



**2022 ANNUAL REPORT
CITY OF BROOKLYN
BUILDING DEPARTMENT**

**TED HUSRT
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 before 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 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.

In 2022 the Building Department became 100% paperless. All permits, licenses, and registration are completed on our new Citizenserve software.

ORGANIZATIONAL CHART

MAYOR

KATHERINE A. GALLAGHER

SAFETY DIRECTOR

KATHERINE A. GALLAGHER

BUILDING COMMISSIONER

TED HUSRT

ASSISTANT BUILDING COMMISSIONER

JAMES E. MACIASZEK

PROPERTY MAINTENANCE INSPECTOR

PATRICK LANG

BUILDING SECRETARY

DAWN NEAL

STATE OF OHIO BOARD OF BUILDING STANDARDS CERTIFICATIONS

TED HUST

Building Official
Building Inspector
Residential Building Official

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

Makovich & Pusti Architects, Inc. (by contract)

Master Plans Examiner

SAFEbuilt (by contract)

Back-up Master Plans Examiner

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

BUSINESS OCCUPANCY

New businesses to Brooklyn in 2022:

Absolute Care
Amazon
Choice Cabinets
Crumbl Cookie
Firehouse Subs
Five Guys
Hibbetts
NBW
Nightmare Cleveland
Odyssey
Swensons
The Avenue
Tier Zero



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 to enforce 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 2022, the whole city has been walked.

Year	Total Inspections	Violation Notices	Complied	Violations Sent to Court	Tall Grass Notifications	Grass Cut by City
2022	3700	1169	991	6	308	19
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 periodic safety and maintenance inspections.

Year	Licenses Issued
2022	255*
2021	448
2020	433
2019	423
2018	407
2017	349

* This ordinance was changed to a new expiration date we are still in the renewal process

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. *put on hold due to COVID.

Rental Dwelling Inspections	
2022	0 *
2021	0 *
2020	35
2019	19

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 these properties to be restored to an occupied condition.

Vacant Registrations Filed	
2022	5
2021	9
2020	9
2019	16

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 concerning Brooklyn properties to notify the city of the filing.

Foreclosure Notifications Filed	
2022	8
2021	1 *
2020	6
2019	17

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

CONSTRUCTION REPORT

- Progressive started construction at their new printing office at 1 American Rd Ste 800 renovations with project investments are over \$13 million
- WellNow and Aspen dental broke ground at their new location 4630 Ridge Rd project investment is over \$1.6 million
- AbsoluteCare has a new facility in Brooklyn at 7580 Northcliff with a project investment worth roughly \$2.3 million
- One American Road had several tenants additional and renovations with project investments of over \$1.5 million

YEAR	CONSTRUCTION COST ESTIMATE	PERMIT FEES
2022	\$52,743,410.23	\$564,084.55
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 ISSUED TOTALS

Permit Type	Quantity
2022	913
2021	1086
2020	792
2019	866
2018	882
2017	1020

PERMIT BY ZONING

Permit Type	Quantity	Project Investment	Fee
Residential	484	\$3,154,821.22	\$34,731.62
Commercial	429	\$49,588,589.01	\$529,352.93

PERMIT INSPECTIONS RESIDENTIAL

- DRIVEWAYS/FORMS Count	3
- FORMS Count	1
- OCCUPANCY Count	1
- SLABS Count	1
BUILDING PERMIT Count	1
BUILDING PERMIT - DECK FINAL Count	2
BUILDING PERMIT - ELEC FINAL Count	1
BUILDING PERMIT - ELEC ROUGH Count	1
BUILDING PERMIT - FINAL Count	6
BUILDING PERMIT - FINAL BUILDING Count	5
BUILDING PERMIT - FOOTER Count	2
BUILDING PERMIT - FORMS Count	2
BUILDING PERMIT - FRAMING Count	3
BUILDING PERMIT - HVAC FINAL Count	2
BUILDING PERMIT - INSULATION Count	2
BUILDING PERMIT - OTHER Count	1
BUILDING PERMIT - PLUMBING FINAL Count	1
BUILDING PERMIT - PLUMBING ROUGH Count	2
BUILDING PERMIT - POST HOLES - DECK Count	1
BUILDING PERMIT - ROOF Count	5
BUILDING PERMIT - ROUGH FRAMING Count	6
BUILDING PERMIT - SLABS Count	1
BUILDING PERMIT - WATERPROOFING Count	2
BUILDING PERMIT - WINDOWS Count	10
CONCRETE/ ASPHALT/ PAVING PERMIT Count	2
CONCRETE/ ASPHALT/ PAVING PERMIT - CONCRETE - RAISED Count	1
CONCRETE/ ASPHALT/ PAVING PERMIT - DRIVEWAYS/FORMS Count	49
CONCRETE/ ASPHALT/ PAVING PERMIT - FINAL Count	3
CONCRETE/ ASPHALT/ PAVING PERMIT - FORMS Count	30
CONCRETE/ ASPHALT/ PAVING PERMIT - OTHER Count	1
CONCRETE/ ASPHALT/ PAVING PERMIT - SLABS Count	2
CONCRETE/ ASPHALT/ PAVING PERMIT - WATERPROOFING Count	1
DECK - DECK FINAL Count	3
DECK - FRAMING Count	2
DECK - POST HOLES - DECK Count	4
DECK - ROUGH FRAMING Count	1
DEMOLITION PERMIT - DEMO INSPECTION Count	1

DEMOLITION PERMIT - FINAL Count	1
DEMOLITION PERMIT - OTHER Count	1
ELECTRICAL PERMIT Count	1
ELECTRICAL PERMIT - ELEC FINAL Count	31
ELECTRICAL PERMIT - ELEC MISC Count	2
ELECTRICAL PERMIT - ELEC PERM. SERVICE Count	3
ELECTRICAL PERMIT - ELEC POOL ABOVEGROUND Count	1
ELECTRICAL PERMIT - ELEC ROUGH Count	13
ELECTRICAL PERMIT - ELEC UNDERGRD Count	2
ELECTRICAL PERMIT - FINAL Count	1
FENCE Count	1
FENCE - FENCE Count	22
FENCE - FINAL Count	3
FENCE - FRAMING Count	1
HVAC PERMIT - FINAL Count	4
HVAC PERMIT - HVAC FINAL Count	23
HVAC PERMIT - HVAC ROUGH Count	1
PLUMBING PERMIT - FINAL Count	4
PLUMBING PERMIT - HOT WATER TANK Count	3
PLUMBING PERMIT - OTHER Count	2
PLUMBING PERMIT - PLUMB UNDERGRD Count	2
PLUMBING PERMIT - PLUMBING FINAL Count	4
PLUMBING PERMIT - PLUMBING ROUGH Count	5
PORCH/STEPS - POST HOLES - DECK Count	1
PORCH/STEPS - ROUGH FRAMING Count	1
ROOFING - ASPHALT Count	1
ROOFING - FINAL Count	6
ROOFING - FINAL BUILDING Count	4
ROOFING - ROOF Count	12
SIDING - FINAL Count	1
SIDING - SIDING Count	1
STORAGE SHED - ACCESSORY STRUCTURE FINAL Count	1
STORAGE SHED - SHED Count	6
SWIMMING POOL - POOL ABOVE GROUND Count	1
WATERPROOFING Count	1
WATERPROOFING - ELEC FINAL Count	1
WATERPROOFING - FOOTING DR TILE Count	1
WATERPROOFING - WATERPROOFING Count	14
WINDOWS - WINDOWS Count	7
Grand Count	352

PERMIT INSPECTIONS COMMERCIAL

- CEILING Count	1
- ELEC UNDERGRD Count	1
- FINAL BUILDING Count	1
- FIRE ALARM Count	2
- HVAC ROUGH Count	1
BUILDING PERMIT Count	4
BUILDING PERMIT - CEILING Count	28
BUILDING PERMIT - CONCRETE - RAISED Count	4
BUILDING PERMIT - CONSULTATIONS Count	5
BUILDING PERMIT - DEMO INSPECTION Count	1
BUILDING PERMIT - DRIVEWAYS/FORMS Count	2
BUILDING PERMIT - ELEC FINAL Count	1
BUILDING PERMIT - ELEC PERM. SERVICE Count	1
BUILDING PERMIT - ELEC ROUGH Count	2
BUILDING PERMIT - FINAL Count	5
BUILDING PERMIT - FINAL BUILDING Count	16
BUILDING PERMIT - FIRE DAMAGE Count	1
BUILDING PERMIT - FIRE SUPPRESION Count	1
BUILDING PERMIT - FOOTER Count	21
BUILDING PERMIT - FOOTER/SOIL/FOOTING Count	1
BUILDING PERMIT - FORMS Count	41
BUILDING PERMIT - FRAMING Count	18
BUILDING PERMIT - GENERAL Count	1
BUILDING PERMIT - HVAC FINAL Count	2
BUILDING PERMIT - HVAC ROUGH Count	2
BUILDING PERMIT - INSULATION Count	5
BUILDING PERMIT - OCCUPANCY Count	2
BUILDING PERMIT - OCCUPANCY TEMP Count	1
BUILDING PERMIT - OTHER Count	5
BUILDING PERMIT - ROUGH FRAMING Count	24
BUILDING PERMIT - SITE IMPORVEMENT Count	2
BUILDING PERMIT - SLABS Count	12
BUILDING PERMIT - SPRINKLERS Count	1
BUILDING PERMIT - WALL Count	2
CONCRETE/ ASPHALT/ PAVING PERMIT - FORMS Count	1
CONCRETE/ ASPHALT/ PAVING PERMIT - SLABS Count	2
ELECTRICAL PERMIT Count	3
ELECTRICAL PERMIT - CEILING Count	3
ELECTRICAL PERMIT - ELEC FINAL Count	26
ELECTRICAL PERMIT - ELEC MISC Count	10
ELECTRICAL PERMIT - ELEC PERM. SERVICE Count	4
ELECTRICAL PERMIT - ELEC ROUGH Count	39
ELECTRICAL PERMIT - ELEC UNDERGRD Count	25
ELECTRICAL PERMIT - FIRE ALARM Count	2

ELECTRICAL PERMIT - FORMS Count	2
ELECTRICAL PERMIT - OCCUPANCY Count	1
FIRE DEPARTMENT PERMIT - FIRE ALARM Count	1
FIRE SUPPRESSION SYSTEM OR FIRE ALARMS Count	3
FIRE SUPPRESSION SYSTEM OR FIRE ALARMS - FIRE ALARM Count	11
FIRE SUPPRESSION SYSTEM OR FIRE ALARMS - FIRE SUPPRESION Count	8
FIRE SUPPRESSION SYSTEM OR FIRE ALARMS - SPRINKLERS Count	8
HVAC PERMIT - FINAL BUILDING Count	1
HVAC PERMIT - HVAC - MISC Count	8
HVAC PERMIT - HVAC FINAL Count	18
HVAC PERMIT - HVAC ROUGH Count	15
OCCUPANCY - FINAL BUILDING Count	1
OCCUPANCY - OCCUPANCY Count	7
PLAN REVIEW - FIRE ALARM Count	2
PLAN REVIEW - SIGN FINAL Count	1
PLUMBING PERMIT - HOT WATER TANK Count	1
PLUMBING PERMIT - PLUMB ABOVEGRD Count	2
PLUMBING PERMIT - PLUMB UNDERGRD Count	16
PLUMBING PERMIT - PLUMBING FINAL Count	7
PLUMBING PERMIT - PLUMBING ROUGH Count	15
ROOFING - ROOF Count	1
SIGN PERMIT Count	1
SIGN PERMIT - ELEC UNDERGRD Count	1
SIGN PERMIT - FOOTER Count	1
SIGN PERMIT - SIGN FINAL Count	7
SITE PERMIT - FINAL Count	1
SITE PERMIT - FOOTER Count	1
SITE PERMIT - FORMS Count	3
SITE PERMIT - FOUNDATION WALL Count	1
SITE PERMIT - PLUMB UNDERGRD Count	1
SPRINKLER SYSTEM PERMIT Count	2
SPRINKLER SYSTEM PERMIT - FIRE SUPPRESION Count	3
SPRINKLER SYSTEM PERMIT - SPRINKLERS Count	3
PLUMBING PERMIT - PLUMBING ROUGH Count	1
BUILDING PERMIT - TEMPORARY ITEM Count	2
CONCRETE/ ASPHALT/ PAVING PERMIT - DRIVEWAYS/FORMS Count	4
CONCRETE/ ASPHALT/ PAVING PERMIT - FORMS Count	4
CONCRETE/ ASPHALT/ PAVING PERMIT - SLABS Count	1
ELECTRICAL PERMIT - ELEC FINAL Count	1
ELECTRICAL PERMIT - ELEC ROUGH Count	1
OCCUPANCY Count	1
OCCUPANCY - OCCUPANCY Count	16
SITE PERMIT Count	1
SITE PERMIT - FORMS Count	5
Grand Count	523

GOALS FOR 2023

The Building Department used the website to improve access and efficiency in 2023. The Building Department's main page webpage was created to provide information on street walks, property maintenance, and other inspection schedules. The new web page also includes 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 employees 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.

The Building Department will continue to be 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.