

GENERAL QUESTIONS

What are the office hours?

8:30 a.m. – 5:00 p.m. Monday thru Friday, excluding holidays.

What times are available for inspection?

Inspection times are available from 10:00 a.m. to 3:00 p.m. Monday thru Friday and are approximate. Inspections can be called in any time prior to the date requested, or up to 9:30 a.m. of the same day. Contact a building department secretary at 440-234-2218 for scheduling assistance.

How long is a permit valid?

The project must be started within 6 months of a permit being issued. The work should progress in a timely manner and be completed within one year.

Can a permit be extended?

Yes, upon consent of the Building Director. A written request containing the address of the project, permit number and reason for extension must be submitted for review and approval.

Can a homeowner pull a permit?

A homeowner is allowed to pull a permit and perform work on their property in lieu of hiring a contractor. A [homeowners' affidavit](#) must be submitted with the permit application.

Is authorization from a Homeowner's Association necessary to obtain a permit?

If you belong to a Homeowner's Association with deed restrictions, a letter of approval must accompany a permit application.

How can I obtain a list of registered contractors?

Contact the building department at 440-234-2218 and specify the type of contractor that is needed. The secretary can provide a list of contractors that are registered until December 31 of the current year.

Can a contractor register for more than one trade?

Contractors may register for more than one trade provided that all registration requirements are satisfied for each trade. Separate application fees must be paid for each trade registered, but only one surety bond is required.

Does the City of Middleburg Heights require the bond on its own bond form?

The city does not provide its own bond form. The original bond form supplied by your insurance company should be submitted with the contractor registration application documents.

What method of payment is acceptable by the Building Department?

The building department accepts cash or checks for payment. Small bills or exact cash is encouraged.

Can the city survey my property?

The building department maintains plat maps of all parcels within the city, but only a professional surveyor can determine the exact location of property lines.

Does the city require a residential point-of-sale inspection?

Middleburg Heights does not require residential point-of-sale inspections.

Does the city have property ownership or tax information for parcels?

Specific information regarding property ownership or property taxes can be obtained from the [Cuyahoga County Auditors](#) website.

Does the city provide zoning classification information?

The city [address map](#) and [zoning map](#) can be viewed on the website. Detailed zoning information for a specific property may be requested by contacting the building department at 440-234-2218. A written response can take 3-5 business days to complete.

Does the city allow record viewing for a specific property?

An [application to view public records](#) can be submitted to the building department. Requests are processed in a timely manner. Although not required, a written request is suggested to enhance the ability to identify and locate accurate records in a timely manner. You will be contacted by phone when all requested documents are available.

Do I have to post a permit in my window?

You may post the permit in your window if you want, however, the city does not require it.