



2021 ANNUAL REPORT
CITY OF BROOKLYN
BUILDING DEPARTMENT

SAFE BUILT
BUILDING COMMISSIONER

JIM MACIASZEK
ASSISTANT BUILDING COMMISSIONER

DAWN NEAL
ADMINISTRATIVE SECRETARY

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DEPARTMENT FUNCTIONS

The City of Brooklyn Building Department has many functions. Not only does department personnel inspect permit work, but they go behind the scenes prior to issuing permits. They conduct extensive research when an application for a permit is presented. The department regularly consults the Zoning and Building codes to insure customers receive accurate information. Department personnel may have to visit a property to get a visual or take measurements in order to approve a project. After a complete review, if a project must be heard by the Board of Zoning Appeals or the Planning Commission for a variance or another approval, the department guides applicants through those reviews.

In a proactive effort to strengthen property value in the city, exterior property and maintenance inspections are completed regularly on residential properties. The “Street Walk” inspections are a systematic sweep of the city. The exterior of every home is viewed approximately every 3 years. The Building Department receives and inspects all complaints and reviews them to verify if violations exist. If a complaint is found to be a code violation, the property owner is issued a correction letter with a due date. Department personnel regularly work with the owner to reach code compliance. If the owner does not comply with a violation notice, another notice is issued for an office hearing as a last friendly effort to resolve the matter. If all else fails, then a ticket is issued for a summons to the City of Brooklyn Mayor’s Court.

Contractors must register with the city, so the department can verify liability insurance and state required certifications to protect our citizens. Department personnel also issue rental housing licenses as part of the effort to identify absentee landlord properties. Safety and maintenance inspections are performed on these rental properties. All new businesses or occupancy changes are reviewed by department inspectors. The Building Department also provides consultations to home and business owners for any matter related to their property.

Our administrative staff ties all of the functions together in issuing the permits or receipts, assembles the Planning Commission and Board of Zoning Appeals dockets for monthly meetings, types the minutes for these meetings, places required ads in the paper, and does an extensive amount of general work to keep the Building Department running.

ORGANIZATIONAL CHART

MAYOR

KATHERINE A. GALLAGHER

SAFETY DIRECTOR

KATHERINE A. GALLAGHER

BUILDING COMMISSIONER

SAFEBUILT

ASSISTANT BUILDING COMMISSIONER

JAMES E. MACIASZEK

PROPERTY MAINTENANCE INSPECTOR

VACANT

BUILDING SECRETARY

DAWN NEAL

STATE OF OHIO BOARD OF BUILDING STANDARDS CERTIFICATIONS

Jeff Grassi

Master Code Professional

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 (by contract)

Master Plans Examiner

SAFEbuilt (by contract)

Master Plans Examiner

Primary and backup personnel holding each certification are required by the state in order for a city to maintain a certified building department.

BUSINESS OCCUPANCY

New businesses to Brooklyn in 2021:

DTLR

Click It Computers

MPC Plating

Red Crab Juicy Seafood

Cleveland Black Oxide

El Palenque Mexican Restaurant



PROPERTY MAINTENANCE REPORT

EXTERIOR PROPERTY MAINTENANCE

Lack of property maintenance is the biggest reason for low property values in any city. The City of Brooklyn has taken a proactive approach in enforcing the Property Maintenance Code and aiding residents who wish to keep their homes in good repair. This program consists of a systematic, sweeping “street walk” of all residential properties. In 2021, most of the neighborhoods west of Rodoan Road were inspected.

Year	Total Inspections	Violation Notices	Complied	Violations Sent to Court	Tall Grass Notifications	Grass Cut by City
2021	2015	366	244	0	37	6
2020	937	533	450	0	248	42
2019	1166	371	288	1	188	42
2018	1333	455	351	3	231	26
2017	1379	494	399	19	200	16

RENTAL DWELLING LICENSES

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

Year	Licenses Issued
2021	448
2020	433
2019	423
2018	407
2017	349

RENTAL DWELLING INSPECTIONS

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

Rental Dwelling Inspections	
2021	0 *
2020	35
2019	19
2018	89
2017	34

VACANT PROPERTY REGISTRATION

Our vacant property registration ordinance requires owners to provide their intentions for any properties that are left vacant. Periodic inspections verify that vacant buildings are secure and maintained. An escalating annual fee is designed to encourage that these properties be restored to an occupied condition.

Vacant Registrations Filed	
2021	9
2020	9
2019	16
2018	17
2017	20

FORECLOSURE FILING NOTIFICATION

The foreclosure filing notification ordinance is another means for tracking properties before they become vacant. It requires those filing foreclosure lawsuits in common pleas court with regard Brooklyn properties to notify the city of the filing.

Foreclosure Notifications Filed	
2021	1 *
2020	6
2019	17
2018	25
2017	35

*Numbers are low due to COVID-19 restrictions on foreclosure filing and interior inspections being on hold during this time.

CONSTRUCTION REPORT

- Ground broke on Amazon last mile facility at 10575 Memphis Ave estimated project cost of almost \$27 million.
- Keybank at 4910 Tiedeman Road is remodeling several floors of their building with a project cost of \$11.6 million.
- GFS at 10820 Brookpark Road did a store revamp with a project investment worth roughly \$1.2 million
- One American Road had several tenants additional and renovations with project investments over \$1.5 million

YEAR	CONSTRUCTION COST ESTIMATE	PERMIT FEES
2021	\$60,150,738	\$ 613,292.22
2020	\$ 22,870,849	\$ 335,439.41
2019	\$ 55,725,811	\$ 691,063.36
2018	\$ 26,767,740	\$ 383,242.40
2017	\$ 28,890,198	\$ 375,539.74

PERMIT FEES TOTALS

Permit Type	Quantity	Fee
BUILDING	942	\$583,187.76
ELECTRIC	36	\$25,336.78
HOMEOWNER-PERMIT	1	\$35.00
HVAC	42	\$28,554.90
MISC	3	\$200.00
PLUMBING	29	\$4,709.81
SIGN	6	\$5,968.99
TOTAL	1086	\$613,292.22

PERMIT BY ZONING

Permit Type	Quantity	Project Investment	Fee
Residential	540	\$ 3,501,769.67	\$ 34,103.51
Commercial	546	\$ 56,649,239.71	\$537,295.16

PERMIT ISSUED

Permit Type	QTY
BUILDING PERMIT	179
CONCRETE/ ASPHALT/ PAVING PERMIT	80
CONDITIONAL USE PERMIT	1
DECK	3
DEMOLITION PERMIT	3
ELECTRICAL PERMIT	102
FENCE	84
FIRE SUPPRESSION SYSTEM	7
FOOD TRUCK PERMIT	3
FORECLOSURE/VACANT	2
GARAGE SALE	53
HVAC PERMIT	107
LOT SPLIT/CONSOLIDATION	1
OCCUPANCY	15
PLUMBING PERMIT	58
PORCH/STEPS	4
ROOFING	96
SIDING	14
SIGN PERMIT	22
SITE PERMIT	3
SMALL CELL USE	3
SPRINKLER SYSTEM PERMIT	9
STORAGE SHED	6
STREET OPENING	5
SWIMMING POOL	3
WATERPROOFING	15
WINDOWS	36
Total	914

PERMIT INSPECTIONS

Inspection Type	QTY
BUILDING PERMIT Count	17
BUILDING PERMIT - CEILING Count	24
BUILDING PERMIT - CELL TOWER INSP Count	1
BUILDING PERMIT - CHIMNEY Count	1
BUILDING PERMIT - DRIVEWAYS/FORMS Count	39
BUILDING PERMIT - DRYWALL Count	1
BUILDING PERMIT - ELEC FINAL Count	3
BUILDING PERMIT - ELEC MISC Count	1
BUILDING PERMIT - ELEC PERM. SERVICE Count	1
BUILDING PERMIT - ELEC POOL ABOVEGROUND Count	1
BUILDING PERMIT - ELEC ROUGH Count	20
BUILDING PERMIT - ELEC SIGN Count	1
BUILDING PERMIT - ELEC UNDERGRD Count	3
BUILDING PERMIT - FENCE Count	21
BUILDING PERMIT - FINAL Count	11
BUILDING PERMIT - FINAL BUILDING Count	49
BUILDING PERMIT - FINAL NEW RESIDENTIAL Count	1
BUILDING PERMIT - FIRE SUPPRESION Count	2
BUILDING PERMIT - FOOTER Count	54
BUILDING PERMIT - FORMS Count	48
BUILDING PERMIT - FRAMING Count	38
BUILDING PERMIT - GENERAL Count	4
BUILDING PERMIT - HE-HELP LOAN Count	1
BUILDING PERMIT - HVAC - MISC Count	1
BUILDING PERMIT - HVAC FINAL Count	1
BUILDING PERMIT - INSULATION Count	10
BUILDING PERMIT - OTHER Count	5
BUILDING PERMIT - PLANS Count	10
BUILDING PERMIT - PLUMBING FINAL Count	1
BUILDING PERMIT - POOL ABOVE GROUND Count	1
BUILDING PERMIT - POST HOLES - DECK Count	5
BUILDING PERMIT - ROOF Count	46
BUILDING PERMIT - ROUGH FRAMING Count	18
BUILDING PERMIT - ROUGH IN Count	23
BUILDING PERMIT - SHED Count	3
BUILDING PERMIT - SIDING Count	5
BUILDING PERMIT - SITE IMPORVEMENT Count	2
BUILDING PERMIT - SLABS Count	16
BUILDING PERMIT - SPRINKLERS Count	1
BUILDING PERMIT - WATERPROOFING Count	21

Inspection Type	QTY
BUILDING PERMIT - WINDOWS Count	2
CONCRETE/ ASPHALT/ PAVING PERMIT - ASPHALT Count	2
CONCRETE/ ASPHALT/ PAVING PERMIT - CONCRETE - RAISED Count	1
CONCRETE/ ASPHALT/ PAVING PERMIT - DRIVEWAYS/FORMS Count	112
CONCRETE/ ASPHALT/ PAVING PERMIT - FINAL Count	3
CONCRETE/ ASPHALT/ PAVING PERMIT - FORMS Count	64
CONCRETE/ ASPHALT/ PAVING PERMIT - SLABS Count	1
DECK - DECK FINAL Count	1
DECK - FINAL BUILDING Count	1
DECK - FOOTER Count	1
DECK - POST HOLES - DECK Count	2
DECK - ROUGH FRAMING Count	3
DEMOLITION PERMIT - DEMO INSPECTION Count	1
ELECTRICAL PERMIT - CEILING Count	2
ELECTRICAL PERMIT - ELEC FINAL Count	159
ELECTRICAL PERMIT - ELEC MISC Count	11
ELECTRICAL PERMIT - ELEC PERM. SERVICE Count	6
ELECTRICAL PERMIT - ELEC ROUGH Count	113
ELECTRICAL PERMIT - ELEC TEMP SERVC. Count	2
ELECTRICAL PERMIT - ELEC UNDERGRD Count	92
ELECTRICAL PERMIT - FINAL Count	1
ELECTRICAL PERMIT - FINAL BUILDING Count	1
ELECTRICAL PERMIT - FIRE ALARM Count	3
ELECTRICAL PERMIT - FORMS Count	1
ELECTRICAL PERMIT - FRAMING Count	1
ELECTRICAL PERMIT - OTHER Count	2
ELECTRICAL PERMIT - PLANS Count	8
ELECTRICAL PERMIT - ROUGH IN Count	3
ELECTRICAL PERMIT - TEMPORARY ITEM Count	1
FENCE - CONSULTATIONS Count	1
FENCE - FENCE Count	20
FENCE - FINAL Count	4
FENCE - OTHER Count	1
FIRE DEPARTMENT PERMIT - FIRE ALARM Count	2
FIRE DEPARTMENT PERMIT - SPRINKLERS Count	1
FIRE SUPPRESSION SYSTEM - SPRINKLERS Count	1
HVAC PERMIT Count	1
HVAC PERMIT - HVAC - MISC Count	4
HVAC PERMIT - HVAC FINAL Count	49
HVAC PERMIT - HVAC ROUGH Count	16
HVAC PERMIT - PLANS Count	2
MISCELLANEOUS PERMIT - ELEC FINAL Count	1
Inspection Type	QTY

MISCELLANEOUS PERMIT - WATERPROOFING Count	1
OCCUPANCY Count	1
OCCUPANCY - OCCUPANCY Count	33
PLUMBING PERMIT - FINAL Count	3
PLUMBING PERMIT - FINAL NEW RESIDENTIAL Count	1
PLUMBING PERMIT - HOT WATER TANK Count	11
PLUMBING PERMIT - INSULATION Count	1
PLUMBING PERMIT - PLUMB UNDERGRD Count	19
PLUMBING PERMIT - PLUMBING FINAL Count	18
PLUMBING PERMIT - PLUMBING ROUGH Count	41
PLUMBING PERMIT - SPRINKLERS Count	8
PLUMBING PERMIT - WATERPROOFING Count	2
PORCH/STEPS - FINAL Count	1
PORCH/STEPS - GENERAL Count	1
ROOFING - FINAL Count	6
ROOFING - FINAL BUILDING Count	2
ROOFING - ROOF Count	77
SIDING - FINAL Count	1
SIDING - SIDING Count	4
SIGN PERMIT - FINAL Count	1
SIGN PERMIT - FOOTER Count	1
SIGN PERMIT - INSULATION Count	1
SIGN PERMIT - PLANS Count	1
SIGN PERMIT - SIGN FINAL Count	56
SITE PERMIT Count	1
SITE PERMIT - ASPHALT Count	1
SITE PERMIT - DRIVEWAYS/FORMS Count	1
SITE PERMIT - FORMS Count	6
SITE PERMIT - FOUNDATION WALL Count	1
SITE PERMIT - PLUMB UNDERGRD Count	1
SPRINKLER SYSTEM PERMIT - FIRE SUPPRESION Count	2
SPRINKLER SYSTEM PERMIT - SPRINKLERS Count	42
STORAGE SHED - POST HOLES - DECK Count	1
STORAGE SHED - SHED Count	1
STREET OPENING - FORMS Count	1
SWIMMING POOL - POOL ABOVE GROUND Count	2
WATERPROOFING - FINAL Count	1
WATERPROOFING - FORMS Count	1
WATERPROOFING - ROUGH IN Count	1
WATERPROOFING - WATERPROOFING Count	19
WINDOWS - WINDOWS Count	7
Total Count	1599

GOALS FOR 2022

To be more efficient in 2022 with technology. The Building Department is planning to use the website to improve access and efficiency in 2022. The plan includes creating fillable forms for routine registrations (contractor, rental, vacant property) that will be emailed directly to the department secretary for processing. Webpages in the Building Department main page will be created to provide information on street walks, property maintenance and other inspection schedules. The new webpages will also include inspection checklists and other resource information so stakeholders understand the process ahead of the inspections being conducted.

To do better for cross training/efficiency of employee and training that would help the organization. The department secretary is planning to create an operations/procedural manual for the position. The manual will be used in cross training staff to replace the department secretary when needed and also serve as a reference document.

To better serve residents or make a service process easier for them. This item is connected to the first. The Building Department will become more proactive in sharing information with residents and businesses. This means providing information about inspections, street walks, property maintenance and other tasks ahead of time so stakeholders understand common violations and have a chance to make improvements or correct any potential violations. While being proactive, the Building Department will also provide more information on the website about resources to correct violations and make other improvements.