

Property Research Guide for Cleveland & Cuyahoga County



Cleveland Public Library
Prepared by the Center for Local & Global History
Cleveland Public Library
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Property Research Guide for Cleveland & Cuyahoga County

Where to Start?

The resources outlined in this guide can be used to conduct simple research, such as looking up an address in an old city directory, or more complex research, such as tracing the chain of ownership of a property, finding old photographs for a restoration project, locating previous owners, etc.

Property researchers must first give some thought to what they want to know about their subject property. Are you looking for something very specific, such as the building permit for a house, or do you want to know “everything?” The next thing to consider is how much time you are willing to invest in your research. People often start with a simple question that leads to a comprehensive research project with many rewarding discoveries.

If you are new to historical property research and would like expert guidance, please refer to the selection of books listed at the end of this guide.

How is this Guide Organized?

Resources in the Cleveland Public Library, Main Library, are listed first. They are organized by building (Louis Stokes Wing and Main Library Building), starting with the Center for Local & Global History. Many of the resources in this guide may require assistance from a knowledgeable staff person. You are encouraged to ask questions of the staff in the various agencies listed.

Throughout the course of your research, you will find it very helpful to keep a written log of every piece of information you find and where you find it. It is also helpful to note the date and the source on the back of every photocopied record and to paperclip related papers together.

Information about Cleveland Street Names and Address Numbers

In 1906, most street names and all street address numbers in the city of Cleveland were changed to conform to a new citywide plan. During the latter half of the 19th century, many villages and townships were annexed by the city of Cleveland. At the time of annexation, each of these places had its own system of street names and numbers. When these places became a part of Cleveland, it was not uncommon to have multiple streets with the same name making navigation in the growing city difficult. In 1905, Cleveland City Council approved a standardized plan for all existing street names and numbers.

To convert a particular address to its post-1906 equivalent, use the book *Old and New Street Numbers*, available in the Center for Local & Global History. It is important to keep in mind that some street name and address changes did occur prior to the adoption of the 1905 plan. These changes are harder to track but can be uncovered with diligent research in sources such as the proceedings of Cleveland City Council.

Online Access: Cleveland Digital Gallery
[cpl.org/Research/Digital Gallery/Cleveland History/Street Names](http://cpl.org/Research/Digital%20Gallery/Cleveland%20History/Street%20Names)
tinyurl.com/clestreets

Note also that many buildings, especially commercial buildings, have more than one address number. The address on a building may not be the address under which the original construction permit was granted or obtained. A check of the Sanborn Fire Insurance Maps or the Hopkins Maps may provide the entire range of a building's addresses, including the side street addresses of corner buildings.

CLEVELAND PUBLIC LIBRARY
Center for Local & Global History
Louis Stokes Wing, 6th Floor

216.623.2864
clgh@cpl.org

CLEVELAND CITY DIRECTORIES

A city directory is an alphabetic listing of residents, businesses, public buildings, schools, societies, etc. Entries usually include name, occupation, and other information. Wives' names first appeared in the Cleveland city directory in 1929. Business listings vary, but sometimes include incorporation date, officers, etc. Starting with the 1929 directory, properties are listed by address at the end of each volume, enabling the researcher to quickly determine the adult occupant(s) of a property. Check each volume to determine geographic coverage. The 1906 – 1907 Directory lists addresses prior to change in parentheses.

COMPLETE SET OWNED BY CPL

The Center for Local & Global History owns a complete set of Cleveland City Directories on microfilm. The department also has an extensive, but incomplete, set of paper copy directories available for patron use. The Cleveland City Directories were published annually in most years.

YEARS NOT PUBLISHED

No directory was published for Cleveland proper in the following years: 1838-45, 1847-48, 1851-52, 1853-55, 1858-59, 1862-63, 1933, 1945, 1946, 1948, 1949, 1950, 1952, 1962, 1967, 1971, 1973, 1975, and 1976.

PHOTOCOPIES

Photocopies and scans may be made from the microfilm copy of the directories. In order to prevent damage, photocopies of print directories is prohibited.

DIGITIZED DIRECTORIES

Some Cleveland city directories are available in Library's Digital Gallery and additional years are being added. The 1879, 1880, 1881, 1881-82, 1887/88, 1889-90, 1890, 1894, 1899, 1906-07, 1911, 1914/15, 1917, 1921, 1927, 1929, 1930, 1931, 1932, 1936, 1938, 1940, 1942, 1943, 1951, 1954, 1955, and 1974 are currently available.

Online Access: Cleveland Digital Gallery
cpl.org>Research>Cleveland Digital Gallery>Cleveland History>City Directories
tinyurl.com/cledirectories

The subscription database Ancestry.com has a number of Cleveland city directories available online; patrons need a personal subscription to access the databases. The Ancestry Library Edition database, provided free by the Library, does not contain these directories. A Google search will turn up some individual efforts at digitization. Cleveland City Directories are on Ancestry Library.

DIRECTORIES FOR SUBURBS OF CLEVELAND

Before 1925, some suburbs adjacent to Cleveland were included in the Cleveland City Directory. Check each volume to determine coverage.

Starting with the 1925 directory, the title page includes a list of suburbs covered in each volume.

- 1925 added East Cleveland, Cleveland Heights, Shaker Heights, Bedford, Garfield Heights, Newburgh Heights, Bratenahl, Euclid Village, Lakewood and Rocky River
- 1927 added Linndale
- 1940 added University Heights
- 1951 only included: Bratenahl, Brooklyn, Garfield Heights, Linndale and Newburgh Heights

Starting in the 1920s, separate directories began to be published for the larger suburbs of Cleveland. Starting in 1964, all of these separately published directories were merged into either the **Cleveland East Suburban** or **Cleveland West Suburban** editions.

COMPLETE SET OF EAST/WEST COMBINED SUBURBAN EDITIONS OWNED BY CPL

The Center for Local & Global History maintains a comprehensive collection (paper copy and microfilm) of the following east/west suburban directories published between 1964 and 1980:

Cleveland City Directory Company – East Suburban Directory

Editions Published: 1964, 1965, 1967, 1968, 1969/70, 1971, 1972, 1976, and 1978/79

Cleveland City Directory Company – West Suburban Directory

Editions Published: 1964, 1966, 1967, 1968, 1970, 1971/72, 1973, 1976, and 1979/80

INDIVIDUAL SUBURBAN CITY DIRECTORIES OWNED BY CPL

The following suburb city directories are available in microfilm in the Center for Local & Global History:

Bay Village Directory: 1939, 1940, 1944, 1950

Bedford Directory: 1924

Bedford City Directory: v.1 (1929), v.2 (1931), v.3 (1939), v.4 (1945), v.5 (1948), v.6 (1950), v. 7 (1952), v. 8 (1954), v. 9 (1955-56), v. 10 (1957), v. 11 (1959), v. 12 (1960), v. 13 (1961) and 1963. **Maple Heights** is included starting with v. 3 (1939). **Bedford Township** is included starting with v. 5 (1948). **Bedford Heights, Oakwood** and **Walton Hills** are included starting with v.7 (1952)

Berea: v.1 (1948) and v.2 (1951), 1954. The 1954 Includes **Brook Park, Middleburg Heights, Strongsville, Olmsted Falls, Westview**

Berea City Directory, including **Middleburg Heights:** 1958, 1959, 1961 and 1963

Chagrin Valley Directory: 1973-1974 (single edition)

Cleveland Heights, East Cleveland, Shaker Heights, University Heights and **South Euclid City Directory** consists of the following editions: v.1 (1949), v. 2 (1951), v.3 (1953-54), v.4 (1955), v.5 (1956), v.6 (1958), v.7 (1959), v.8 (1960), 1961, 1962 and 1963. **Lyndhurst** is included starting with v. 6 (1958)

Euclid: 1942

Euclid City Directory: v.1, 1947, v.2 (1950), v.3 (1952), v.4 (1954), v.5 (1956), v.6 (1957), v.7 (1958), v.8 (1959), v.9 (1960), vol.10 (1961), v.11 (1962) and 1963

Fairview Park, Parkview, North Olmsted, Westlake Directory: 1953

Garfield Heights City Directory: 1954-55, 1956-57, and 1962

Lakewood City Directory, including **Bay Village, Fairview Park** and **Rocky River:** v. 1 (1949), v. 2 (1951), v.3 (1953), v.4 (1954-55), v.5 (1956), v.6 (1957), v.7 (1958), v.8 (1959), v.9 (1960), v.10 (1961), 1962 and 1963 **Westlake** is included starting with v.7 (1958). **North Olmsted** is included starting with 1962

Lyndhurst City Directory: 1952-53 and 1954-55

Parma City Directory: 1941

Parma City Directory, including **Parma Heights:** v.1 (1946), v.2 (1948), v.3 (1951), v.4 (1953), v.5 (1955), v.6 (1956), v.8 (1958), v.9 (1959), v.10 (1960), v.11 (1961), v.12 (1962) and 1963

Rocky River Directory: 1954-1955

The Official Directory of Collinwood for 1899

Ref. F499 .C63 O33 1899x

Online Access: Cleveland Digital Gallery

cpl.org>Research>Cleveland Digital Gallery>Cleveland History>City Directories

CLEVELAND TELEPHONE DIRECTORIES (1880 TO PRESENT)

The Center for Local & Global History maintains a comprehensive collection of Cleveland-area telephone directories, including all available residential (later known as White Pages) and business (later known as Yellow Pages) directories.

CLEVELAND-AREA CRISS-CROSS DIRECTORIES (1923, 1926, 1937, 1960 TO PRESENT)

Criss-Cross directories are directories, arranged by address, of residences and businesses in the Cleveland area. These directories generally include the name and phone number of the occupant, provided the occupant had a listed telephone number. You must know the exact or approximate address of a property to effectively use the Criss-Cross directories. The Center for Local & Global History owns Criss-Cross directories for 1923, 1926, 1937 and 1960 through the previous calendar year. The Business, Economics & Labor Department (Louis Stokes Wing, 4th Floor) houses the current year's Criss-Cross directory. Please note that Cleveland City Directories (and most suburban directories) feature Criss-Cross listings at the end of each volume beginning in 1929.

CLEVELAND BLUE BOOK (1885 TO THE PRESENT)

This social register of the Greater Cleveland area contains the names and addresses of locally prominent families. Listings include names of spouses and children as well degrees earned and club memberships held. The Center for Local & Global History owns paper and microfilm copies. Years published: 1885/86 (Cleveland Social Directory), 1888, 1891, 1895, 1900, 1904, 1907, 1911, 1915, 1922, 1924, 1929, 1931, 1935, 1942, 1945, 1948, 1951, 1954, 1956, 1958, 1960, 1962, to the present (issued in 2-year volumes beginning with 1964/1965).

Ref. F 499 .C6 A182

DIRECTORIES FOR OHIO CITIES OUTSIDE THE CLEVELAND AREA

The Center for Local & Global History owns an extensive collection of city directories for other Ohio cities on microfilm. Please refer to the separately published *Guide to City Directories, Criss-Cross Directories & Telephone Directories available at the Cleveland Public Library* for a complete listing.

Online Access: cpl.org>Research>Genealogy>*Guide to City Directories, Criss Cross Directories & Telephone Directories available at the Cleveland Public Library*

DIRECTORIES FOR U.S. CITIES OUTSIDE OHIO

The Center for Local & Global History owns a comprehensive microfilm collection of city directories published in the United States before 1860. A detailed inventory of these directories can be found in the index volume titled "City Directories of the United States" **Ref. E 154.5 .C57x**.

Additionally, the Center for Local & Global History also owns directories for major U.S. cities for the period 1861-1883. Please refer to the separately published *Guide to City Directories, Criss-Cross Directories & Telephone Directories available at the Cleveland Public Library* for a complete listing.

Online Access: cpl.org>Research>Genealogy>*Guide to City Directories, Criss Cross Directories & Telephone Directories available at the Cleveland Public Library*

Index to Cleveland and Ohio Regional History & Biography (1900s-1975). An index to a variety of sources (books, magazines, etc.) on aspects of Cleveland and Ohio history and biography. **Microfiche**

Newspaper Clipping Files: Cleveland and Ohio (1920s-1975). Articles on aspects of Cleveland and Ohio history, including files on well-known houses and buildings. **Microfiche**

Biography Clipping File: Cleveland & Ohio (1920s-1975). Articles on prominent Clevelanders. **Microfiche**

Cleveland News Index (1976-2014). An index to Cleveland newspapers. Available only in paper copy in the Center for Local & Global History for 1976-1982. Available only as an online database for 1983-2014 at cpl.org/newsindex/.

Annals of Cleveland (1818-1876, 1933-1938). An index to Cleveland newspapers, the Annals can be searched by building name, architect name or any other pertinent piece of information.

Old & New Street Numbers. In 1905/1906, most street names and all street address numbers were changed according to a standardized street naming and numbering plan. Use this book if: 1.) You have a pre-1906 address of a house/building and want to know what it was changed to in 1906, or 2.) You need to determine the pre-1906 address of a house/building. **Ref F499.C675 O42 1905x**

Online Access: Cleveland Digital Gallery
cpl.org>Research>Cleveland Digital Gallery>Cleveland History> Old and New Street Numbers.
tinyurl.com/clestreets

Dedicated and accepted Cleveland streets card file. A “dedicated street” is a public thoroughfare or right of way dedicated or deeded to the city. Most roads were accepted by Cleveland City Council. Some older roads were accepted by towns and villages which were later annexed to the city of Cleveland, the existing roads of which became the responsibility of Cleveland. Each date of acceptance should theoretically correspond to an issue of the official proceedings of the Cleveland City Council (*The City Record*) in which the official action of accepting each street was recorded.
Ref F499 .C675 D33 2005

Cuyahoga County Auditor's tax duplicates, 1819-1869. Documents land ownership in Cuyahoga County. No records for 1820-1822(**F497.C9 C88 1819a**). A printed guide to holdings is in *The Center for Local and Global History* (**F497.C9 T39 2002**).

Cleveland Telephone Directories (1880 to date). Includes all available residential (White Pages) and business (Yellow Pages) directories on microfilm.

Cleveland (Ohio). Board of Assessors of Real Property: The Official Record of the First Quadrennial Assessment of Real Property for the City of Cleveland (1912). Contains Maps of the Thirty-Nine Districts and Key Map of Cleveland giving the assessed land values, also a list of owners, and the total value of every piece of property in East Cleveland, Cleveland Heights, Lakewood, Newburgh City, South Newburgh and Brooklyn Heights. Original Volumes are in the Public Administration Library, located in Cleveland City Hall.
Reel 6, item #72, Cleveland Documents Microfilm Project

Ohio City. Office of the Recorder: Assessments, 1838-1848. Provides the names of Ohio City residents and their addresses for 1838-1848. Original volumes are in the Public Administration Library.
Reel 600, item #35 Cleveland Documents Microfilm Project

Ohio City Council: Minutes, 1837-1854. The official record of the City Council of Ohio City which includes city ordinances and resolutions, tax duplicate and journal. Original volumes are in the Public Administration Library.
Reel 4, item #38, Cleveland Documents Microfilm Project

Map Collection
Louis Stokes Wing, 6th Floor

216.623.2880
map.collection@cpl.org

Hopkins Plat Maps (1912-1957). Plat maps can help to date a building and to provide information about property allotments, allotment numbers, shapes of structures, property dimensions and sometimes ownership. Map Collection owns city books, 1912-1938; county books, 1914-1957.

Online Access: Cleveland Digital Gallery
cpl.org>Research>Cleveland Digital Gallery>Atlases, Maps and Park Plans of Cleveland and Cuyahoga County>Hopkins plat books tinyurl.com/clehopkins

Sanborn Fire Insurance Maps (1874-1973). Sanborn Fire Insurance Maps can help to date a building and to provide information about changes to a property, such as porch additions or removals. Sanborn maps also show building material (brick, stone, or wood frame), number of stories, and other details about the structure. Map Collection owns original paper copies of Sanborn Insurance Maps from 1886 (corrected to 1894) to 1919 (corrected through 1941) and an extensive microfilm collection of maps covering Cleveland, Cuyahoga County and cities and counties throughout the State of Ohio dating from 1874 to 1973.

Online Access: Cleveland Digital Gallery
cpl.org>Research>Cleveland Digital Gallery>Atlases, Maps and Park Plans of Cleveland and Cuyahoga County>Sanborn Insurance Maps
tinyurl.com/clesanborn

A comprehensive set of black and white Sanborn Insurance Maps for the state of Ohio is available through the “Sanborn Insurance Maps” database available through the Library’s website.

Online Access:
cpl.org>Research> Sanborn Insurance Maps

Real Estate Atlas of Cuyahoga County (1978). This resource includes all of the tax maps, as well as the title sheets, for Cuyahoga County as they appeared in 1978. The title sheets can be used to determine property ownership in 1978 and dating back one or two changes in ownership. (The title sheets are photocopies of the title sheets in the Map Room of the County Fiscal Officer’s Office.) If you wish to do ownership research before and after this book’s coverage, you will need to view the records at the County Fiscal Officer’s Office. See the County Fiscal Officer’s section below for more information.

Ref HD268.C6 R421x

Real Estate Atlas of Cuyahoga County (1980 and 1982 partial). The 1980 edition includes only title sheets for properties east of the Cuyahoga River. The 1982 edition includes the title sheets for all properties in the county but does not include the map sheets.

Ref HD268.C6 R421x

Real Estate Solutions Residential Property Information (1987 to 2008).

This collection includes microfiche of all properties of Cuyahoga County (years listed above) and matching permanent parcel map volumes.

Ref HD268.C6 R42x

Realty Atlas Tax Maps (1963, 1981, 1985, 1988, 1994, 1996, 1997-1999 & 2001 to 2008)

These tax maps for Cuyahoga County can be used to determine permanent parcel number (PPN) for residential and commercial property. The PPNs for residential property can be cross-referenced to current ownership records.

Ref G1398.C9 R42x

Atlases & Maps of Cleveland & Cuyahoga County. The Map Collection houses an extensive collection of maps, including land ownership maps, of Cleveland and Cuyahoga County dating back to the 1790s. Of particular note is the 1874 atlas of Cuyahoga County, featuring superb engravings of residences, hotels, stores and landmarks.

Note: CLGH owns an index to the landowners included in this important map. Consult the Map Collection staff to see if any of these would be helpful to you.

F497.C9 I53 1983x

Online Access: Cleveland Digital Gallery
cpl.org>Research>Cleveland Digital Gallery>Atlases, Maps and Park Plans of Cleveland and Cuyahoga County tinyurl.com/cuymaps

Forest Hill Architectural Home Plans, Maps, and Subdivision Technical Drawings, 1930-1960. This collection consists of 786 plans relating to the historic Forest Hills subdivision in East Cleveland. Included are architectural plans for homes; maps and technical drawings by architect Andrew J. Thomas for the Abeyton Realty Corporation; landscape, grading topographical, lot, street layout, water supply, gas layout and drainage plans; and Ohio Bell Telephone Company plant engineering street plans.

Aerial Photographs. Map Collection owns a complete set of aerial photographs for Cuyahoga County (1951, 1977, 1978, 1988 and high altitude, 1989-1991) and City of Cleveland (1991).

Online Access: Cleveland Digital Gallery
cpl.org>Research>Cleveland Digital Gallery>Atlases, Maps and Park Plans of Cleveland and Cuyahoga County> Aerial Photographs of Cuyahoga County for the years 1951, 1959, 1979 OR County-Wide Aerial Map Programs for 1978
tinyurl.com/cuyaerials

Cleveland Historical Park Plans, 1888-1945. A large collection of technical drawings for the development of Cleveland city parks featuring landscape designs, lighting designs, grading, topographical, and drainage plans for large neighborhood parks, the park and boulevard system, the Group Plan, University Circle, the Cleveland Cultural Gardens, playgrounds, cemeteries, and recreational centers.

Online Access: Cleveland Digital Gallery
cpl.org>Research>Cleveland Digital Gallery>Atlases, Maps and Park Plans of Cleveland and Cuyahoga County> Cleveland Parks Collection
tinyurl.com/cleparks

SOCIAL SCIENCES DEPARTMENT
Louis Stokes Wing, 5th Floor

216.623.2860
socsci@cpl.org

List of Electors/List of Voters (Cuyahoga County, Ohio). These printed volumes include the names and addresses of all registered voters in the city of Cleveland and some suburbs. Arranged by voting ward* and precinct, then alphabetically by name. CPL owns: 1892 (wards 1-40), 1894 (wards 1-42), 1908 (wards 1-26, also including Bedford and Lakewood after ward 26), 1909 (wards 1-26), 1910 (wards 1-26), 1911 (wards 1-26; also including Bedford and Lakewood after ward 26), 1912 (wards 1-26, also including Bedford, Lakewood, Newburgh and Rocky River after ward 26), 1916 (only includes Bedford, East Cleveland, Lakewood and Village of West Park), 1922 (wards 1-32), 1931 (wards 1-33). Volumes for 1908-1917 include separate column for women. [NOTE: Volumes for 1909-1912 are shelved with folios.] Other volumes available at the Cuyahoga County Archives.

Note: For help with ward maps, ask in Map Collection (Louis Stokes Wing, 6th floor)

Ref. JK 5591 .A1 C89x

Photograph Collection
Louis Stokes Wing, 4th Floor

216.623.2871
photograph.collection@cpl.org

Photographs. The Photograph Collection houses approximately 100,000 photographs of Cleveland and Cuyahoga County subjects, from a variety of sources. Collections that may aid research include the Cleveland Board of Zoning Appeals photographs, which date to 1929, and Cleveland Urban Renewal photographs from the 1960s-70s.

Online Access: Cleveland Digital Gallery
cpl.org>Research>Cleveland Digital Gallery>A Gallery of Cleveland Photographs
tinyurl.com/cuyphotographs

Business, Economics & Labor Department
Louis Stokes Wing, 4th Floor

216.623.2927
business@cpl.org

Haine's Criss-Cross Directory (current year only). See Center for Local & Global History for older volumes.

Cleveland Corporation Files. One hundred ninety-three microfilm reels of news clippings and other information, including files from the Greater Cleveland Growth Association, dating to the early 1900s.
Ref HD 2798.O5 C42 1988x

Who's Who File of Cleveland Businessmen. Periodical and newspaper clippings on prominent Cleveland civic leaders and business men and women. Clipped from a wide variety of local and national journals from the 1930s through the mid-1970s. Alphabetical by name.

Fine Arts & Special Collections Department
Main Building, 3rd Floor

216.623.2848
finearts@cpl.org

The Fine Arts Department maintains an extensive architecture collection, comprised of books, periodicals, vertical files and architectural plans. The following are key resources for local architecture research:

Oviatt Architecture Index. An index to the Ohio Architect and Builder, 1903 to 1918. A valuable source of information for important buildings constructed during this period.

Architectural plans. Special collections has a small number of architectural plans related to the work of Cleveland architects such as Charles Schweinfurth, Clarence Mack, and the firm Howell & Thomas.

Forest Hill Architectural Home Plans, Maps, and Subdivision Technical Drawings, 1930-1960.
SEE: Map Collection.

Newspaper Clipping Files: Art & Architecture. Dating to the 1920s, this file includes clippings and other publications related to art and architecture in Cleveland.

Index to Cleveland Art and Architecture. Dating to the 1920s, this card-file index, arranged alphabetically by subject, includes references to a wide variety of sources.

Cleveland Public Library Archives
Louis Stokes Wing, 10th Floor

216.623-2938
archives@cpl.org

The Archives houses the institutional records of the Cleveland Public Library documenting all aspects of the Library back to its founding in 1869. The Archives includes architectural plans, more than 20,000 photographs, postcards, slides, correspondence, administrative reports, annual reports, Library board minutes and many other materials, relating to buildings, owned or rented by the Library over the years.

Note: The Archives is staffed on a part-time basis and is open to the public by appointment. Please call or e-mail the department if you are conducting research on a current or former Library building.

Public Administration Library
Located in Cleveland City Hall – Room 100
601 Lakeside Avenue
Cleveland, Ohio 44114

216.623.2919
publicadmin@cpl.org

Cleveland City Council: The City Record, 1836-1872. Council Proceedings, 1873-1913. The City Record, 1914 to date. The official record of Cleveland City Council, this publication dating to 1836 describes the overall physical improvements done throughout the city, including streets, sidewalks, lighting, etc. Some years are available only on microfilm. Record of the Township of Cleveland 1803-1838 can be found on microfilm (JS 766.C5 1803xa).

Note: The Microform Center (Main Library, 1st Floor, 216.623.2910, microform.center@cpl.org) also holds microfilm of the City Record 1914-1918.

Online Access: City Records 1996-Current
<http://www.clevelandcitycouncil.org/legislation-laws/the-city-record>

Ohio City. Office of the Recorder: Assessments, 1838-1848. Provides the names of Ohio City residents and their addresses. Public Administration Library also owns the original volumes. Reel 600.35 has years 1837-1848, missing years 1843 and 1844.

Reel 600, item #35, Cleveland Documents Microfilm Project

Ohio City Council: Minutes, 1837-1854. The official record of the City Council of Ohio City. Includes city ordinances and resolutions, tax duplicate and journal. Public Administration Library also owns the original volumes.

Reel 4, item #38, Cleveland Documents Microfilm Project

Sanborn Fire Insurance Maps, 1886, 1887, 1896, 1903. All are uncorrected versions. **Microfilm**

Cleveland (Ohio). Board of Assessors of Real Property. The Official Record of the First Quadrennial Assessment of Real Property for the City of Cleveland (1912). Contains Maps of the Thirty-Nine Districts and Key Map of Cleveland giving the Assessed Land Values, also a List of Owners, and the Total Value of Every Piece of Property in East Cleveland, Cleveland Heights, Lakewood, Newburgh City, South Newburgh and Brooklyn Heights. Public Administration Library also owns the original volumes.

Reel 6, item #72, Cleveland Documents Microfilm Project

Old & New Street Numbers. In 1905/1906, most street names and all street address numbers were changed according to a standardized street naming and numbering plan. Use this book if: 1.) You have a pre-1906 address of a house/building and want to know what it was changed to in 1906, or 2.) You need to determine the pre-1906 address of a house/building.

Ref F499.C675 O42 1905x

OTHER MAIN LIBRARY DEPARTMENTS

Information about specific kinds of buildings can often be found in the subject department where information about the type of work they do is found. For example, to find information on:

Theaters: Literature Department, Main Library, 2nd floor, 216.623.2881, literature@cpl.org

Hospitals: Science & Technology Department, Louis Stokes 3rd floor, 216.623.2932, scitech@cpl.org

Factories, Businesses, Department Stores: Business, Economics & Labor Department, Louis Stokes 4th floor, 216.623.2927, business@cpl.org

Schools, Sports Facilities, Churches, and Prisons: Social Sciences Department, Louis Stokes 5th floor, 216.623.2860, socsci@cpl.org

**Cleveland City Hall
Landmarks Commission
601 Lakeside Avenue, Room 519, Cleveland, 44114**

216.664.2532

Property research records at Cleveland City Hall pertain only to buildings in the city of Cleveland. Records for buildings built in areas that were later annexed to the city of Cleveland may not be recorded here. If you are researching a building outside the city of Cleveland, consult your local city hall for similar information and records.

Cleveland Landmarks Commission files. Information about Cleveland landmark buildings, sites and historic districts.

Ohio Historic Inventory Forms. The Commission maintains an information sheet for many Cleveland buildings deemed of historic importance, mostly commercial or public buildings.

National Register Forms. The Commission maintains an information sheet for each Cleveland building submitted for inclusion in the National Register of Historic Places.

Architect/Project Index. An alphabetic list of architects and their projects in Cleveland, compiled by the Landmarks Commission. Includes a biographical profile of each architect.

Cleveland Street Name Changes Card File Index. An alphabetic index to historical street name changes.

**Cleveland City Hall
Department of Building & Housing
Records Room – (Room 517)
601 Lakeside Avenue, Cleveland, Ohio 44114**

216.664.2825

Building Permits. Building permits provide pertinent information dealing with the building or alteration of Cleveland structures, after 1888, including the dimensions of the structure, location, estimated cost of construction, the architect, the builder, the owner and the purpose of the building or alteration. The “Index of Building Permits” is a set of red books prepared in the 1930s by Works Progress Administration (WPA) staff. This index gives the permit numbers, location and a very brief description of every permit issued before the 1930s. The index is arranged alphabetically by street name.

Demolition Permits. Demolition permits dating to the late 1800s for buildings demolished in Cleveland.

**Cleveland City Archives
205 West St. Clair Avenue (Room 100)
Cleveland, Ohio 44113**

216.664.3054

**Martin Hauserman, Chief City Archivist
Access Is By Appointment Only**

mhauserman@clevelandcitycouncil.org

Blueprint Collection. The Archives houses more than 12,500 sets of blueprints for public and commercial buildings and a small number of houses, dating to the early 1900s. To determine if blueprints exist for a building, you must submit a written request. This is done by indicating in an e-mail or letter that you are making a “public records request for blueprints” for the address in question. Address the request to City Clerk, Clerk of Council, Cleveland City Council, 601 Lakeside Avenue, Room 220, Cleveland, Ohio, 44114. Fax: 216-664-3837. It will take a week or so to retrieve the plans from storage. Plans may be photographed by you or you may arrange with Archives to have them reproduced professionally at your expense.

City Of Cleveland
Department of Public Utilities
1201 Lakeside Avenue, 2nd Floor (Sales Permit Department)
Cleveland, Ohio 44114

216.664.2444

Public Utilities Records. Utilities installation information for houses in Cuyahoga County from the mid-nineteenth century to the present day. Besides recording information such as the number of baths and water closets found in every house, some individual files disclose the number of rooms listed in different structures at the time of installation, metering, etc.

Cuyahoga County Fiscal Officer
Cuyahoga County Administrative Headquarters
2079 East Ninth Street
Cleveland, Ohio 44115

216.443.7010

County records enable the researcher to determine ownership, terms of sale and other details about a property. The three basic steps involved in county records research are as follows:

1. Determine address and permanent parcel number to be searched.
2. Make a complete list of the names of previous owners and the dates of property transfer using the map record books in the County Fiscal Officer's Office Map Room. Records date to the early 1800s. The earliest books are available in the Map Room on microfiche only. The original volumes are available at the Cuyahoga County Archives.
3. Take the information gathered in step #2 to the County Fiscal Officer's Office to view the actual property deeds that were signed and filed each time the subject property changed ownership. Property deeds will give you the allotment transfer price, the fully signed terms agreed upon by the old (grantor) and new (grantee) owner(s), the dimensions of the property sold and any unusual legal stipulations considered part of the property transfer. The deed records make no reference to buildings on the property sites involved. However, the transfer price frequently hints as to the value of a structure located on a particular piece of property at a given period in time.

Note: The County's current records, as well as many of its older holdings, are gradually being made available on the Internet. See the ELECTRONIC RESOURCES section at the end of this brochure for more information.

PERMANENT PARCEL NUMBERS

The permanent parcel number (PPN) is a number assigned to each piece of property in the county. It is composed of three parts: a map book (tax district) number (the first 3 numbers), a map book page (section) number (the second 2 numbers), and an assessor's parcel number (the last 3 numbers). For example: 001-02-03 would be in tax district 1, section 2, property number 3. These numbers correspond to the books in Map Room of the Cuyahoga County Fiscal Office and do not change.

You may obtain the permanent parcel number from several sources, including a deed, tax bill or reappraisal notice. The staff in the Cuyahoga County Fiscal Officer's Map Room can help you find the number. If the property in question is a residence, you may also look up the number by name of property owner in the County Fiscal Officer's website: <http://recorder.cuyahogacounty.us/searchs/generalsearchs.aspx>

Cuyahoga County Archives
2905 Franklin Boulevard
Cleveland, Ohio 44113

216.443.7250

Fiscal Officer's Maps, ca. 1860-1950. The Archives owns the original copies of the County Fiscal Officer's land ownership maps (also available on microfiche at the County Fiscal Officer's Office). Fiscal Officer's Maps document land ownership and dates of title transfer. See Cuyahoga County Fiscal Officer's Section for more information.

County Property Cards. Two surveys of all tax-assessed properties in Cuyahoga County were done by the Cuyahoga County Fiscal Officer's Office in the 1930s and the 1960s. The more recent survey cards include a small photograph of the subject property. Both surveys provide information on building dimensions and layout, lighting, plumbing, property owner, rental income, roofing, tiling, estimate of construction date and the assessed value of the property. An address and permanent parcel number (see section on Cuyahoga County Fiscal Officer's office) are needed to request these cards.

Cuyahoga County Fiscal Officer's Tax Records (tax duplicates) & Cuyahoga County Treasurer's Tax Records, 1820-1870 (incomplete), 1870 and after. Tax duplicates are tax records issued once or twice a year depending on the year in question. These bound volumes offer information concerning individual property ownership and property value. Divisions in tax books were made according to owner, allotment, allotment number, ward or township depending on the year, county or township involved. The Treasurer's records also indicate the amount of real estate tax paid and the date of payment.

Cleveland City Directories, 1837-1967. See description in Cleveland Public Library, Center for Local & Global History section.

Hopkins Plat Maps (various dates). See description in Cleveland Public Library, Map Collection section.

Biography Clipping File: Cleveland and Ohio (1920s-1975). Articles on prominent Clevelanders. This is the original paper file from the Cleveland Public Library, which has this resource on microfiche cards.

County Building Commission Journals, including Cuyahoga County Court House, Soldiers and Sailors Monument and certain other county buildings and bridges. (Note: Currently the Soldiers & Sailors Monument has an office located in the Cleveland Arcade, 401 Euclid Avenue, Cleveland, Ohio 44114. Contact Information: Timothy Daley – Executive Director, 3 Public Square, Cleveland, Ohio, USA 44114-2221)

Cleveland State University Library
Special Collections
2121 Euclid Avenue
Cleveland, Oh 44115-2214
William Barrow, Librarian

216.687.2449
library.csuohio.edu/speccoll
w.barrow@csuohio.edu

The Cleveland Press Collection (1920s-1982)

Approximately one million newspaper clippings and half a million photographs, documenting Cleveland, Ohio and world events, arranged alphabetically by name or subject.

The Cleveland Union Terminal Collection

Contains the construction records, maps and photographs chronicling the construction of the Terminal Tower complex in the 1920s. Includes information on the hundreds of buildings and houses demolished to assemble land for the project.

Western Reserve Historical Society Library
10825 East Boulevard
Cleveland, Ohio 44106

216.721.5722
www.wrhs.org

The Western Reserve Historical Society (WRHS), a fee-based private library, maintains the largest collection of local history documents available in Cuyahoga County. WRHS's online catalog of holdings is available through its website. Unique records of particular interest to those doing property research include:

- Aerial photographs, covering Cleveland and northeast Ohio, 1925-1975.
- Architectural plans for various buildings in Cleveland and Cuyahoga County, including the Walker and Weeks Collection.
- Manuscript collections for prominent Cleveland families.
- Photographs of all aspects of Cleveland neighborhoods, Cuyahoga County and Ohio.
- Maps and atlases of the city of Cleveland.

ELECTRONIC RESOURCES

Research Databases Available through Library's Website - cpl.org/research

Ancestry Library Edition In-library use only, no remote access
U.S. Census images 1790-1940. Censuses from 1870 forward have detailed information about the occupants of a household. Note: the 1890 Census was destroyed by fire, however, a fragment of the census is available.

Call & Post Remotely to CPL cardholders
This historical African American newspaper provides genealogists, researchers and scholars with online, easily-searchable first-hand accounts and unparalleled coverage of the politics, society and events of the time.

Cleveland News Index (1983 to 2014)
An index to Cleveland newspapers and periodicals. See online description for exact coverage.

Plain Dealer Historical (1845-1991) Remotely to CPL cardholders
Plain Dealer (1991 to date) Remotely to CPL cardholders
Both databases provide full-text access.

Sanborn Fire Insurance Maps for Ohio Remotely to any Ohio Library cardholder
Detailed maps at building level for more than 400 Ohio communities from 1882 to the 1962.

Shaker Building Card Database
Database includes scanned images of over ten thousand building cards related to homes and other buildings in Shaker Heights, Ohio. Available online at www.shakerbuildings.com.

Resources Available Through the Internet

Cleveland City Planning Commission planning.city.cleveland.oh.us
The commission is responsible for preparing plans to guide the development/improvement of the city and its neighborhoods.

Cleveland City Planning Commission (GIS) planning.city.cleveland.oh.us/gis/cpc/basemap.jsp
Provides zoning information, planning districts, setbacks, and links to additional commission information.

Cleveland Landmarks Register planning.city.cleveland.oh.us/landmark/landlist.php?first=A
A comprehensive list of Cleveland historic districts and landmarks, as designated by the City of Cleveland.

- Cleveland Memory Project** clevelandmemory.org
A treasure-trove of photographs, books, memorabilia, etc. relating to Cleveland.
- Cleveland Restoration Society** clevelandrestoration.org
Offers resources and programs for owners of historic properties in the Cleveland area.
- Historic Cleveland Maps (GIS)** peoplemaps.esri.com/Cleveland/
Using Esri mapping technology, historic plat maps have been stitched together covering all of Cuyahoga County showing the growth of the city from 1852.
- Cuyahoga County Fiscal Officer's Office** fiscalofficer.cuyahogacounty.us
Contains current ownership information and records of deed transfer dating to the 1890s.
- Cuyahoga County Recorder Parcel Search** recorder.cuyahogacounty.us/searchs/parcelsearchs.aspx
Allows parcel search using parcel number.
- Cuyahoga County Recorder General Search** recorder.cuyahogacounty.us/searchs/generalsearchs.aspx
Allows search using document, first & last name of party, company name, or recorded date.
- Cuyahoga County MyPlace (GIS)** myplace.cuyahogacounty.us/
Allows search by owner, parcel, address and provides satellite imaging of Cuyahoga County.
- Cleveland City Planning Commission (GIS)** planning.city.cleveland.oh.us/gis/cpc/basemap.jsp
Provides zoning information, planning districts, setbacks, and links to additional commission information.
- Historic American Buildings Survey/Historic American Engineering Record/Historic American Landscapes Survey** loc.gov/pictures/collection/hh/
These collections document achievements in architecture, engineering and landscape design in the United States and its territories. Includes digitized images of more than 556,900 measured drawings, photographs and histories for more than 38,600 historic structures and sites throughout the United States. Continuously expanded and updated.
- National Register of Historic Places** nps.gov/nr/
Properties listed in the Register include districts, sites, buildings, structures, and objects that are significant in American history, architecture, archeology, engineering and culture.
- Ohio Memory Project** ohiomemory.org
A treasure-trove of photographs, books, memorabilia, etc. relating to Ohio.
- Old House Web** oldhouseweb.com
A variety of information resources for owners of older houses.
- State Of Ohio Historic Preservation Office** ohiohistory.org/resource/histpres/
Ohio Historic Preservation Office is the official historic preservation agency of the State of Ohio.

A SELECTION OF BOOKS

Fine Arts Department Main Building, 3rd Floor

Blumenson, John J. G. NA705.B55 1995
Identifying American Architecture : a Pictorial Guide to Styles and Terms, 1600-1945
Walnut Creek, California: AltaMira Press, 1995

Fodor, Alan Charles, editor NA7238.C53 T56 2003
Those Wonderful Old Houses : a Handbook for Homeowners, Recommendations for Maintaining and Rehabilitating a House in a Historic District
Cleveland, Ohio : Ohio City Near West Development Corporation, 2003

Light, Sally NA7205.L53 1989X
House Histories: a Guide to Tracing the Genealogy of Your Home
Spencertown, N.Y.: Golden Hill Press, 1989

McAlester, Virginia NA7205.M35 1984
A Field Guide to American Houses
(New York : Knopf, 1984)

Center for Local & Global History Louis Stokes Wing, 6th Floor

Howe, Barbara J. E180.H68 1987
Houses and Homes: Exploring Their History
Nashville, Tennessee: American Association for State and Local History, 1987

Green, Betsy J. E159.G686 2002
Discovering the History of your house and neighborhood
Santa Monica Press: Santa Monica, 2002

Miggins, Edward M., editor F499.C657 G84 1984X
A Guide to Studying Neighborhoods and Resources on Cleveland
Cleveland, Ohio: Cleveland Public Library, 1984

Miller, Carol Poh F499.C6 M54X
The Cleveland Old House Handbook : a Guide to Maintaining Your Historic House on the Near West Side
Cleveland, Ohio: Neighborhood Housing Services of Cleveland, 1979

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