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

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

| | |
|---|---|
| **Document type** | section |
| **Identifier** | 137.10 |
| **Citation** | § 137.10 |
| **Ordinances detected** | S, 116-84, ER, 87-67, 53-77, 60-58, 58-01, 47-18, 87-81, 63-05, 62-05, 42-91, 43-91, 6-25, 15-98, OF |
| **Dates detected** | September 1, 1991 |
| **Original source** | American Legal Publishing |
| **Content hash** | `dfac463f2d45ddaddb6e664b3b550375f02dbc6f4c69ccc5a856a01ad505908a` |

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 (REPEALED)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
137.10 PART-TIME ASSISTANT/CLERK TO THE BUILDING INSPECTOR.
CHAPTER 137 Division of Building Inspection
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.)

137.10A FULL TIME ASSISTANT/CLERK TO THE BUILDING INSPECTOR.

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

(b) The full 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 full time Assistant/Clerk to the Building Inspector of the City of Sheffield Lake, Ohio, shall be established by Council.

(d) The full time Assistant/Clerk to the Building Inspector shall work forty hours per week.

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

(f) The full 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 full 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 full 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. 62-05. Passed 8-16-05.)

137.11 NOTICE OF CHANGE OF OCCUPANCY.

(a) The owner of any real estate in the City shall notify the City and its Building Inspector within fifteen days of any change of occupancy of any structure or building located on such real estate. The notification shall include the names of all occupants as well as the address of the real estate on which the occupied structure or building is located.

(b) Such notification shall be made to the City and its Building Inspector by the owner of such real estate in writing on forms to be provided by the City and its Building Inspector.

(c) Any person, corporation or other entity of any type or kind whatsoever that fails to comply with any of the provisions of this section shall be guilty of a misdemeanor of the first degree.

(d) Compliance with the terms of provisions of this section shall not relieve or exonerate the owner of any real estate in the City from complying with all other ordinances of the City.

(e) Should any portion of this section be declared to be unconstitutional, unenforceable by a court of competent jurisdiction, such determination shall have no effect on any other portion of this section.

(Ord. 42-91. Passed 6-11-91.)

137.12 NOTIFICATION FROM UTILITY COMPANIES.

(a) Any individual, corporation or entity of any type or kind supplying natural gas and/or electric and/or telephonic utilities service to the City and/or any consumers of any type or kind whatsoever within the City shall notify the City and its Building Inspector in writing of all of its customers, its customers' addresses and any change of customers and/or change of addresses of customers, receiving the product and services of such utility.

(b) The information required to be supplied to the City and its Building Inspector pursuant to this section shall be supplied to the City and its Building Inspector on an annual basis commencing with September 1, 1991, and shall be supplied and/or updated on or before September 1 of each year thereafter.

(c) The information to be supplied to the City and its Building Inspector in accordance with this section shall be supplied to the City and its Building Inspector in writing in a form that is acceptable to the City and its Building Inspector.

(d) Any individual, corporation or other entity who does not comply with the terms and provisions of this section shall be guilty of a misdemeanor of the first degree. Each violation of this section will constitute a separate offense.

(Ord. 43-91. Passed 6-11-91.)

137.13 PROCEDURE FOR VACATING LANDS.

Any individual, corporation or other entity requesting that any land within the City be vacated by the City shall present such request for the vacation of land in accordance with the following procedures:

(1) The request for the vacation of land shall be presented on a form approved by the City by the presenting of said form together with an application fee of five hundred dollars ($500.00) to the Building Inspector.

(2) Upon receipt of such request, the Building Inspector shall review the request and indicate his approval or rejection of the request.

(3) Upon the Building Inspector's indication of approval or rejection the request shall be presented to the Planning Commission of the City which shall approve the request and shall indicate its approval or rejection of the request.

(4) Upon the Planning Commission's indication of approval or rejection, the request shall be presented to the Building and Lands Committee of Council which shall review the request and shall indicate its approval or rejection of the request.

(5) Upon indicating its approval or rejection, the Building and Lands Committee of Council shall refer the request to Council for appropriate action according to law.

(6) Any and all application fees paid in accordance with the provisions of this section shall be placed in the account of the City into which is placed the proceeds received by the City from the sale of real estate. Further, from said account shall be paid any and all expenses incurred as a result of processing the request for the vacation of land, including but not limited to, the cost of any legal advertising and the cost of the preparation of legal descriptions for any such land that the City is considering for sale.

(Ord. 6-25. Passed 1-14-25.)

137.14 SPECIFICATIONS AND STANDARDS FOR BUILDING LOT SITE PLANS.

(a) The City hereby adopts the Building Lot Site Plan Specifications and Standards attached to Ordinance 15-98 for the building on and construction on Building Lot Sites within the City. Said Specifications and Standards are incorporated herein as if fully set forth herein.

(b) All individuals, corporation and other entities seeking to build or construct on any Building Lot Site within the City shall, in addition to complying with all applicable statutes, ordinances, rules and regulations, including but not limited to, Building Codes and Zoning Codes of the City, shall comply with and satisfy all of the Specifications and Standards.

(c) Should any requirement of any ordinance of the City and/or any statute of the State and/or any regulation, administrative rule or other legislative or administrative enactment set a higher standard for Building Lot Site Plans and the building on and development of Building Lot Sites within the City, said higher standard shall be met and complied with in the presentation of and development of and building on and construction on Building Lot Sites within the City. However, said such higher standards shall not in any way reduce or eliminate the requirements set forth in this section.

(d) Any individual, corporation or other entity that fails to comply with any term or provision of this section shall be guilty of a misdemeanor of the first degree.

(e) In addition to any and all other remedies and penalties, any individual, corporation or other entity who does not comply with the provisions of this section shall be required to fully comply with all of the terms and conditions and provisions of this section should they wish to proceed with any Building Lot Site Plan presentation, and/or any development or construction or building on any such Building Lot Site. Additionally, any such individual, corporation or other entity shall comply with all other statutes, ordinances, rules and regulations, whether legislatively or administratively made,

that establish a higher standard for any presentation of and/or building on or development on any Building Lot Site within the City. (Ord. 15-98. Passed 5-26-98.)

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
- 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
- ords and other data as may from time to time be required of the full time Assistant/Clerk to the Building Inspector by the Building Department and/or the full- time Building Inspector
- Ord. 62-05
- Ord. 42-91
- ordance with this section shall be supplied to the City and its Building Inspector in writing in a form that is acceptable to the City and its Building Inspector
- Ord. 43-91
- ordance with the following procedures:
- ording to law
- ordance with the provisions of this section shall be placed in the account of the City into which is placed the proceeds received by the City from the sale of real estate
- Ord. 6-25
- Ordinance 15-98 for the building on and construction on Building Lot Sites within the City
- ordinances, rules and regulations, including but not limited to, Building Codes and Zoning Codes of the City, shall comply with and satisfy all of the Specifications and Standards
- ordinance of the City and/or any statute of the State and/or any regulation, administrative rule or other legislative or administrative enactment set a higher standard for Building Lot Site
- ordinances, rules and regulations, whether legislatively or administratively made, that establish a higher standard for any presentation of and/or building on or development on any Building
- Ord. 15-98
- 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 21:32:23 UTC by MunicipalWiki Indexer
Updated 2026-07-18 21:32:23 UTC by MunicipalWiki Indexer