



Ted Yates, Mayor | Keith Foulkes, CBO

Point of Sale - Building Division
10075 Ravenna Rd, Twinsburg, OH 44087

Email: BuildingDept@twinsburg.oh.us

Phone #: 330-963-6270

Website: MyTwinsburg.com

Fee: \$50.00 Cash / Credit Card / Check #: _____ Application Date: _____

Address of dwelling to be inspected: _____

Parcel Number: _____ Zoning District: R-2 R-3 R-4 R-5

Certificate of Exterior Inspection Required (COT 1365)

The owner of the building, structure or premises entering into an agreement to sell or otherwise convey an interest in such building, structure or premises shall obtain from the Building Division a Certificate of Occupancy permit and present such *bona fide* Certificate or an exact copy thereof to any prospective purchaser or grantee prior to the time of transfer of title to the purchaser. The point of sale correction order report shall list thereon all observed violations in reference to the International Property Maintenance Code of Chapter 1313 of the Codified Ordinances for the City of Twinsburg.

Owner / Applicant(s) Name(s): _____

Owner / Applicant Address: _____

Phone Number: _____ Email: _____

Seller's New Address:

Purchaser's Name(s): _____

Inclement Weather

I understand that due to inclement weather, the inspector may be unable to determine the condition of specific items on the property. This will not constitute a waiver of any existing property maintenance violations that may be found at a later day and that I shall be responsible for the corrections of said violations unless the purchaser agrees in writing to assume and correct said violations when discovered.

Private Sewer/Septic Systems

I understand that the City of Twinsburg does not inspect private sewer or septic systems. It is my responsibility to contact the Summit County Board of Health if applicable to my property.

Validity of Certificate of Occupancy

I understand that, when a Certificate of Occupancy permit is issued, it shall be valid for one year from date of issuance and that no further inspection is required during that year if the property is sold and/or transferred. I have been advised of the provisions of the Twinsburg Codified Ordinance requiring inspections of the premises prior to the sale under Chapter 1365 and I understand those provisions. Failure to comply with the Twinsburg Ordinance for Exterior Inspection constitutes a violation of the International Property Maintenance Code and subjects the undersigned Seller, Lessor or Agent to the penalties set forth therein.

Seller / Lessor / Agent

Date

Agents Email: _____