



**APPLICATION FOR PRE-SALE INSPECTION**  
**DEPARTMENT OF ZONING**

6131 Taylorsville Road  
Huber Heights, OH 45424  
937.233.1423 Fax 937.233.1272  
www.hhoh.org

Permit #: \_\_\_\_\_

**\*Inspection Fee: \$40**

\_\_\_\_\_  
Applicant Name (Owner, Realtor, or Agent – circle one)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Closing Date

\_\_\_\_\_  
Address of Property for Sale

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Telephone Number(Home, Office, Cell)

\_\_\_\_\_  
Realtor for Owner/Company Name

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Telephone Number(Home, Office, Cell)

Property Information (Check All That Apply)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Single Family | <input type="checkbox"/> Private Sale           | <input type="checkbox"/> Vacant                         |
| <input type="checkbox"/> Multi-Family  | <input type="checkbox"/> Foreclosure/Bank Owned | <input type="checkbox"/> Dog on Premises (Outside Only) |
| <input type="checkbox"/> Condominium   |   |   |

\_\_\_\_\_  
Buyer's Name

\_\_\_\_\_  
Realtor for Buyer/Company Name

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Title Company

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Telephone Number

This is to certify that the seller or an authorized representative(s) has/have read the City of Huber Heights Pre-Sale Housing Inspection Application and understands it.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

[Click here to pay online](#)

FOR ALL RETURNED CHECKS A \$20 PENALTY CHARGE WILL BE LEVIED ON ALL APPLICANTS.

**For Office Use Only**

Check# \_\_\_\_\_

Staff Initials \_\_\_\_\_

Receipt# \_\_\_\_\_

Payment Type: Check/Cash

Zoning District \_\_\_\_\_

Permit #/Type: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CITY OF HUBER HEIGHTS  
PLANNING AND DEVELOPMENT  
6131 TAYLORSVILLE ROAD  
HUBER HEIGHTS, OH 45424**

**PRE-SALE INSPECTION APPLICATION**

**Please Read:**

1. Following is an excerpt of Chapter 1125.02 of the Huber Heights Zoning Ordinance outlining responsibilities incumbent upon real estate transactions within the City of Huber Heights.

**CHAPTER 1125.02 ZONING CERTIFICATES AND OCCUPANCY PERMITS**

Prior to the sale of any real property in this City, the owner, agent or prospective purchaser may schedule an exterior inspection with the Zoning Office for any violations of the City's Zoning Code and/or Property Maintenance Code. Upon completion of such inspection, if no violations are found, the Zoning Office shall issue a certificate stating that no exterior zoning and/or housing maintenance violations existed upon the date of inspection. If violations are found during the inspection, the Zoning Office shall document those violations to all known parties, issue a warning notice to the violator and proceed under section 1125.98 for enforcement and compliance. If the property is transferred, the purchaser shall be deemed to have notice of the violation for enforcement purposes. (Ord.2018-0-2353. Passed 11-28-18)

2. The following procedure has been outlined to provide an understanding of how the Zoning Department will assist you to assure compliance with the City Ordinance.
  - a. Upon receipt of a completed pre-sale inspection application and fee of same, an inspection will be scheduled within five days.
  - b. If no violations are found, the owner shall be issued a Pre-Sale Occupancy Certificate for utilization at the closing.
  - c. If violations are found, the current owner(s) or an authorized representative will be advised. While it is the current owner's responsibility to have violations corrected, the new owner may formally assume such responsibility by completing a Transfer of Responsibility Agreement form provided by the Zoning Department.
3. The pre-sale inspection is intended solely to establish that a property fully complies with the Zoning and Property Maintenance Code(s) and does not in any manner relate to the construction or soundness of the structure(s).
4. All owners, new owners, realtors, and other interested parties should allow at least five (5) working days for each step as outlined in Section 2 of this procedure.
5. A fee of \$20 will be charged for all inspections of the premises after the first two inspections.