



CITY OF BROOK PARK

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

Email BuildingDept@cityofbrookpark.com

Office 216.433.7412

2026 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

