Certificate of Rental Registration Online Instruction Guide
Important Notice!!!!!!!!!!!!

The Rental Registration fee increased from $35 per unit to $70 per unit, effective January 1, 2020, in addition, the late fee changed from $50.00 to $100. The $15000 maximum payment for one landlord within a calendar year increased to $30000.
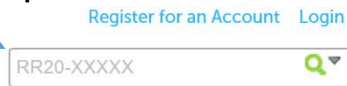
Step 1.) Go to:

https://ca.permitcleveland.org/public/welcome.aspx

Step 2.) Click on Building & Housing

Step. 2a) Enter your Invoice Number in the search field and hit enter, this will populate your account. Next click pay fees. If you do not have the invoice number go to **Step 4**.

Step 4) Go to **General Search, next** enter the letters RR in the **Record Number Field, now remove the start date, leave this field blank.**

Now enter the address in the field named **Street No.**, next enter the Street Name Only and click search. Lastly, click on pay fees.