

# APPLICATION FOR INSPECTION AND RENTAL APPROVAL

Village of Mariemont, OH – Building Department  
6907 Mariemont, OH 45227  
513.271.3315 Telephone 513.271.1655 Fax

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## Rental Permit Application Instructions:

1. The Village of Mariemont Ordinance No. 0-30-97 stipulates that the all properties in the Village shall conform to the “ICC International Property Maintenance Code, Fourth Edition, 2012.”
  2. The Village of Mariemont Ordinance No. 0-2-05 stipulates that each time a rental unit changes tenants OR three years have elapsed since a prior inspection, the Village of Mariemont Building Department shall be notified and a Rental Permit Inspection scheduled.
  3. The unit must be vacant at the time of inspection.
  4. The Village of Mariemont Building Department will inspect the unit two business days after receipt of application request.
  5. The Owner or his/her representative shall be present at the inspection and shall acknowledge receipt of Condition for Occupancy Checklist.
  6. In the event repairs are needed as a condition for approving the Rental Permit, the Building Commissioner shall have the authority to issue a Conditional Rental Permit – unless significant safety issues would preclude such issuance.
  7. All Conditional Rental Permits shall be followed by a re-inspection to confirm that repairs have been duly made.
  8. The Application for Rental Permit shall be accompanied by the Inspection Fee of \$25.00 (check only).
  9. ***Please note that the Village of Mariemont Code of Ordinances stipulates that failure to acquire a Rental Permit is a minor misdemeanor.***
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Name of person requesting inspection: \_\_\_\_\_

(Check here if tenant)

Telephone number of person requesting inspection: \_\_\_\_\_

Email address of person requesting inspection: \_\_\_\_\_

Date of requested inspection: \_\_\_\_\_

Address of Property: \_\_\_\_\_

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

Owner or Owner’s Agent Signature: \_\_\_\_\_

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Inspection Date: \_\_\_\_\_

Re-inspection Date: \_\_\_\_\_

Conditional Rental Permit issued: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Permit Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Inspection, Re-inspection of maintenance repairs & Permit Fee (once every three years): \$25.00

Additional Re-inspection Fee if maintenance repairs are not satisfactorily completed: \$50.00

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