

# RESIDENTIAL RENTAL PERMITS

## IMPORTANT INFORMATION



### **Berea City Council Enacted Chapter 1331, "Residential Rental Permits."**

This Chapter supersedes the Leasing Permit requirements found in Chapter 201 of the Zoning Code.

#### **Process:**

- Permits are required for all qualifying rental properties in all Zoning districts.
- Mandatory interior inspections are no longer required. The City may conduct an interior inspection upon the request of a tenant or owner.
- Residential Rental Permits are effective from October 1 – September 30 of each year. The yearly permit fee is \$60.
- The Building Department accepts payment by check, made payable to the City of Berea. Online payments are NOT accepted.
- The application has been simplified and does not require notarization.
- **A Residential Rental Permit will be granted if all of the following are true:**
  - (1) The dwelling unit and property comply with the provisions of Part Thirteen of the Codified Ordinances of the City of Berea (Building Code); and
  - (2) The water bill for the dwelling unit is paid in full, as of the date of application; and
  - (3) The property taxes for the property are current, as reported by the Fiscal Officer of Cuyahoga County; and
  - (4) The Leasing Permit Application fee is paid in full; and
  - (5) All of the information requested in the application has been provided; and
  - (6) That the property was not declared a nuisance for any reason specified in Chapter 1331 at any time in the previous permitting period.
- A Residential Rental Permit may be revoked upon a finding that the dwelling no longer complies with the Building Code, or upon a finding, that information submitted by the owner was not truthful, if the property taxes become delinquent, or if the property is found to be a nuisance.
- There is a streamlined process for nuisance proceedings involving rental properties.

#### **What's the Same?**

- It is a violation to lease or occupy a single-family or two-family dwelling without a Residential Rental Permit unless the owner also occupies the dwelling.

**The Residential Rental Permit Application is due no later than October 1, 2025**

#### **Questions?**

Contact the Building Department at (440) 826-5812 or at [buildingdept@cityofberea.org](mailto:buildingdept@cityofberea.org)

The Building Department is located in the basement of Berea City Hall, 11 Berea Commons, Berea, OH 44017.

Read Chapter 1331 at <http://www.cityofberea.org/164/Leasing-Permit-Non-Owner-Occupied-Homes>

CITY OF BEREA

BUILDING DEPARTMENT - 2025-2026 RESIDENTIAL RENTAL PERMIT APPLICATION

Berea Codified Ordinance 1331.02(a): Effective October 1, 2018, except where the owner resides in the dwelling unit, no owner, renter, tenant, or regular occupant of any single-family or two-family dwelling shall rent, lease, or regularly occupy any dwelling unit without first obtaining a Leasing Permit from the City of Berea. A violation of BCO 1331.02(a) is a misdemeanor of the fourth degree. There is a \$60 per year fee for a residential rental permit.

**NOTE: Online payments are NOT accepted.**

Owners of residential rental properties must also submit a Residential Rental Property Disclosure Form to Cuyahoga County Fiscal Officer (R.C. 5323.02 and 5323.99).

**THE APPLICATION MUST BE RETURNED NO LATER THAN OCTOBER 1, 2025.**

ADDRESS OR RENTAL PROPERTY: \_\_\_\_\_

Number of Rooms: \_\_\_\_\_ Number of Rooms to be used as bedrooms: \_\_\_\_\_

Number of Tenants: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_  
No Post Office Boxes

Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
If the property is owned by a trust, business trust, estate, partnership, limited partnership, LLC, association, corporation, or any other business entity, please designate the name of the trustee, executor, general partner, member, manager, associate or officer, whoever applies:

Name: \_\_\_\_\_

COMPLETE THIS BOX ONLY IF THE OWNER DOES NOT RESIDE OR HAVE THEIR PRINCIPAL PLACE OF BUSINESS IN CUYAHOGA COUNTY OR AN ADJACENT COUNTY

BCO 1331.03(b)(5): Any owner who does not reside in or has their principal place of business in Cuyahoga County or an adjacent county shall be required to designate a local agent, who shall be authorized to receive notification of complaints, damages, emergencies, substandard conditions or other communications, including service of process. Any designated local agent shall reside in or have their principal place of business in Cuyahoga County or an adjacent county.

Name of Local Agent: \_\_\_\_\_

Address: \_\_\_\_\_  
No Post Office Boxes

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

AGENT: I agree to be an agent for the above-referenced rental property and will accept notification of complaints, damages, emergencies, substandard conditions, or other communications, including service of process.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PROPERTY MAINTENANCE RESPONSIBILITY – MAY NOT LIST A TENANT

☐ Same as Owner

Person (not a business entity) responsible for the maintenance of the property: \_\_\_\_\_

Address: \_\_\_\_\_  
No Post Office Boxes

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I certify that in submitting this application, the property listed above complies with the Building Code of the City of Berea. I declare that all information contained in this application is true to the best of my information, knowledge, and belief and understand that the submission of any false information shall be sufficient cause to void this application and/or to revoke a permit and could also subject me to criminal prosecution.

Owner \_\_\_\_\_

Date \_\_\_\_\_

FOR CITY USE ONLY

Date received: \_\_\_\_\_

☐ Application complete

☐ Property taxes current

☐ No prior nuisance

☐ Water bill current

☐ Application fee paid

☐ APPROVED

☐ DENIED

☐ PENDING