY PERMIT:** A Re-Occupancy Inspection must be initiated with and completed by the Building Dept. and a Compliance Certificate issued. Buyer must then submit a Re-Occupancy Permit form to the Building Dept. prior to closing. (ALLOW 3-5 BUSINESS DAYS FOR PROCESSING) ALL REQUESTS MUST BE MADE USING CURRENT CALENDAR YEAR FORMS. WE DO NOT "HOLD" DOCUMENTS, INCORRECT/INCOMPLETE REQUESTS WILL BE RETURNED

PROPERTY ADDRESS			<input type="checkbox"/> Residential Property <input type="checkbox"/> * Commercial Property		ZONING CODE	
PROPERTY TO BE	<input type="checkbox"/> Owner Occupied <input type="checkbox"/> Tenant Occupied <input type="checkbox"/> Unoccupied		# OF ADULTS		# OF CHILDREN	
* PROPOSED BUSINESS NAME		* TYPE OF BUSINESS		* # OF EMPLOYEES		
BUYER / TENANT NAME						
PHONE #		EMAIL				
STREET ADDRESS (If different than above)		CITY		ZIP		
The title company will need a copy of your Re-Occupancy Permit, we will email a copy if the following is provided:		CLOSING DATE				
TITLE COMPANY		CONTACT NAME				
EMAIL						
THE UNDERSIGNED DOES HEREBY: 1. Acknowledge receipt of the Re-Occupancy Inspection Certificate of Compliance 2. Understand, an exterior, plain view inspection was conducted, and the City assumes no liability/responsibility for failing to report violations that may exist, and there is no guarantee future violations will not occur.					Buyer / Tenant Initials	
BUYER / TENANT SIGNATURE					DATE	

REVISED 11.09.2022