



CITY OF TOLEDO
Department of Inspection
Division of Building Inspection

One Government Center, Suite 1600 • Toledo, OH 43604 • Phone (419) 245-1220 • Fax (419) 245-1329 • onestopshop@toledo.oh.gov

HOME INSPECTOR REGISTRATION INFORMATION SHEET

Pursuant to Toledo Municipal Code, Chapter 1765.04, any person certified by I.C.C. (International Code Council) and the Commissioner of Building Inspection to conduct the type of inspection required by the Certificate of Property Code Compliance Inspection shall register with the Commissioner of Building Inspection.

To register as a Home Inspector, you must submit the attached application form with the following documents:

- 1) Copy of the ICC completion Certificate for **Property Maintenance and Housing Inspector Exam 64.**
- 2) City of Toledo Certificate of Tax Registration Compliance. For information call City of Toledo Taxation Department 419-245-1662.
- 3) Notarized Toledo Municipal Code Section 1111.1101 "Certificates of Appropriateness" Acknowledgement.
- 4) \$120 fee

Complete Information for the **Property Maintenance and Housing Inspector Exam 64** certification examination can be obtained from:

International Code Council (ICC)
Contractor Examination Services Department
900 Montclair Road
Birmingham, Alabama 35213
Phone: 1-877-783-3926

or

Web Site for exam information: <http://www.iccsafe.org/certification/exams.html>



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HOME INSPECTOR REGISTRATION APPLICATION

Applicant Information	Company Information
Name (Last, First, Middle Initial, Suffix)	Company Name you will operate under
Home Address	Business Address
City, State, Zip	City, State, Zip
Home Telephone No.	Telephone No.
Other Telephone No.	Fax No.
Email Address	Email Address
Date of Birth	Year Business Started
Social Security No.	City of Toledo Tax ID No.
<input type="checkbox"/> Male Height Weight Hair Color Eye Color <input type="checkbox"/> Female	Primary Nature of Business

You must attach copies of the following documents to this application:

1. ICC (International Code Council) completion certificate for Property Maintenance and Housing Inspector Exam 64,
2. City of Toledo Certificate of Tax Registration Compliance,
3. Notarized Toledo Municipal Code Section 1111.1101 "Certificates of Appropriateness" Acknowledgment

NOTE: Incomplete applications will not be accepted. You must submit all documentation at the time of application. A \$120 fee must accompany this application. **Make checks payable to CITY OF TOLEDO.** Completed applications, supporting documents and payments may be submitted in person or mailed to:

City of Toledo Division of Building Inspection. One Government Center, Suite 1600. Toledo, OH 43604.

It is specifically agreed by the applicant any misrepresentation, false statement or fraud in, or in connection with this application shall be cause for revocation or suspension of a license thereon, or shall be cause for denial of application in addition to any other actions or penalties or both to which the applicant may be subject. Applicant further acknowledges that this registration does not entitle the applicant to act as a licensed home improvement contractor.

Applicant Signature

Date

Sworn to and subscribed before me this _____ day of _____, 20_____.
 State of Ohio, County of Lucas

Notary Public _____

My commission expires on: _____



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CERTIFICATES OF APPROPRIATENESS

Toledo Municipal Code - Section 1111.1101

The following is the text of Toledo Municipal Code §1111.1101 - Certificates of Appropriateness.

1111.1101 Applicability: No contractor, owner or other person may make any environmental changes to any property designated as a historical landmark or within a designated historic district unless a valid written Certificate of Appropriateness has been issued by the respective Historic District Commission in accordance with procedures of this Section.

1111.1103 Initiation: Applications for a Certificate of Appropriateness for environmental changes upon landmarks or within designated historic districts shall be submitted directly to the Planning Director on forms provided by the Plan Commission, together with four complete sets of all applicable plans, designs, elevations, specifications and documents relating thereto.

1111.1104 No Retroactive Certificates: Applications for retroactive Certificates of Appropriateness shall not be accepted, and retroactive Certificates of Appropriateness shall not be issued.

1111.1105 Planning Director's Review and Report: Upon receipt of all pertinent documents, the Planning Director:

- A. must inform the applicant of the review procedures and application requirements;
- B. has the authority to request from the applicant additional pertinent information regarding the proposed environmental change;
- C. Must inform the respective Historic District Commission members of the Certificate of Appropriateness applications.

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The undersigned applicant for a contractor license or registration with the City of Toledo, acknowledges his/her knowledge of Chapter 1111.1101 which requires the prior approval of the Historic District Commission having jurisdiction for any environmental changes to property within the historic district. Without limiting the generality of the forgoing, the undersigned hereby agrees to comply with the provisions of 1111.1101 of the Toledo Municipal Code.

Signature of Applicant for License or Registration

Date

Printed Name of Applicant

City of Toledo License/Registration Application No.