

**CITY OF EASTLAKE DEPARTMENT OF PUBLIC SERVICE
PROCEDURE FOR POINT OF SALE INSPECTION**

1. The property owner must contract with a reliable sewer contractor to perform the tests as indicated on the evaluation/inspection form. (Results of Sanitary and Storm Service Lateral Evaluation.)

THE CITY OF EASTLAKE IS NOT RESPONSIBLE FOR PERFORMING TESTS. ALL ARRANGEMENTS FOR TESTING MUST BE MADE BY THE PROPERTY OWNER OR HIS AGENT WITH A PRIVATE FIR/SEWER CONTRACTOR. THE FORM PROVIDED BY THE CITY IS THE ONLY FORM TO BE USED BY THE FIRM/SEWER CONTRACTOR TO REPORT TEST RESULTS.

2. The property owner or agent shall apply for a Certificate of Inspection and be issued the evaluation/inspection form. The property owner or agent will provide the form to the firm/sewer contractor.

POINT OF SALE APPLICATION

The City of Eastlake requires that before any title company transfers a property, they must have a copy of a Certificate of Inspection issued by the City of Eastlake to the present property owner. The Certificate of Inspection shows the title company and the prospective purchaser that a sewer dye test has been performed on the property. All monies owed to the City must be current, i.e. garbage bills, taxes and any property maintenance that has been performed by the City.

When the application is made, the property owner is given a copy of the location of the sanitary/storm inspection tees; an explanation of the sewer and dye test, a partial list of contractors and a blank test result form. The homeowner must hire a contractor to locate the tees, schedule the test with the City, and perform the test. The City's inspector is on site when the dye test is performed. The homeowner or his representative must be present during the dye test to allow access to the inside of the house.

The copy of the sewer permit with the tee location and the test result form are given to the contractor by the property owner. When the test has been completed the contractor will complete the test result form and return it to the Service Department. The Service Department will prepare the Certificate of Inspection that the title company must have in order to complete the transfer of property.

The following are questions frequently asked:

1. What is the first thing to do to comply with POS Inspection when a homeowner is ready to put their home up for sale?
 - A. Make the application at the Service Department. Information needed is: name, address, phone, address of property being sold if different than the owner's address.
2. Is there cost involved?
 - A. The application fee is \$100.00. In addition to that fee, the homeowner must pay a contractor to locate the inspection tees, located in either the tree lawn or front yard

area, bring all test tees up to grade, and to install cast iron lids. Contractor prices vary so it is suggested calling several and ask for a flat fee.

3. What is the City looking for, i.e. sidewalks, sewers, infiltration?
 - A. The City inspects the sanitary and storm sewers on the property. The inspector will insure that the sewers are in working condition and there is no infiltration of storm water into sanitary and vice versa. The City does inspect sidewalks and the criteria for determining replacement are:
 - Cracks that are ¼" wide or more
 - Adjoining slabs which are uneven, may not exceed ¾"
 - Slabs which dip down and hold water (birdbaths). There shall not be over 1" differential off level. Hillside walks may require different criteria.
 - Pitted or deteriorated slabs where water can lie and freeze. Indentations which are capable of causing a person to stumble and/or fall
 - Concrete apron and/or walks topped with asphalt or any other type of material
 - Heaving tree roots over ¾"
 - If, in the opinion of the inspector there is a hazardous situation
4. Can I locate my own tees, or must I use a contractor from the City of Eastlake?
 - A. A property owner can locate his/her own tees; however, the dye test must be completed by a licensed sewer contractor with the City's inspector present during the test.
5. Is there a list of contractors for cement, sewer, etc. that the City suggests?
 - A. The City provides a partial list of registered sewer contractors to the property owner when application is made. The homeowner may also contact the Building Department for a complete list of all sewer contractors registered with the City. The City of Eastlake cannot recommend a contractor.

If the homeowner wants to do concrete work, the Building Department can provide a list of registered contractors who do that type of work.
6. Can the dye test be made by a contractor of my choice?
 - A. Yes, but the contractor must be registered with the Building Department as a sewer contractor.
7. Can the City be paid out of escrow when the property is sold?
 - A. Before title transfers, if there are violations and/or money owed, the property seller may leave in escrow 1-1/2 times the amount of repair, or the amount owed to the City (garbage, tax, property maintenance).
8. How long is the inspection or permit valid?

- A. The Certificate of Inspection is valid for a period of two years from the date of the certificate, the application is valid for one year. Please contact the Service Department (440-951-1416) and ask questions regarding the property.**

If you are unable to come and fill out the application in person or have a representative pick up the application package, you may send a check in the amount of \$100 payable to the City of Eastlake, at the Service Department, 35150 Lakeshore Blvd., Eastlake, OH 44095.