

# Village of Oakwood • Building Department

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24800 Broadway Avenue • Oakwood Village, Ohio 44146

Tel: 440-232-9980 • Fax 440-232-5874

[www.oakwoodvillageoh.com](http://www.oakwoodvillageoh.com)

## Questions & Answers

### **What is a permit?**

A permit is a license to perform work.

### **Why is a permit required?**

For safety! A permit insures that a qualified inspector will check the work.

### **What type of work requires a permit?**

Any structural work or changes, remodeling and renovation, changes or additions to plumbing, electrical or heating-cooling systems and any new construction. A permit is also required for the installation of a fence or the replacement of an existing fence. You do not need a permit for painting, landscaping or decorating. If in doubt, call the **Building Department** at 440-232-9980.

### **Who can take out a permit?**

Any contractor that is properly registered with the city or any homeowner performing work themselves. The person(s) name on the permit is the one responsible for the work.

### **What if I want to have a garage sale?**

Come to the Building Department and complete an application. You will then be permitted to have a garage sale. The permit is free. You are permitted to hold two garage sales per year. Each sale is not to exceed six (6) days within a two week period.

### **What if I want to rent or sell my home?**

A point-of-sale inspection is required. You must call the Building Department for an appointment. An inspector will inspect your home for code violations. The violations must be corrected prior to rental. If the property is being purchased, the violations must be corrected prior to sale or may be assumed by the buyer before an Occupancy Certificate can be issued.

### **Other questions not answered here**

If you have any question that is not answered here, please phone the Building Department at 440-232-9980 during regular business hours Monday through Friday.

Al Hunziker, Chief Building Inspector

Dave Hobson, Housing Inspector

# Village of Oakwood

## Division of Fire and Emergency Medical Services

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24800 Broadway Avenue • Oakwood Village, Ohio 44146

Non Emergency 440-232-1035 • Fax: 440-232-9505

[www.oakwoodvillageoh.com](http://www.oakwoodvillageoh.com)

The Village of Oakwood has a full service Fire Department which is staffed twenty-four hours a day and includes one Chief, one Assistant Chief, one Captain, six Lieutenants and an average of fifty-five Fire Fighter/Paramedics of which we staff six professionals on duty at all times. The Fire Department supplies services to Oakwood Village and Glenwillow. Glenwillow is a contractual service. In addition to fire suppression services, the Fire Department supplies the following services to the community:

1. Paramedic Emergency Medical
2. Fire Prevention and Safety
3. Hazardous Materials Response
4. Above and Underground Storage Tank Inspection
5. Carbon Monoxide Alarm System checks (both non-emergency and emergency)
6. Smoke Detector Program – up to two units per household
7. Home Fire Safety and Foster Care Inspections
8. Residential Knox-Box Program which is a volunteer program permitting Fire Professionals to access your home in the event of emergency without doing damage to your home. (Pre-Qualified individuals only.)
9. CPR and Fire Safety classes – Call 440.232.6695 for more information or to register

The Fire Department can be reached by calling 440-232-1035 or in the event of an emergency call 9-1-1.

Some of our Firefighter/Paramedics are also qualified S.W.A.T./Medic team members.

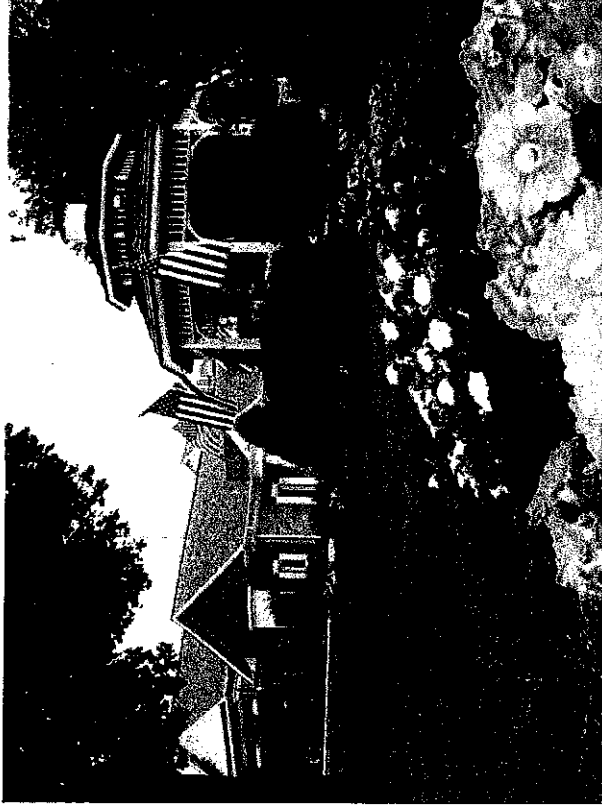
Jim Schade

Fire Chief – Village of Oakwood

## *Elected Officials*

Mayor Gary Gottschalk	440.232.9988
Council President Johnnie Warren	216.254.6205
Council-at-Large Elaine Gaither	440.232.1976
Ward 1	
Ward 2 Councilperson Eloise Hardin	440.232.5750
Ward 3 Councilperson Anthony Akins	440.665.3360
Ward 4 Councilperson Patricia Rogers	440.439.2059
Ward 5 Councilperson Mildred Tabor	440.232.1955
Council Office ext 125	440.232.9988

Village website [www.oakwoodvillageoh.com](http://www.oakwoodvillageoh.com)



*Village of Oakwood*  
Frequently Asked Questions

## *Frequently Asked Questions*

### **Can I get a copy of my birth certificate from Oakwood Village Hall?**

No, information concerning copies of birth certificates can be obtained from the Bureau of Vital Statistics at Cleveland City Hall (216-.664.2315).

### **Where can I register to vote?**

You can register to vote at Oakwood Village Hall, the Bureau of Motor Vehicles, or the Southeast Branch Library at 70 Columbus Road.

### **Where do I get a marriage license?**

Marriage licenses can be obtained at the Cuyahoga County Courthouse (216.442.8920). Once the ceremony has taken place the licenses are sent to the county.

### **Does the Mayor perform marriage ceremonies?**

The Mayor performs marriage ceremonies free of charge to Oakwood residents. Call the Mayor's Office for an appointment (440.232.9988).

### **How can I rent the park pavilion?**

Village residents may reserve the pavilion at Oakwood Community Park for private picnics held May 1st thru September 30th. Call the Mayor's Office to determine if your date is available before obtaining a permit. A permit fee and a \$150 refundable cleaning deposit are required.

### **How can I get on the "Snow Plow" List?**

If you are age 62 or older, or permanently disabled and you have no one else residing at your home to shovel your driveway, you may register for the snow removal program. For eligible participants, applications and release forms can be completed at Village Hall. A one-time \$1.00 registration fee will entitle you to have your driveway shoveled the entire winter when 3" or more of snow falls and the streets have been cleared. Please contact the Village Hall by **November 30th** every year to continue participation. **If you do not meet the criteria stated above, please do not abuse this service.**

### **Can the Village regulate Cable Company fees?**

The Village no longer has any authority to regulate rates or the amount and types of channels offered by the Cable Company. The FCC provides a formula by which the cable provider calculates their rates. The Village has authority only to verify that those calculations are correct.

### **Is door to door solicitation permitted in Oakwood?**

Constitutional law allows door-to-door solicitation. Solicitors must register and obtain a permit from the Mayor's Office and wear identification visible to the public. Soliciting may be conducted only between the hours of 1:00 p.m. till dusk. Solicitors cannot call upon a residence that has a "No Solicitors" sticker displayed on their door or window.



**Can I put unused paint in the trash?**

Unused paint must be solidified by placing 'oil dry' in the paint to reduce the liquid content. Liquid waste (i.e., motor oil, gasoline, thinners) and batteries are not collected at curbside for environmental reasons.

**Do I have to bag the leaves that have fallen in my yard?**

The Service Department conducts fall leaf collection beginning in October. Rake leaves onto your tree lawn in a timely manner. Remove branches, twigs, rocks and other debris from the leaf pile. Piles that contain items other than leaves WILL NOT be picked up. If you have branches or brush, you may tie them into small bundles no more than 4' long for Waste Management to pick up. Do not place leaves in the roadway. The Service Department will make periodic trips around the Village to collect leaves.

**Does the Village offer any activities for my family?**

Besides the availability of the community center for rental and use of the Oakwood Village park, the Recreation Department offers many opportunities for residents and their families such as; IX Indoor Amusement Park, Amish Tours, dinner and the theatre, Sam's Club breakfast for seniors, an unparalleled Summer Youth Camp and more. Oakwood Council has also established the Hawthorne Valley Youth Council (HVYC) which offers middle and high school students opportunities to learn about government, community service and leadership. For more information about recreational activities or the HVYC, visit the village website at [www.oakwoodvillageoh.com](http://www.oakwoodvillageoh.com) or contact village hall at 440.232.9988.

**Can I rent the Oakwood Village Community Center?**

Village residents may rent the community center only on weekends and only for events occurring during the current year. It is a smoke and alcohol free facility. The main room seats 100 people. A security guard must be in attendance at all times. No teen parties are permitted. Contact the Mayor's Office for fee information and availability.

**Does Oakwood have any plans to fight the West Nile Virus circulating in the mosquito population?**

Yes, the Village has ways to prevent the spread of the virus:

- The Service Department will provide a 6 oz. can of REPEL insect repellent to senior residents at no charge (until the village supply is exhausted).
- To prevent the growth of mosquito larva, the Service Department will provide residents with mosquito larvicide pellets. The larvicide pellets treat catch basins, low-lying areas and ditches where there is permanent standing water. Simply contact the Service Department with your request by calling 440.232.6957.

**Does Oakwood Village have a website?**

Yes, it is located at [www.oakwoodvillageoh.com](http://www.oakwoodvillageoh.com). The website features an outstanding economic development section to assist us in attracting high-technology companies to locate in Oakwood. The site also hosts departmental information, a detailed schedule of upcoming village events as well as newsletters and much more.

**What should I do if my CO Detector starts to sound off?**  
Don't panic but simply call the Fire Department at 232.1035. If someone feels ill, get them out of the house, otherwise, wait for the Fire Department to check for air quality. When necessary, the Fire Department will ventilate your home and inform the Gas Company to check for the problem source.

**What if I go on vacation?**

Call the Police Department at 232.1035 prior to your departure. The dispatcher will complete a house watch request form with your information. Your home will be checked on a regular basis until you contact them upon your return.

**What can I do to assist the paramedics if I or my family needs to call 911?**

Keep a current health history and a list of medications on the refrigerator door with a magnet. Also inform your family of its location. This information could mean life or death if on the scene treatment is necessary! It is also very important that the address of your home is clearly marked on your mailbox or house and visible from the street. This aids our officers in locating your home quickly and greatly reduces the response time in an emergency.



The Village of  
Oakwood  
was named  
one of the most  
walkable  
communities  
by  
Walking Magazine!

**Where can I sign up for Recreation Programs?**

You may sign up for all recreation programs at the Village Hall. The hours are Monday – Friday 9:00 am – 5:00 pm. To learn about Recreation Programs please visit the Village website at [www.oakwoodvillageoh.com](http://www.oakwoodvillageoh.com) and go to News and Events. You may also contact village hall and speak with our Recreation Director to learn about the types of programs offered or receive other information.

**Will my trash collection be affected by the holidays?**

Trash collection will be affected on New Year's Day, Martin Luther King, Jr. Day, Memorial Day, July 4<sup>th</sup>, Labor Day, and Christmas Day. When these holidays fall on a Monday, trash will be collected on the following day.

**Is my neighbor allowed to put his/her trash out early?**

Residents cannot place trash on tree lawns earlier than 7:00 p.m. the day prior to the regularly scheduled pickup.

**Can I put my couch out for trash collection?**

Yes, place furniture, appliances or other household items at the curb **only on your regular trash collection day**. Please remove any doors from appliances. Freon must be removed and tagged by a licensed dealer. You must contact Waste Management at 439.3555 to arrange for the removal of these items.



**What are the on street parking requirements in our Village?**  
On street parking is not permitted. Exceptions may be made for emergencies, driveway construction, out-of-town guests, or situations similar in nature. The Police Department must be contacted in advance at 232.1035 if such permission is to be granted. Vehicles granted permission to park on the street must not block driveways or limit access to any fire hydrant. Parked vehicles must not block or impede a sidewalk. The Village of Oakwood also has ordinances that prohibit unlicensed, expired or junk motor vehicles on your property that are not enclosed in a garage. In addition, motor vehicles must be parked on a designated paved area and are prohibited from lawn areas.

**How do I obtain a placard to park in handicap parking?**  
Forms can be obtained from the License Bureau to be completed by your personal physician and returned to the License Bureau to purchase the placard. You may only park in handicap spaces if you have a handicap placard/plate; there are no exceptions.

**What is the curfew for children in our Village?**  
Children under 12 shall not be upon the streets from dark to dawn; children between the ages of 12 and 15 shall not be upon the streets between 11:00 p.m. and 6:00 a.m.; children ages 16 and 17 shall not be upon the streets between 12:00 midnight and 6:00 a.m. unless accompanied by an adult.

**Where do I display my address?**  
Your address must be clearly marked on your mailbox or house and must be visible from the street. This aids our officers and reduces response time in an emergency.

**Can the Village help seniors with transportation?**  
Seniors 60 years or older and physically challenged residents of any age who live within the Village of Oakwood may use the services of the Oakwood Village Van. Reservations for medical appointments should be made at least **ONE WEEK IN ADVANCE** between 9:00 a.m. and 5:00 p.m., Monday through Friday by calling 232.9988. Reservations for banking, prescription pick-ups, grocery shopping, social service agencies, library, beauty shops, cinema, etc., should be made at least **24 HOURS IN ADVANCE**. There will be a charge of **\$1.00 per ride (round trip)** for trips outside the Village. There is no charge for trips inside Village limits.

**Does the Village provide a flu shot program?**  
Flu shots for seniors are administered at the Oakwood Community Center by the Board of Health in the fall. Please contact the Community Center at 440.735.1157 for additional information.

**Can the Village help with the high cost of prescription drugs?**  
Oakwood Village residents of all ages who do not have prescription drug coverage or co-pay plans are encouraged to stop by village hall and pick up a FREE Prescription Discount Card. This is not insurance but a discount card. Users can save as much as 20% on prescriptions by using the card.



### **What can I do to help the Police Department?**

Notify the police department immediately if you see any suspicious activity. Obtain an accurate description of the subjects and any vehicles involved.

### **Where can I get a license for my dog?**

Dog licenses can be purchased at any Drug Mart or Pet Supplies Plus. For fee information, please contact the Cuyahoga County Auditor's Office at 216.443.6938.

### **What can I do about my neighbor's barking dog?**

Call the police while the problem is occurring. This is treated as a disturbance call. The Animal Warden will follow up after police contact.

### **What happens if a dog owner does not remove dog waste on the Fitness Trail?**

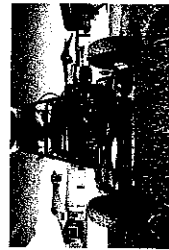
Oakwood's ordinances require that an owner/keeper or person in charge of a dog must pick up and properly dispose of any fecal matter left by his or her animal or face a \$100.00 fine.

### **What can I do about skunks in my yard?**

Stop feeding them by eliminating all food sources in your yard. Place garbage in sealed containers, don't leave food out and unattended for other animals and use bird feeders that prevent spillage. Stop providing shelter by sealing decks, porches and sheds.

### **What are the hours for lawn cutting and related noises?**

Such activities are prohibited between the hours of 9:00 p.m. and 7:00 a.m.



### **Can you recommend a contractor for a project in my home?**

The Village cannot provide recommendations for contractors. Residents should verify that the contractor is registered with the Village, contact the Better Business Bureau and ask the contractor for references. \_

### **Do I need a permit to put a fence around my yard?**

Yes, permits are required for the erection of a fence and for many other home improvement projects. Contact the Building Department at 232.9980 before embarking upon any project to determine what requirements exist.

### **Is a home inspection necessary when I am selling or renting out my home?**

Yes, a "Point of Sale" inspection is required before any dwelling is sold. Also, a "Point of Rental" inspection is required prior to renting out any dwelling. Contact the Building Department at 232.9980 to schedule an appointment.

### **What can I do about my neighbor who will not cut his/her grass?**

Contact the Building Department at 232.9980 to register a complaint. An inspector will be assigned to the case.

### **Is there financial assistance available for home renovations?**

Cuyahoga County has several programs available to assist homeowners with rehabilitation loans, senior housing loans, weatherization assistance and even down payment assistance. Visit <http://development.cuyahogacounty.us/en-US/home.aspx> or call 216.443.3163 for information. Village Hall also has brochures on these programs. Feel free to stop by Village Hall to pick one up.



# Village of Oakwood • Recreation Department

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24800 Broadway Avenue • Oakwood Village, Ohio 44146

Tel: 440-232-9988 • Fax 440-232-9505

[www.oakwoodvillageoh.com/recreation](http://www.oakwoodvillageoh.com/recreation)

**Recreation Director**

Brenda L. Taylor

**Recreation Commission**

Neil Bendlak

James Murphy

Jean Scales

Ben Harris

Pat Rogers, Council Rep

Dear Resident:

The Recreation Director and Recreation Commission welcome you to the Village of Oakwood.

You will find that the Recreation Department offers a wide variety of activities that meet the needs of all residents (seniors, adults, youth and children). The Commission publishes a quarterly newsletter highlighting events such as IX Indoor Amusement Park, Easter Egg Hunt, Line Dancing, Tai Chi, Pilates, Zumba, Cardio Exercise, Cuyahoga Valley Railroad, and much more. Membership in our program is **FREE** to residents.

We also offer a Summer Recreation Program that far exceeds that of other communities. This program runs six to eight weeks with weekday activities such as; swimming, bowling, hiking, Waldameer Amusement Park, Junior Chef Academy, Co-ed Intramurals, Amish Tour, Fun-n-Stuff, Horseback Riding, Canoeing and more! We are continually improving the program.

The Recreation Commission meets the first Wednesday of each month at 7:00 pm in the Council Chambers at Village Hall. The public is welcome to attend. You may reach the Recreation Director at 440.232.9988 ext. 105.

# Village Services

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## **BUILDING PERMITS**

Planning on doing some home remodeling? If yes is your answer, you **MUST** get a **PERMIT** from the Building Department. If you are having a contractor do the remodeling, be sure the contractor is bonded and registered with the Building Department **BEFORE** any work is done. Contact the Building Department for further information at 440-232-9980.

## **C.P.R. TRAINING**

The Oakwood Village Fire Department offers CPR training courses. For times and dates call 440-232-6695.

## **SENIOR VAN SERVICE**

Shuttle service is available to all Oakwood Seniors and physically challenged residents. The van runs Monday through Friday and is free within the Village. The van is also available for trips to bordering communities only and the cost is \$1.00 round trip. For more information, please contact the Mayor's Secretary at 440-232-9988.

## **REFUSE COLLECTION**

Oakwood Village refuse is collected on Mondays. When a holiday falls on a Monday, such as Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Christmas Day and New Years Day, collection will be on Tuesday that week. Please **DO NOT** place your refuse out **BEFORE** 7:00 pm the night before pick up (See Ordinance 1988-92). For more information contact Waste Management at 1-800-343-6047.

## **SNOW PLOWING**

Snow plowing is available to all seniors and physically challenged individuals who have no one in their homes who can remove snow. You must complete an application and pay a onetime fee of \$1.00. For information contact the Mayor's Secretary at 440-232-9988. Registration begins October 1<sup>st</sup> and ends November 30<sup>th</sup>.

## **VILLAGE TOOLS AND TRUCKS AVAILABLE**

The Service Dept. offers a wide variety of hand and power tools at no charge or for a nominal fee with a refundable deposit. The Village also has dump trucks available that can be loaned out over the weekend to residents. Trucks will be delivered to your driveway on Friday and picked-up on Monday morning. A list of tools available for rental can be viewed on our village website at [www.oakwoodvillageoh.com](http://www.oakwoodvillageoh.com) or you can simply call 440-232-9988. Please check with the Mayor's Office prior to scheduling the truck for a list of the types of debris that can be placed on the truck for disposal. Truck service is available April through the second week of October on a first-come, first-serve basis.

## **VILLAGE HALL WILL BE CLOSED ON THE FOLLOWING HOLIDAYS:**

New Years Day	Martin Luther King Jr. Day	President's Day	Good Friday
Memorial Day	Independence Day (July 4 <sup>th</sup> )	Labor Day	Thanksgiving Day
	Christmas Eve	Christmas Day	