

137.01 ESTABLISHMENT.

137.01 ESTABLISHMENT.

Document type	section
Identifier	137.01
Citation	§ 137.01
Ordinances detected	S, 116-84, 24-79, 20-05, ER, 87-67, 53-77, 60-58, 58-01, 47-18, 87-81, 63-05
Original source	American Legal Publishing
Content hash	a2abd0aa17b1a1da60745acae4c3c26863f0a6a13690283e3ef96c7671d64e8c

- Skip to main content
- Search
- Sitemap
- Login
- Select Language
- Resources
- Skip to code content (skip section selection)
- 2025-04 (current)
- Sheffield Lake Overview
- Codified Ordinances of Sheffield Lake, OH
- CODIFIED ORDINANCES OF THE CITY OF SHEFFIELD LAKE, OHIO
- CERTIFICATION
- ROSTER OF OFFICIALS
- ADOPTING ORDINANCE NO. 116-84
- COMPARATIVE SECTION TABLE
- TABLES OF SPECIAL ORDINANCES OF SHEFFIELD LAKE
- CHARTER
- PART ONE - ADMINISTRATIVE CODE
- TITLE ONE - General Provisions
- TITLE THREE - Legislative
- TITLE FIVE - Administrative
- CHAPTER 121 Mayor
- CHAPTER 123 Treasurer

CHAPTER 127 Department of Law
CHAPTER 129 Department of Finance
CHAPTER 131 Department of Public Safety
CHAPTER 133 Division of Police
CHAPTER 135 Division of Fire
CHAPTER 137 Division of Building Inspection
137.01 ESTABLISHMENT.
137.02 RESIDENTIAL BUILDING INSPECTOR; QUALIFICATIONS.
137.03 CONFLICT OF INTERESTS.
137.04 RECORDS.
137.05 APPOINTMENT AND TERM OF INSPECTORS.
137.06 DAILY SETTLEMENT FOR FEES.
137.07 ELECTRICAL INSPECTOR.
137.08 ALTERNATE BUILDING INSPECTOR. (REPEALED)
137.09 IMPRESS FUND.
137.10 PART-TIME ASSISTANT/CLERK TO THE BUILDING INSPECTOR.
137.10A FULL TIME ASSISTANT/CLERK TO THE BUILDING INSPECTOR.
137.11 NOTICE OF CHANGE OF OCCUPANCY.
137.12 NOTIFICATION FROM UTILITY COMPANIES.
137.13 PROCEDURE FOR VACATING LANDS.
137.14 SPECIFICATIONS AND STANDARDS FOR BUILDING LOT SITE PLANS.
137.15 ENFORCEMENT OF BUILDING LAWS AND REGULATIONS.
137.16 CHIEF BUILDING OFFICIAL.
137.17 BACK-UP CHIEF BUILDING OFFICIAL.
137.18 PLANS EXAMINER.
137.19 BACK-UP PLANS EXAMINER.
137.20 PLUMBING INSPECTOR.
137.21 BACK-UP PLUMBING INSPECTOR.
137.22 BACK-UP ELECTRICAL INSPECTOR.
137.23 BACK-UP BUILDING INSPECTOR.
137.24 CONTRACTING FOR BUILDING DEPARTMENT SERVICES
CHAPTER 138 Division of Health
CHAPTER 139 Department of Public Service
CHAPTER 141 Division of Water
CHAPTER 143 Division of Sewers
CHAPTER 145 Division of Streets and Roads
CHAPTER 147 Division of Sanitation
CHAPTER 149 Department of Taxation
CHAPTER 151 Engineer
CHAPTER 153 Forester
CHAPTER 155 Animal Control Officer
CHAPTER 157 Civil Service Commission
CHAPTER 158 Block Grant Grievance Board
CHAPTER 159 Economic Development Advisory Board
CHAPTER 161 Board of Zoning and Building Appeals (Repealed)
CHAPTER 163 Park-Recreation Board (Repealed)

CHAPTER 164 Records Commission
CHAPTER 165 Rate Review Board
CHAPTER 167 Planning Commission
CHAPTER 168 Board of Control
CHAPTER 169 Employment Provisions
CHAPTER 171 Community Center Board of Trustees
CHAPTER 173 Legal Defense and Indemnification
CHAPTER 175 ADA Coordinator
CHAPTER 177 Part-Time Grant Administrator
TITLE SEVEN - Judicial
TITLE NINE - Taxation
PART THREE - TRAFFIC CODE
PART FIVE - GENERAL OFFENSES CODE
PART SEVEN - BUSINESS REGULATION CODE
PART NINE - STREETS, UTILITIES AND PUBLIC SERVICES CODE
PART ELEVEN - PLANNING AND ZONING CODE
PART THIRTEEN - BUILDING CODE
PART FIFTEEN - FIRE PREVENTION CODE

OH

Sheffield Lake

Codified Ordinances of Sheffield Lake, OH

137.01 ESTABLISHMENT.

CHAPTER 137 Division of Building Inspection

CHAPTER 137

Division of Building Inspection

137.01 Establishment.

137.02 Residential Building Inspector; qualifications.

137.03 Conflict of interests.

137.04 Records.

137.05 Appointment and term of Inspectors.

137.06 Daily settlement for fees.

137.07 Electrical Inspector.

137.08 Alternate Building Inspector. (Repealed)

137.09 Impress Fund.

137.10 Part time Assistant/Clerk to the Building Inspector.

137.10A Full time Assistant/Clerk to the Building Inspector.

137.11 Notice of change of occupancy.

137.12 Notification from utility companies.

137.13 Procedure for vacating lands.

137.14 Specifications and standards for building lot site plans.

137.15 Enforcement of building laws and regulations.

137.16 Chief Building Official.

137.17 Back-up Chief Building Official.

137.18 Plans Examiner.

137.19 Back-up Plans Examiner.

137.20 Plumbing Inspector.

- 137.21 Back-up Plumbing Inspector.
- 137.22 Back-up Electrical Inspector.
- 137.23 Back-up Building Inspector.
- 137.24 Contracting for Building Department services.

CROSS REFERENCES

Dangerous buildings; duties of Building Inspector - see BLDG. 1351.03

Moving of buildings; duties of Building Inspector - see BLDG. 1356.05

Building permits and fees; issuance - see BLDG. Ch. 1361

Building Inspector to enforce Zoning Code - see P. & Z. 1113.01, 1113.13

137.01 ESTABLISHMENT.

There is hereby created within the Department of Public Service a Division of Building Inspection. (Ord. 24-79. Passed 3-27-79.)

137.02 RESIDENTIAL BUILDING INSPECTOR; QUALIFICATIONS.

The position of Residential Building Inspector is hereby established who shall be under the direct supervision of the Service Director. The Residential Building Inspector shall be a full-time employee of the City and shall have at least ten years paid experience in building construction and have been in responsible charge of the design or construction of buildings. He shall also be generally informed on the quality and strength of materials and all phases of building construction. (Ord. 20-05. Passed 1-11-05.)

137.03 CONFLICT OF INTERESTS.

No employee of the Division of Building Inspection or person who contracts for services with the Division shall engage in any work which is inconsistent with his duties or the interests of the Division.

All employees of the Division and persons who contract for services with the Division are disqualified from performing services for the Division when the same would require them to pass upon, inspect or otherwise exercise any authority given by the Ohio Building Code or the Regional Dwelling House Code over any labor, material or equipment furnished by them for the construction, alteration or maintenance of a building or the preparation of working drawings or specifications for work within the jurisdictional area of the Division. The Division shall provide other similarly qualified personnel to enforce the requirements of the Municipal Building Codes and regulations as they pertain to such work.

137.04 RECORDS.

It shall be the duty of the Building Inspector to keep a record of all applications for permits, which shall be regularly numbered in the order of their issuance, signed by the Building Inspector, and a record showing the number, description and size of all buildings erected in the Municipality, of what materials constructed, the aggregate of the number, kind and cost of all buildings, the ground area, the inspection, removal and condemnation of buildings and all other matters proper to be recorded, and shall cause each inspector to make a daily written report of each inspection made. (Ord. 87-67. Passed 10-24-67.)

137.05 APPOINTMENT AND TERM OF INSPECTORS.

The Mayor shall make the appointment of the Building Inspector in accordance with the ordinances of the City and the rules and regulations of the Civil Service Commission. (Ord. 53-77. Passed 5-10-77.)

137.06 DAILY SETTLEMENT FOR FEES.

The Building Inspector shall make daily settlements with the Director of Finance for all fees collected by his Division and take receipt therefor.

(Ord. 60-58. Passed 8-12-58.)

137.07 ELECTRICAL INSPECTOR.

(a) The position of Electrical Inspector for the City is hereby established.

(b) The Electrical Inspector must be certified and licensed by the State and is to be appointed by the Mayor for a term of one year. Such appointment is to be approved by the majority of the members of Council.

(c) The Electrical Inspector shall make the number of inspections on all new construction as set forth in City, State and National electrical codes and all other relevant ordinances and statutes.

(Ord. 58-01. Passed 10-23-01.)

(d) The Electrical Inspector shall work under the supervision of the Chief Building Official and shall use the same office space and equipment as is used by the Building Inspector. (Ord. 47-18. Passed 9-25-18.)

137.08 ALTERNATE BUILDING INSPECTOR. (REPEALED)

EDITOR'S NOTE: Former Section 137.08 was repealed by Ordinance 47-18.

137.09 IMPRESS FUND.

(a) There is hereby established an impress fund for purposes of allowing the Building Inspector to make changes in the day to day operation of the Building Department.

(b) The impress fund shall be funded with twenty-five dollars (\$25.00) and shall at no time upon the close of any business day of the Building Department have in it any amount in excess of twenty-five dollars (\$25.00) unless it is impossible for the Building Inspector to turn over to the Finance Director the amount in excess of twenty-five dollars (\$25. 00) at the close of any business day in which case the amount in excess of twenty-five dollars (\$25.00) shall be turned over to the Finance Director by the Building Inspector at the earliest possible time thereafter.

(Ord. 87-81. Passed 10-27-81.)

137.10 PART-TIME ASSISTANT/CLERK TO THE BUILDING INSPECTOR.

(a) The position of part time Assistant/Clerk to the Building Inspector is hereby established as a position within the City.

(b) The part time Assistant/Clerk to the Building Inspector shall under the direct supervision of the full-time Building Inspector and further shall be under the direction of the Director of Public Service.

(c) The rate of pay for the position of the part time Assistant/Clerk to the Building Inspector of the City of Sheffield Lake, Ohio, shall be established by Council.

(d) The part time Assistant/Clerk to the Building Inspector shall work no more than thirty-two hours in any week.

(e) The part time Assistant/Clerk to the Building Inspector shall attend Zoning Board of Appeals meetings at such time as he is directed to attend such meetings by the full-time Building Inspector.

(f) The part time Assistant/Clerk to the Building Inspector shall establish and maintain any records and other data as may from time to time be required of the part time Assistant/Clerk to the Building Inspector by the Building Department and/or the full-time Building Inspector and/or the Director of Public Service.

(g) The part time Assistant/Clerk to the Building Inspector shall, be under the supervision of the full-time Building Inspector and under the direction of the Director of Public Service, perform carryout duties and responsibilities as directed by the full-time Building Inspector and/or Director of

Public Service, including but not limited to, the following:

- (1) Monitoring the maintenance and condition of real property and real estate within the City.
- (2) Monitoring the condition of vacant lots and lands within the City.
- (3) Monitoring the condition of and/or demolition and/or repair of vacant structures within the City.
- (4) The enforcement of sidewalk ordinances within the City.
- (5) The enforcement of zoning laws and regulations within the City.
- (6) The enforcement of the junk car ordinances of the City.
- (7) Any and all other duties and responsibilities as may from time to time be assigned to the Assistant/Clerk to the Building Inspector by the full-time Building Inspector and/or Director of Public Service.

(Ord. 63-05. Passed 8-16-05.)

Disclaimer: This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality. American Legal Publishing provides these documents for informational purposes only. These documents should not be relied upon as the definitive authority for local legislation. Additionally, the formatting and pagination of the posted documents varies from the formatting and pagination of the official copy. The official printed copy of a Code of Ordinances should be consulted prior to any action being taken.

For further information regarding the official version of any of this Code of Ordinances or other documents posted on this site, please contact the Municipality directly or contact American Legal Publishing toll-free at 800-445-5588.

Hosted by: American Legal Publishing

[Back to Code Library](#)

[Previous Doc](#)

[Next Doc](#)

0 items available

Detected legislative history

- Ordinances of Sheffield Lake, OH
- ORDINANCES OF THE CITY OF SHEFFIELD LAKE, OHIO
- ORDINANCE NO. 116-84
- ORDINANCES OF SHEFFIELD LAKE
- ORDS
- REPEALED)
- Repealed)
- ords Commission
- ordinator
- ords

- Ord. 24-79
- Ord. 20-05
- ord of all applications for permits, which shall be regularly numbered in the order of their issuance, signed by the Building Inspector, and a record showing the number, description an
- orded, and shall cause each inspector to make a daily written report of each inspection made
- Ord. 87-67
- ordance with the ordinances of the City and the rules and regulations of the Civil Service Commission
- Ord. 53-77
- Ord. 60-58
- ordinances and statutes
- Ord. 58-01
- Ord. 47-18
- repealed by Ordinance 47-18
- Ord. 87-81
- ords and other data as may from time to time be required of the part time Assistant/Clerk to the Building Inspector by the Building Department and/or the full-time Building Inspector
- ordinances within the City
- ordinances of the City
- Ord. 63-05
- Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality
- Ordinances should be consulted prior to any action being taken
- Ordinances or other documents posted on this site, please contact the Municipality directly or contact American Legal Publishing toll-free at 800-445-5588

Imported automatically by MunicipalWiki. The original publisher remains the authoritative source pending legal normalization and verification.

Revision #1

Created 2026-07-18 21:32:19 UTC by MunicipalWiki Indexer

Updated 2026-07-18 21:32:19 UTC by MunicipalWiki Indexer