



2016 ANNUAL REPORT
BUILDING DEPARTMENT
CITY OF BROOKLYN

DAVE KULCSAR
BUILDING COMMISSIONER

JIM MACIASZEK
ASSISTANT BUILDING COMMISSIONER

MARTY BAIER
PART-TIME PROPERTY MAINTENANCE INSPECTOR

DAWN NEAL
ADMINISTRATIVE SECRETARY

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DEPARTMENTAL FUNCTIONS

The City of Brooklyn Building Department has many functions, we not only inspect permit work, but we go behind the scenes prior to issuing permits. There is extensive research when an application for permit is presented; we consult, review the Zoning and Building codes so that we advise accurate information to our customers. We may have to go to the residence property to get a visual or take measurements to be able to approve their project. After a complete review, if the project needs to go to The Board of Zoning Code of Appeals or the Planning Commission to seek either a variance or approval we guide them through to help make their project become a reality.

Exterior Property and Maintenance Inspections are completed regularly on residential properties. These inspections were started in 2014 at the southeast border of the city and have continued north through 2016. Our department receives and inspects all complaints and reviews them to verify if there is a violation. If the complaint is in violation of the many codes we enforce, we send a correction letter with a due date and work with the owner to rectify the situation. If the owner does not comply with a notice, a ticket is issued for summons to Brooklyn's Mayor's Court.

We review sign applications for compliance to the sign ordinance, then assist the applicant through the approval process prior to issuing the permits. We register contractors so we can verify liability insurance to protect our citizens. We issue rental housing licenses to identify our absentee landlord properties. Safety and Maintenance Inspections are performed on these rental properties. We inspect when we have a new business or an occupancy change. And many more functions such as consultations to home owners and business owners.

Our administrative staff member then ties all of the functions together in issuing the permit or receipt, putting the Planning Commission or Board of Zoning Appeals dockets together for our monthly meetings, types the minutes for the meeting, places ads in the paper and does an extensive amount of work to keep the Building Department running.

ORGANIZATIONAL CHART

MAYOR

KATHERINE A. GALLAGHER

SAFETY DIRECTOR

KATHERINE A. GALLAGHER

BUILDING COMMISSIONER

DAVID A. KULCSAR

ASSISTANT BUILDING COMMISSIONER

JAMES E. MACIASZEK

PROPERTY MAINTENANCE INSPECTOR

MARTIN J. BAIER

ADMINISTRATIVE SECRETARY

DAWN NEAL

STATE OF OHIO BOARD OF BUILDING STANDARDS CERTIFICATIONS

Dave Kulcsar

Building Official
Building Inspector
Residential Building Official
Residential Building Inspector
Residential Plans Examiner
Plumbing Inspector
Plumbing Plans Examiner

Jim Maciaszek

Building Inspector
Residential Building Official
Residential Building Inspector
Residential Plans Examiner
Electrical Safety Inspector

Walt Maynard

Back up Building Official
Back up Plumbing Inspector
Back up Electrical Safety inspector

Alan Fodor

Master Plans Examiner

One primary and one back up personnel are required by the state for each certification to maintain the certified building department.

YEAR IN REVIEW

Barb Stanton retired after many years of dedicated service to the City of Brooklyn. Her many duties beyond being the Building Department and Service Department Secretary were handling Workers' Comp claims, Arbor Day activities and much more. The entire city hall staff pitched in to help as we searched for a replacement. All of the duties outside of the Building Dept. were distributed to the most appropriate departments and staff members. Cindy Simko, Finance Department, went above and beyond the call to learn the department software system prior to Barb's departure so that she could process permits, registrations and other applications during the transition. Cindy's help during this time was very much appreciated.

Dawn Neal was hired in June as the Administrative Secretary. Dawn's background as Department Manager of Installed Sales for Lowe's in Brooklyn gave her valuable experience for this position. She has quickly become a most valuable asset to the Building Dept. Dawn came in shortly after the new Franklin Systems Building Department software was installed. She picked up the ball immediately and helped make this system operate most efficiently to suit our needs. She created all new forms and worked extensively with the Franklins to set up the new applications and processes.

The new software package saves notices, permits and any other documents that are created with it. Applications and plans can also be scanned and saved within a file. Tablets were also purchased. With these, permits and violations can be looked up while in the field. Inspections can be viewed and logged. Contractors and permits can now be looked up on the website.

Two new ordinances were passed by City Council for foreclosure notification and vacant property registration. This helps us to monitor these properties and encourages that homes not be left vacant for extended periods of time.

BUSINESS OCCUPANY

New businesses to Brooklyn in 2016:

Metal Fabricating Corp.	8500 Clinton Rd
Plaza Grande	7106 Biddulph Rd
Palm Beach Tanning	4774 Ridge Rd
Karteraz	7413 Memphis Ave
Cleveland Peterbilt	9500 Brookpark Rd
K Bella	8471 Memphis Ave

PROPERTY MAINTENANCE REPORT

Exterior Property Maintenance

Lack of property maintenance is the biggest reason for low property values. The City of Brooklyn has taken a proactive approach in enforcing The Property Maintenance Code and aiding residents in keeping their homes in good repair. The Exterior Property Maintenance Inspection Program was started in April 2014 with the hiring of Part-Time Property Maintenance Inspector Marty Baier. This program consists of a systematic sweep of all residential properties.

In 2014, the neighborhoods on both sides of Ridge Road from Delora Avenue to Biddulph Road were inspected along with Rockland Drive and Newberry Drive.

In 2015, exterior inspections of all homes West of Ridge Road from Outlook Avenue north to Southfield Avenue.

In 2016, the neighborhoods west of Ridge from Orchard Grove going south to Southfield Avenue were inspected along with Memphis Villas Boulevard, Torrance, the north portion of Outlook Drive and Radoan Road north of Biddulph Road.

Year	Inspections	Violation Notices	Complied	Violations Sent to Courts	Tall Grass Notifications	Grass Cut by City
2016	1414	243	336	13	113	14
2015	1075	281	248		98	39
2014	981	351	331			

Rental Dwelling

Rental Dwelling Licenses are issued for all properties that lease dwelling units. This includes all apartment buildings and single/two-family that are not owner occupied. The license fee is for the purpose of periodic safety and maintenance inspections.

Year	Licenses Issued
2016	275
2015	235
2014	209

2013	194
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These increases were due in large part from unlicensed rentals discovered during exterior inspections.

Rental Inspections

Year	Inspections Completed
2016	20
2015	34

The Fire Department is notified of the scheduled inspections, and if available will perform their inspection at the same time. This lessens the inconvenience of the owner and tenants. These inspections insure that buildings are being maintained above minimum standards per The International Property Maintenance Code.

Vacant Property Registration

On May 24th, 2016 City Council adopted Ordinance No. 2016-37 establishing section 1360.33, “Vacant Property Registration”: This requires the owner to provide their intentions for any property that is left vacant. Periodic inspections verify that the buildings are secure and maintained. An escalating annual fee is designed to encourage that these properties are restored in a timelier manner.

Vacant Registrations Filed

2016	17
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Foreclosure Filing Notification

On May 9th, 2016 City Council adopted Ordinance No. 2016-33 establishing section 1360.32, “Foreclosure Filing Notification”: This is another means for tracking properties before they become vacant.

Foreclosure Notifications Filed

2016	22
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CONSTRUCTION REPORT

In 2016, KeyBank invested over \$1.5M in remodeling projects and HVAC upgrades. Due to an unfortunate fire, the Brooklyn City Schools restored the football stadium at a cost of \$1.2M. The Public Library had a makeover valued at \$350,000. Montrose Auto Group built a service garage addition at a cost of \$380,000. Hong Kong Buffet at Ridge Park Square was rebranded into Kintaro Hot Pot & Sushi, investing over \$200,000.

YEAR	CONSTRUCTION COST ESTIMATE	PERMIT FEES
2016	\$ 8,003,112	\$114,914.58
2015	\$ 6,823,754	\$154,063.96
2014	\$34,860,219	\$495,561.46
2013	\$36,872,028	\$302,534.35
2012	\$11,704,170	\$ 70,939.33
2011	\$24,128,027	\$210,034.49

RESIDENTIAL PERMIT FEES 2016

DESC	PERMITS	FEES	EST. COST
AMUSEMENT	1	\$ 75.00	
BUILDING PERMIT	383	\$ 20,114.85	\$ 1,723,342.00
DEMOLITION PERMIT	8	\$ 454.50	\$ 14,700.00
ELECTRICAL PERMIT	67	\$ 3,411.78	\$ 83,005.00
GARAGE SALE	148	\$ -	
HVAC PERMIT	62	\$ 3,514.80	\$ 222,412.00
OCCUPANCY	1	\$ 75.00	
PLUMBING PERMIT	43	\$ 1,524.46	\$ 81,199.00
RENTAL DWELLING	10	\$ 1,000.00	
SIGN PERMIT	1	\$ 25.00	\$ 100.00
TOTAL	724	\$ 30,195.39	\$ 2,124,758.00

BY WORK TYPE

DESC	PERMITS	FEES	EST. COST
A AMUSEMENT	1	\$ 75.00	
B ACCESSORY BUILDING	2	\$ 100.00	\$ 1,500.00
B ADDITION-RES	3	\$ 963.39	\$ 86,385.00
B ALTERATION	17	\$ 1,261.83	\$ 83,623.00
B ALT-KITCHEN REMDL	6	\$ 654.48	\$ 37,800.00
B APRON	6	\$ 250.75	\$ 12,230.00
B DECK	3	\$ 190.40	\$ 9,851.00
B DOOR	22	\$ 676.70	\$ 40,598.00
B DRIVEWAY	44	\$ 3,215.40	\$ 237,164.00
B FENCE	60	\$ 1,530.00	\$ 74,753.00
B FIRE DAMAGE REPAIR	1	\$ 535.30	\$ 50,000.00
B FOUNDATION (RES)	1	\$ 36.36	\$ 600.00
B GARAGE	4	\$ 383.80	\$ 53,266.00
B GARAGE PAD	4	\$ 161.60	\$ 19,000.00
B GLASS BLOCK WINDOWS	1	\$ 30.30	\$ 400.00
B MISC. CONCRETE PADS	2	\$ 70.00	\$ 3,100.00
B MISC. CONCRETE/ASPHALT	3	\$ 195.00	\$ 10,350.00
B PORCH	5	\$ 438.00	\$ 30,480.00
B PORCH - ENCLOSED	1	\$ 86.86	\$ 1,300.00
B ROOF - ALT/REPAIR	89	\$ 2,939.10	\$ 459,092.00
B SIDEWALK	3	\$ 75.00	\$ 17,400.00
B SIDING/GUTTERS	31	\$ 2,473.85	\$ 140,835.00
B SPRINKLER	1	\$ 55.00	\$ 1,000.00
B STEPS	4	\$ 185.95	\$ 6,410.00
B STORAGE SHEDS	7	\$ 350.00	\$ 8,395.00
B SWIMMING POOL - AG	3	\$ 175.00	\$ 5,151.00
B WATERPROOFING	14	\$ 1,656.68	\$ 111,028.00
B WINDOWS REPLACEMENT	46	\$ 1,424.10	\$ 221,631.00
D DEMOLITION MISC	8	\$ 454.50	\$ 14,700.00
E ALT - E	38	\$ 1,887.69	\$ 43,925.00
E ELEC UPGRADE	25	\$ 1,308.96	\$ 35,980.00
E ELEC-ALT-GARAGE	3	\$ 144.43	\$ 2,100.00
E ELEC-GARAGE-NEW	1	\$ 70.70	\$ 1,000.00
GS GARAGE SALE RESIDENTIAL	148		
H COOLING ONLY	17	\$ 727.20	\$ 49,652.00
H HEATING ONLY	20	\$ 888.80	\$ 48,176.00
H HEATING/COOLING COMBINED	22	\$ 1,777.60	\$ 114,949.00
H HVAC - ALT	2	\$ 80.80	\$ 4,430.00
H MISC. HEATING EQUIPMENT	1	\$ 40.40	\$ 5,205.00
OC OCCUPANCY RESIDENTIAL	1	\$ 75.00	
P HOT WATER TANK	27	\$ 818.10	\$ 16,606.00
P PLUMBING - ALTERATION	6	\$ 205.74	\$ 18,395.00
P PLUMBING-ALT	7	\$ 219.17	\$ 35,198.00
P SPRINKLER	1	\$ 221.45	
P STORM SEWER	2	\$ 60.00	\$ 11,000.00
RD RENTAL DWELLING REG	10	\$ 1,000.00	
SI SIGN TEMPORARY	1	\$ 25.00	\$ 100.00

COMMERCIAL PERMIT FEES 2016

DESC	PERMITS	FEEES	EST. COST
AMUSEMENT	27	\$ 1,951.00	\$ 150.00
BUILDING PERMIT	78	\$ 74,120.53	\$ 4,630,626.00
DEMOLITION PERMIT	2	\$ 618.00	\$ 183,000.00
ELECTRICAL PERMIT	22	\$ 2,403.02	\$ 423,158.00
HVAC PERMIT	15	\$ 1,616.30	\$ 569,045.00
MISCELLANEOUS PERMIT	3	\$ 200.00	
OCCUPANCY	13	\$ 900.00	\$ 75.00
PLAN REVIEW	1	\$ 50.00	
PLUMBING PERMIT	6	\$ 472.77	\$ 10,200.00
SIGN PERMIT	34	\$ 2,387.57	\$ 62,100.00
TOTALS	201	\$ 84,719.19	\$ 5,878,354.00

BY WORK TYPE

DESC	PERMITS	FEEES	EST. COST
A AMUSEMENT	27	\$ 1,951.00	\$ 150.00
B ADDITION-COMM	1	\$ 7,914.05	\$ 380,000.00
B ALTERATION	14	\$ 47,335.53	\$ 2,784,434.00
B APRON	1	\$ 140.00	\$ 20,000.00
B CO-LOCATION OF ANTENNAE	2	\$ 381.10	\$ 15,000.00
B DECK	1	\$ 108.15	\$ 3,500.00
B DOOR	1	\$ 459.73	\$ 20,567.00
B DRIVEWAY	9	\$ 1,615.89	\$ 146,915.00
B FENCE	5	\$ 150.00	\$ 55,002.00
B MISC. CONCRETE/ASPHALT	14	\$ 13,779.00	\$ 735,575.00
B ROOF - ALT/REPAIR	7	\$ 246.60	\$ 335,995.00
B SIDEWALK	1	\$ 35.00	\$ 1,250.00
B SIDING/GUTTERS	1	\$ 155.53	\$ 5,800.00
B SITE IMPROVEMENT	1	\$ 550.00	\$ 55,000.00
B SPRINKLER	6	\$ 432.60	\$ 12,592.00
B TEMPORARY BALLOON	2	\$ 50.00	\$ 800.00
B TENT	9	\$ 463.50	\$ 28,196.00
B WATERPROOFING	1	\$ 242.05	\$ 10,000.00
B WINDOWS REPLACEMENT	2	\$ 61.80	\$ 20,000.00
D DEMOLITION COMMERCIAL	2	\$ 618.00	\$ 183,000.00
E ALT - E	14	\$ 1,423.49	\$ 352,350.00
E COMMERCIAL - E	1	\$ 51.50	\$ 500.00
E ELEC UPGRADE	3	\$ 764.26	\$ 60,150.00
E ELECTRIC SIGN	3	\$ 112.27	\$ 9,958.00
E SERVICE - TEMPORARY - E	1	\$ 51.50	\$ 200.00
H HEATING ONLY	1	\$ 40.40	\$ 2,200.00
H HEATING/COOLING COMBINED	6	\$ 865.20	\$ 64,345.00
H HVAC - ALT	7	\$ 669.50	\$ 498,000.00
H KITCHEN EXHAUST/HOOD	1	\$ 41.20	\$ 4,500.00
M BOARD OF ZONING APPEALS	1	\$ 50.00	
M PLANNING COMMISSION MTG.	2	\$ 150.00	
OC OCCUPANCY COMMERCIAL	13	\$ 900.00	\$ 75.00
P PLUMB COMM-ALT	3	\$ 210.12	
P PLUMBING - NEW	1	\$ 41.20	\$ 1,000.00
P SPRINKLER	2	\$ 221.45	\$ 9,200.00
SI BANNERS	5	\$ 340.61	\$ 547.00
SI SIGN BLDG MOUNTED	4	\$ 327.54	\$ 4,170.00
SI SIGN BLDG MOUNTED ELECT	4	\$ 624.34	\$ 19,850.00
SI SIGN FREE STD	3	\$ 445.73	\$ 27,210.00
SI SIGN TEMPORARY	11	\$ 275.00	\$ 1,240.00
SI SIGN-GROUND-ELECT	1	\$ 224.35	\$ 6,533.00
SI TEMP BALLOON	6	\$ 150.00	\$ 2,550.00

PERMIT FEES TOTALS 2016

TOTALS RES AND COMM	PERMITS	FEES	EST. COST
AMUSEMENT	28	\$ 2,026.00	\$ 150.00
BUILDING PERMIT	461	\$ 94,235.38	\$ 6,353,968.00
DEMOLITION PERMIT	10	\$ 1,072.50	\$ 197,700.00
ELECTRICAL PERMIT	89	\$ 5,814.80	\$ 506,163.00
GARAGE SALE	148	\$ -	
HVAC PERMIT	77	\$ 5,131.10	\$ 791,457.00
MISCELLANEOUS PERMIT	3	\$ 200.00	
OCCUPANCY	14	\$ 975.00	\$ 75.00
PLAN REVIEW	1	\$ 50.00	
PLUMBING PERMIT	49	\$ 1,997.23	\$ 91,399.00
RENTAL DWELLING	10	\$ 1,000.00	
SIGN PERMIT	35	\$ 2,412.57	\$ 62,200.00
GRAND TOTAL	925	\$ 114,914.58	\$ 8,003,112.00

PERMIT INSPECTIONS 2016

INSPECTION TYPE	RESIDENTIAL	4FAMILY+/COMM
ACCESSORY STRUC	1	0
CEILING	0	8
CONSULTATIONS	0	12
DECK FINAL	6	1
DOOR	22	1
DOWNSPOUTS	2	0
DRIVEWAYS/FORMS	87	7
ELEC FINAL	62	19
ELEC MISC	4	1
ELEC ROUGH	14	15
ELEC UNDERGRD	2	6
FENCE	57	3
FINAL BUILDING	35	33
FIRE ALARM	0	2
FIRE SUPPRESION	0	4
FOOTER	4	3
FOOTING DR TILE	1	1
FORMS	11	23
FOUNDATION WALL	1	0
FRAMING	3	3
GENERAL	10	71
HOT WATER TANK	12	1
HVAC FINAL	30	13
HVAC REPLACE	4	0
HVAC ROUGH	0	3
INSULATION	4	0
OCCUPANCY	1	23
OTHER	1	0
PLUMBING FINAL	8	4
POST HOLES - DE	4	0
ROOF	95	9
ROUGH FRAMING	1	13
ROUGH PLUMBING	7	2
SIDING	20	0
SIGN	0	20
SLABS	9	4
SOIL/FOOTING	0	2
SPRINKLERS	1	6
TEMP SERVC.	0	1
WATERPROOFING	26	10
WINDOWS	42	0
TOTAL	587	324

INSPECTOR	RESIDENTIAL	4FAMILY+/COMM
DAVE KULCSAR	21	11
FIRE DEPT.	1	5
JIM MACIASZEK	564	308
WALTER MAYNARD	1	0
TOTAL	587	324

APPROVAL STATUS SUMMARY	RESIDENTIAL	4FAMILY+/COMM
Y	568	286
N	19	38
TOTAL	587	324

GOALS FOR 2017

More construction projects will be the first goal for the new year. As of now we have already completed the plan approvals and issued the permits for the Ryder Truck expansion. They have purchased and demolished buildings on the two westerly lots from their current location. A new building and an addition to the existing building will be starting soon at an estimated cost of 5.5 million dollars. The owners of the old American Greetings building have been working to fill vacancy. Plans have been submitted for the first new tenant, HKM Direct Market Communications. They will move into 70,000 sf. of warehouse/office space.

The Building Department Fee Schedule is being reviewed and changes will be brought to council.

The Zoning Code will also be reviewed for any needed updates. The Zoning Board of Appeals will be asked for their input prior to the Planning Commission review and recommendation to City Council.

The Building Department webpage will be gone through and updated. The objective is to make the process for all approvals to be as simple and informative as possible.