



Ohio and Hamilton County (a copy of which is attached to this Ordinance) and return the completed form to the City of Mt. Healthy Building Department. A copy of this form will also be forwarded to the Hamilton County Auditor's Office.

There will also be a form that includes a section for the Rental Property Owner to list all of the tenants that are living at the property, and a pre-inspection checklist. This pre-inspection form will enable the Property Owner to answer to the best of their knowledge that the subject property complies with all applicable Ordinances, rules and regulations of the City of Mt. Healthy, Ohio.

Upon return of the Rental Permit Application, pre-inspection checklist, and payment of fees, the inspection of the rental property can then be scheduled.

**C. Fee Schedule.**

A fee of \$100.00 must be included with the Rental Permit Application. This fee pays for the initial Inspection and one Re-Inspection. In the event that approval requires more than one Re-Inspection, the fee will be \$50.00 per Inspection. If occupancy occurs prior to obtaining a Rental Permit, all fees may be doubled.

**D. Length of Permit.**

An approved Rental Permit will be good for two (2) years of occupancy by the tenant which it was originally approved for.

**E. Inspection Process.**

Inspections or Re-Inspections by the Mt. Healthy Building Department of vacant properties must be performed with the Property Owner, or a Designated Representative present. The Inspection or Re-Inspection for a Renewal Permit or occupied properties will require the Property Owner or a Designated Representative and the Tenant to be present.

**F. Violation Process.**

Permits will be issued only to properties that comply with the City of Mt. Healthy Property Maintenance Code. A Rental Permit may be revoked at any time by the Mt. Healthy Building Department if the rental property becomes non-compliant of the Code.

If a violation of the Code is noted during the inspection process, a written notice of violation(s) will be issued to the Property Owner or the Designated Representative, describing the violation(s) and the required correction(s) and the deadline date to correct or abate said violation(s).

Rental units occupied at the time of the adoption of this Ordinance will be granted a thirty day conditional permit which allows the existing tenant to continue occupancy and permit the owner to make all necessary corrections resulting from the initial inspection.

**G. Appeal Process.**

An appeal may be taken to the Mt. Healthy Planning Commission by any persons aggrieved by any order, requirement or decision made by the Mt. Healthy Building Department. The request for an appeal must be submitted by the party aggrieved by the action of the Building Department within fifteen days from receipt of any written notice of violation(s). The appeal will be heard by the Planning Commission and a decision will be given within thirty days.

An appeal to the Planning Commission shall stay all proceedings in the furtherance of action appealed from, except in cases of imminent peril to life or property.

**Section 2.** The Owner of all single family rental properties will submit a Tenant List to the Building Department immediately on the effective date of this Ordinance and on January 1<sup>st</sup>, on each year thereafter.

**Section 3.** Whoever violates any provision of this Ordinance, or fail to comply therewith, or with any of the requirements thereof, shall be prosecuted within the limits as provided herein. Each day that a violation continues after due notice has been served shall be deemed a separate offense. Whoever is convicted or pleads guilty to a Property Maintenance Code violation shall be charged with a minor misdemeanor. However:

- (A) Whoever is convicted or pleads guilty of a second offense not sooner than 20 days and not later than one year of the same section of the Property Maintenance Code shall be charged with a misdemeanor of the fourth degree.
- (B) Whoever is convicted or pleads guilty of the third offense not sooner than 20 days and not later than one year of the same section of the Property Maintenance Code shall be charged with a misdemeanor of the third degree.
- (C) Whoever is convicted or pleads guilty of the fourth offense not sooner than 20 days and not later than one year of the same section of the Property Maintenance Code shall be charged with a misdemeanor of the second degree.
- (D) Whoever is convicted or pleads guilty of the fifth offense not sooner than 20 days and not later than one year of the same section of the Property Maintenance Code shall be charged with a misdemeanor of the first degree.

**Section 4.** That this Ordinance shall be in full force and effect from and after the first date provided by law.

Passed this 21 day of January, 2014.

Ron Butten  
President of Council

Attest: Melanie M  
Clerk of Council

Approved this 21 day of January, 2014.

Joseph J. Gattuso  
Mayor

Approved as to form:

Stephen A. Wolf  
Law Director