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# VoCH Building Department

Norm Casini
Building Commissioner

Ken LaBella
Asst. Building Commissioner

Parrish Mines
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## Summer Property Upkeep & Outdoor Project Season

Property Maintenance Inspections are conducted on a Biennial cycle (once every 2 years) and the time has come. Property Maintenance Inspections (from the street) are in FULL EFFECT. The Villages' Building Department will be out in force in their yellow vests conducting inspections from the curb. Notices were mailed out in the beginning of May with various compliance dates regarding YOUR situation. Planning and maintaining your property now can help prevent violations and improve neighborhood appearance and improve property values.

### Property Maintenance Matters

Warmer weather also means increased attention to exterior property conditions. Residents are encouraged to:

- Keep grass and weeds maintained
- Remove debris and bulk waste promptly
- Maintain exterior structures and fences
- Driveway concrete and asphalt repairs
- Trim overgrown bushes and vegetation

*Routine maintenance helps protect property values and supports a cleaner, safer community.*

### Summer Safety Reminder

Outdoor projects often involve digging, electrical work, or structural improvements. Before starting:

- Call 811 before you dig
- Use properly registered contractors
- Schedule required inspections
- Follow approved plans and permits

### DID YOU KNOW?

**Did you know many outdoor projects such as decks, fences, sheds, and pools may require permits before construction begins?**

*Checking first with the village building department can help avoid delays, violations, and costly corrections later.*

### We're Here to Help: Ken LaBella & Parrish Mines

The building department is available to assist with permits, inspections, and property maintenance questions.

***Build safely. Maintain proudly. Enjoy a safe and successful summer season!***

# The George M. Suhy Grant Program

The process is now done online through our website at www.cuyahogaheights.gov, 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.*