

Request for Special Inspection

Receipt No. _____

Permit No. _____

**City of Elyria, Ohio
Building Department**

Site to be inspected: _____ Today's Date: _____

Person (Owner / Tenant, **circle one**), requesting inspection: _____

Address of person requesting inspection: _____

Owner's Phone No. _____ E-mail. _____

Tenant's Phone No. _____ E-mail. _____

Note: An accurate /dimensioned floor plan of the Building /Space is required identifying rooms, use of each space, furniture, corridors, exit points and proposed occupant load. Additional info maybe required depending on the proposed use of the space. See reverse side for additional information, "Special Inspection Checklist".

Purpose of Inspection? e.g.: (Child care, preschool, foster care, latch key, group home, carnival, circus, or other specified use) Certificate of use and Occupancy.

Name of business going into site? _____

Previous business type? e.g.: (store, hair salon, etc.): _____

While the inspector(s) are at the site, they may discover violations of local, state, federal codes and ordinances, which may be brought to your attention. e.g. (Property Maintenance, Bldg Code, Fire Code, Elec, Plumb, Heat, etc.)

All Utilities & Life Safety features must be operational prior to inspections. e.g. (Electric, Plumbing, Heating, Water, Gas, Fire Alarm, Sprinkler, Emergency Exit signs / lights, etc.). Delays, additional repairs, and fees maybe incurred for non-compliance.

****By signing below, I acknowledge that I understand the policies as contained herein.****

Owner's Signature: _____ **Print:** _____

Fees (Section 109.13, Elyria Codified Ordinance)

- | | |
|---|---|
| 1) Child care, Preschool, Foster care, Latch key, Group homes, Certificate of occupancy for existing occupancies, and similar uses. | \$35.00 per building, electrical, heating and plumbing inspection and one reinspection each discipline. |
| 2) Carnivals, circuses and similar uses. | \$35.00 per discipline |
| 3) Inspections requested by owner or agent of non-1, 2, 3 family dwellings. | \$35.00 per discipline |
| 4) Second and subsequent re-inspections of uses listed in (1) (2) and (3). | \$35.00 per discipline |
| 5) Inspections performed outside regular working hours.
<i>(Regular hours are 8:00 a.m. – 4:30 p.m. M-F excluding holidays)</i> | \$100.00 per hour, per discipline. |

Building Department Use:

Date/Time of Appointment _____ Subtotal _____ State fee 3% _____ Total Cost. _____

Zoning District _____ Inspector _____

**131 Court St. Suite 101, Elyria, OH 44035
Phone 440-326-1493
Fax 440-326-1488
www.cityofelyria.org**