

CITY OF SHEFFIELD LAKE

BUILDING DEPARTMENT
4750 Richelieu Ave., Sheffield Lake OH 44054
Phone: 440-949-5767 Fax: 440-949-6331

Application for Point of Sale

Fee: \$40.00 _____

Date _____

This is to request a Transfer of Certificate of Occupancy for the property located at _____

For: _____ to be Sold

*We have 10 working days to do this request
Once filled out.*

Name _____

Address _____

Phone _____

For office use only

- Sidewalks/Amount to be escrowed \$ _____
 - Roof
 - Gutter and downspouts
 - Smoke alarm(s) Up/Down
 - Electric 100 Amp Service
 - GFCI Kitchen Bathroom(s)
 - Plumbing
 - Heating runs
 - Stairs and handrails
 - Hot Water Tank (Venting, Safety Valve, Discharge)
- _____ General Condition

**Approval of Transfer of
Certificate of Occupancy**

Date _____

Name _____

Address _____

- Single Family
- Commercial
- Multi-Family

Approval Date _____ Date _____

Appointment Date _____ Time _____

Additional
Comments _____

