

BOB DIEBOLD  
MAYOR  
TELEPHONE: (740) 670-7512



ROGER STOLLARD  
SAFETY DIRECTOR  
TELEPHONE: (740) 670-7713

DEPARTMENT OF PROPERTY MAINTENANCE  
SERVICE TO THE PEOPLE

# POSTED

March 10, 2008

Dear Sir or Madam,

It is our understanding that you are the owner/operator of a Rooming House within Newark City jurisdiction. The Newark Property Maintenance Code 07-03 adopted by Ordinance 1/16/2007 requires owners/operators to make application and obtain a Rooming House License. Attached, please find a copy of the Rooming House Registration Form and License Application.

The Rooming House Registration Form and License Application must be filled out completely. Incomplete forms and forms submitted without full payment of License Application Fee (\$250.00) will be rejected. The Application Fee is charged to defray the expense of inspecting the Rooming House and the administration of this chapter in collaboration with the Newark City Fire Department. Subsequent Application Fees may be assessed for each additional inspection required before the premise is found to meet the requirements of the Property Maintenance Code. License Fees are non-transferrable and non-refundable. Nonpayment of License Fee may be deemed as noncompliant by the Code Official. **Rooming House operations are contingent upon Licensing and conformance with all applicable codes Ord 705.3.** No person shall operate a Rooming House unless he or she holds a valid Rooming House License issued by the Office of the Fire Chief. Licenses expire one year from the issue date.

To begin your application process:

- Complete the enclosed Rooming House Registration Form and License Application
- Make Money order or Cashier Check payable to the Newark City Property Maintenance Department
- Mail the form and payment to the address given on the form
- Call the Newark City Property Maintenance Department to schedule your inspection.

A copy of the Newark City Property Maintenance Code may be obtained at [www.newarkohio.net](http://www.newarkohio.net). For questions or further assistance, the Newark City Property Maintenance Department may be reached by calling (740)670-7585 Monday through Friday 8:00am-4:30pm. Thank you for your anticipated cooperation in this matter.

Respectfully,

Tom Wolfe  
Code Official

Enc.