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_____ Inspector_____

Appointment Date_____ Time_____

Additional
Comments_____
_____
_____
_____