

Please see below for important, temporary measures in place, effective immediately:

The City of University Heights Building and Housing Departments are closed to the public until further notice, due to the Covid-19 crisis. However, we do remain operational.

Applications for inspections and permits can be downloaded and dropped off, with check (preferred) or cash for payment, at City Hall mailbox outside the main entrance, or in the mail slot at 3962 Silsby Road. Please call the office with any questions regarding fees.

**POS INSPECTIONS:**

The point of sale inspection will only be performed on the exterior of the premises. All other requirements as to the transfer of title remain in place. If transfer must occur prior to our inspector being able to inspect the interior, the buyers must complete the assumption form created for this scenario (*see next document*).

**RENTAL INSPECTIONS:**

The rental program continues as usual, and beginning on **May 26, 2020**, the inspector will perform interior inspections as well as exterior inspections of the properties. Inspectors will wear masks or facial coverings while conducting inspections.

Any residents or other individuals whose premises are being inspected are either to wait outside, or may stay inside provided they keep social distancing AND wear a mask or facial covering. The inspector will discontinue the inspection of any premises where the people present do not so cooperate.

**BUILDING PERMIT INSPECTIONS:**

Our building inspectors continue to perform inspections on exterior work. Please call the office to be placed on their schedule. Interior inspections of work may be photographed or video taped and emailed to: [building@universityheights.com](mailto:building@universityheights.com) . Please reference the address in the subject line.

**SPECIAL TRASH PICK UP REQUESTS:**

These requests may be mailed in or dropped off at 3962 Silsby Road, or in the mailbox outside the main entrance to City Hall. Please include description of item(s) to be picked up, along with your name, address and phone number. Include payment of \$10.00, check (preferred) or cash, for a ¾ ton pickup truck. Maximum is two loads in a six-month period of time. Please allow up to four business days for removal of items.

STATEMENT OF ASSUMPTION OF VIOLATIONS  
DUE TO COVID-19

To: City of University Heights  
Building Commissioner

Date: \_\_\_\_\_

Re: \_\_\_\_\_  
University Heights, Ohio

Dear Building Commissioner:

The undersigned, being buyer(s) of the above referenced property, hereby understand that the City of University Heights was unable, due to the COVID-19 pandemic, to perform an INTERIOR inspection or re-inspection of this property.

I (we) understand that the funds escrowed for cited repairs (if any) DO NOT include any possible INTERIOR violations that were not discovered or not re-inspected.

I (we) agree to accept full responsibility for any interior code violations that may exist on this property, and acknowledge my (our) obligation to comply with all applicable building and housing codes.

\_\_\_\_\_  
Signature(s) of buyer(s) Date

Print name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Cell #: \_\_\_\_\_ Home #: \_\_\_\_\_

Email address: \_\_\_\_\_

Please indicate if this property will be owner occupied (check one): \_\_\_\_YES \_\_\_\_NO