Building Dept. 4863 East 71st St. Cuyahoga Hts. Ohio 44125 216-641-7020 bldg@cuyahogaheights.com

VOCH Building Department

Building Commissioner, Norm Casini
Assistant Building Commissioner, Ken LaBella

PROPERTY MAINTENANCE

Property maintenance is not that difficult. Many homes have already met minimum standards. So, when the phrase "property maintenance" is used, what does that mean?

It includes simple things, like keeping your yard tidy and trim, repairing torn screens or damaged shutters, taking care of algae build up on vinyl siding, repainting areas of your home that are peeling or faded, repairing damaged steps or railings and making sure your landscaping is regularly maintained.

Property upkeep cost money, but isn't it worth spending a little on preventative measures that save a lot on major repairs? After all, your property is probably your biggest investment. Preventative maintenance on your home is beneficial to you and your neighborhood. Proper maintenance preserves your property, prevents costly repairs, increases your property value and improves your neighborhood and acts as stimulus to your neighbors to maintain and improve their property.

Sometimes you may want to hire a contractor for more difficult improvements. We encourage you to get several quotes, compare prices and ask for references. Be wary of "fly by night" contractors who do not have your best interest in mind. Contact the Better Business Bureau to make sure they are a reputable company or contact the building department for a list of contractors that are registered with the village.

Some home improvements may require a permit. If you are not sure your project needs a permit or have questions, contact the building department at 216-641-7020, Monday through Friday 8:00 am to 12:00 p.m. and 1:00 - 4:30 p.m.

Just a quick reminder....

If you are planning any home improvement projects for the spring and summer months, the George M. Suhy grant program is available, if your project qualifies. Please view the guidelines listed on the next page.
As always, if you have any questions, please contact the building department 216-641-7020.

DID YOU KNOW

Emergency Repairs:

Where equipment replacements and repairs must be performed in an emergency situation, the permit application can be submitted within the next working business day to the building department.

The George M. Suhy Grant Program

The process is now done online through our website at www.cuyahogaheights.com, click on the online services tab at the top of the page and scroll down to Suhy grant application. This is where you will start your application for your grant. Please follow the steps listed below:

1. If using a contractor, the contractor must be registered with the village's building department. Once they are registered, they will receive a contractor registration number.
2. You or your contractor must apply for a construction permit for your project, (the permit application also can be accessed through the online services tab on our website.) Once your application is reviewed and approved by the building department, you will be emailed an approval with the permit fee, there will be an attached link to pay for your permit fee online. Once the permit is paid for, you will receive a permit.
3. Complete the George M. Suhy grant application.
4. Schedule a pre-inspection of your project with the building department, (a pre-existing picture is required before new work can be started).
5. Proceed with your project, if your project needs an outsourced inspection, the building department will notify you.
6. Complete your project.
7. Schedule a final inspection with the building department (a picture of completed work will be required).
8. Submit all receipts and have your contractor sign and date their invoice, the contractor must verify how the invoice was paid. If the contactor's invoice was paid by a check, the building department will need a copy of the deposited check front and back, if the invoice was paid by a credit card, we will need a statement showing paid with a confirmation number for the credit card used and if the invoice was paid by cash, your contractor will have to sign, date and write paid in full by cash.
9. Once all the above steps have been completed, you will receive your grant check by mail within 45 days.

Please note: If you do not have access to a computer, please call the building department and we can schedule a time when you can come into the village hall, and we will assist you in filling the application out on a village computer. Please call 216-641-7020 to schedule with the building department Monday through Friday from 8:00 a.m.-12:00 p.m. and 1:00-4:30 p.m.

2024 **Village of Cuyahoga Heights** 2025

DIRECTORY

ALL EMERGENCY CALLS FIRE OR POLICE...911

Fire Department.....(216) 641-6799
5480 Grant Avenue.....Fire Chief Michael Suhy
Police Department.....(216) 883-6800
For non-emergency calls to the Police Department.....(216) 640-2045
5480 Grant Ave.....Police Chief Brian Sturgill

VILLAGE HALL.....(216) 641-7020
4863 East 71st Street.....Fax: (216) 641-8485

SERVICE DEPARTMENT.....(216) 641-3505
Fax: (216) 641-0315
5181 Canal Road.....Service Director Dave Sammons
SWIMMING POOL (Summer months).....(216) 341-7684

Website: www.cuyahogaheights.com

VILLAGE OFFICIALS

MAYOR
Jack M. Bacci.....4863 East 71st Street.....(216) 641-7020

CFO
Angel Meriwether.....4863 East 71st Street.....(216) 641-7020

COUNCIL
Todd Bloam.....4897 East 71st Street.....(216) 299-3255
Rick Centa.....4795 East 71st Street.....(216) 406-7695
Renato Contipelli.....7143 Marcelline Court.....(216) 210-2307
Matthew Schoeffler.....4526 East 49th Street.....(216) 406-2620
Robert Unger.....4753 East 71st Street.....(216) 533-0089
David Volek.....4680 East 71st Street.....(216) 570-6239

LAW DIRECTOR
Ben Chjonacki.....1375 East Ninth Street.....(216) 623-0150
Roetzel One Cleveland Center, 10th Floor Fax: (216) 623-0134
Cleveland, OH 44144

VILLAGE ENGINEER
Todd Sciano.....7979 Hub Parkway.....(216) 642-1130
Donald Bohning & Associates Valley View, OH 44125 Fax: (216) 642-1132

BUILDING COMMISSIONER
Norm Casini.....(216) 641-7020

SCHOOL NUMBERS

Cuyahoga Heights High School.....(216) 429-5707
Cuyahoga Heights Middle School.....(216) 429-5757
Cuyahoga Heights Elementary School.....(216) 429-5880