



Policy for Application for Certificate of Occupancy

CHECK WITH LOCAL FLOODPLAIN & ZONING ADMINISTRATORS FOR ADDITIONAL REQUIREMENTS

❖ Introduction:

Section 111.1 Ohio Building Code states that no building or structure, in whole or in part, shall be used or occupied until the building official has issued an approval in the form of a certificate of occupancy. The certificate of occupancy shall indicate the conditions under which the building shall be used. The building owner shall only use the structure in compliance with the certificate of occupancy and any stated conditions. The structure and all approved building service equipment shall be maintained in accordance with the approval. When a building or structure is entitled thereto, the building official shall issue a certificate of occupancy provided there are not violations of law or orders of the building official pending or as permitted in this section.

Please note that when an application for plan approval for a new building construction, alteration, addition, or change of occupancy is filed, a certificate of use and occupancy will be issued automatically at the completion of all required inspections in accordance with section 109 Ohio Building Code. **(The permit applicant does not need to submit this application form.** However, if the applicant wishes to occupy a portion of building prior to the completion of the entire proposed and approved scope of work, please follow the procedures for PARTIAL OCCUPANCY below.)

❖ Certificate of Occupancy qualifications:

The certificate of use and occupancy can be obtained for the following occupancy types:

- **EXISTING BUILDING CERTIFICATE OF OCCUPANCY:** According to the Ohio Building Code Section 111.2, the owner of an existing building may request the issuance of a Certificate of Use and Occupancy. Upon written request from the owner, the building official shall issue a certificate of occupancy, **provided there are not violations of law or orders of the building official pending, and it is established after inspection and investigation that the alleged occupancy of the building or structure has heretofore existed.** **Please be aware that an existing building with proposed change of occupancy, alterations, or addition, according to section 3408 of Ohio Building Code is not qualified for this application.**
- **TIME-LIMITED CERTIFICATE OF OCCUPANCY:** According to Ohio Building Code Section 111.1.5, a time-limited Certificate of Occupancy can be issued for a building or structure **changed in part from one occupancy to another for a limited time period.** The building official may stipulate any special conditions under which the building may be occupied for the specified time.
- **PARTIAL OCCUPANCY:** Application for occupancy **of a portion of building** prior to the completion of the entire building construction and/or alteration can be issued provided that the building official determines that the portion requested can be safely occupied in accordance with section 111.1.4 Ohio Building Code. If a time limit for a partial occupancy has been determined by the building official, it may be extended upon request by the applicant and approval of the building official. **Partial occupancy authorization form must be completed & signed by inspectors and submitted along with the application.**

❖ Required documents for each type of certificate of occupancy:

▪ EXISTING BUILDING OCCUPANCY:

(Please review carefully the “change of occupancy” policy form to ensure that your application is qualified for an existing building occupancy rather than change of occupancy):

1. Completed application for certificate of occupancy
2. Payment Of \$360.50 for application fees
3. A most recent **building fire safety inspection report from fire inspector having jurisdiction** showing that there are **no violations of law or orders** pending in the building must be submitted with this application
4. A written request from the owner of the building stating the use of the building as it has been known to the public for a minimum of 2 years and documents of proof such as copies of utility bills, insurance statements, etc., with the name of business.
5. A copy of the floor plans for the building showing all exits, room name, occupant load, and dimension of each room.
6. **For a day care center** in an existing building application, Include a floor plan drawn on a minimum 8 ½ x 11 sheet of paper for each floor that indicates the following:
 - Room name and dimension of each room
 - Number and age of children in each room
 - If there are dividers of any kind within the room, indicate type & height
 - Location & width of all exit doors w/ exit signs or indicated on the drawings
 - If rooms have doors directly to the outside, indicate whether there are steps or ramp outside of the exit doors
 - Indicate location & number of toilet fixtures

▪ TIME-LIMITED OCCUPANCY:

1. Completed application for certificate of occupancy
2. Payment of \$51.50 for application fees
3. A most recent **building fire safety inspection report from fire inspector have jurisdiction** showing that there are **no violations of law or orders** pending in the building must be submitted with this application
4. A copy of the floor plans for the building showing all exits, room name, dimension, and occupant load of each room.

▪ PARTIAL OCCUPANCY:

1. Completed application for certificate of occupancy
2. Payment of \$206.00 for application fees
3. A copy of the floor plans for the building showing all areas or rooms being requested for occupancy with room name and dimension for each room.
4. If the building is required by the building code to be equipped with fire sprinkler system, fire alarm system, and/or other fire protection systems, **these fire protection systems for the areas requested for occupancy must be completed and inspected by fire authorities** to ensure the safety for occupancy. Submit the fire protection system inspection reports with this application. If these required fire protection systems are not completed and inspected by the time of this application, **an alternative fire watch plan or temporary fire protection systems approved by the local fire authority** must be submitted with the application.
5. Plumbing inspection sign-off sheet

❖ **Inspection and certificate issuance procedures:**

- Once documentation has been reviewed and application has been processed, you will receive notification by email, mail, or phone regarding the procedure to schedule the appropriate structural and electrical safety inspections. Allow up to 5 business days for the processing of the application. Additional questions may be directed to SEOBD at 740-374-4185 or seobd@wcgov.org.
- If SEOBD structural inspectors determine that a plumbing inspection is required for the day care center requesting for certificate of occupancy, you should contact local health department for approval and documentation.
- Once ALL required inspections are completed, a certificate of use and occupancy will be issued and mailed or emailed to the owner.

****Please see instruction sheet for additional required information****

INSTRUCTIONS FOR COMPLETING APPLICATION FOR CERTIFICATE OF USE AND OCCUPANCY

Application Directions: All boxes, 1 through 11, must be completed in full. Required documents must be submitted and fees paid or the application will be returned. Please type or print legibly (in blue or black ink). Applications are available on our website: www.seobd.org.

The items listed below correspond to the numbered boxes on the application. Complete all information boxes except box 12:

1. Provide the parcel number (required, this can be found on tax bill) and name of the county in which property is located.
2. List exact title of project or name of business. For inspection purposes provide specific address and location including tenant space, suite numbers, floor number, crossroads, landmarks or any other directional guides.
3. List the owner of project, their address, telephone, and a contact person.
4. List the name of submitter, their address, and telephone. Correspondence will be sent to submitter.
5. List the name of the contractor if there is any work being performed for occupancy.
6. If this is located in a FEMA Serious Flood Hazard Area, fill out the information requested.
7. Check the type of certificate of use and occupancy that you are requesting.
 - **Partial occupancy:** For an on-going CPA project that you wish to occupy only a portion of the area or building before the project is 100% complete. You must indicate all the areas or rooms that you wish to occupy under this application in box 6. All safety components such as sprinkler, fire alarm, and means of egress must be completed and inspected before the application can be accepted. This certificate of use and occupancy has no expiration date once it is approved.
 - **Time-Limited occupancy:** For an existing building or structure that you wish to use or occupy a portion of the building for an use occupancy purpose other than what it was originally approved for a limited period of time per section 111.1.5 Ohio Building Code. You must specify how many days that you wish to occupy the building or structure for the new use occupancy purpose.
 - **Existing building occupancy:** For an existing building that you wish to receive a new certificate of use and occupancy because you have misplaced or lost the original one or as required by other local authorities. **Existing buildings with alterations, additions, or change of use and occupancy to an existing building are not qualified for this application.**
8. If you are requesting a partial occupancy, please provide a list of areas or room number for which the occupancy is being requested. Also provide a floor plan showing these areas or rooms if desired. **a.** Provide the building use group and construction type per chapter 3 & 6 of Ohio Building Code. **b.** Indicate the size of the entire building. Submit a site plan showing ALL rooms with dimensions.
9. Please indicate use group, construction type and sq. ft. of building. Submit a floor plan with dimensions for each room.
10. Please indicate that if the areas or rooms the occupancy being requested have received approval for final inspection or testing for each scope of work indicated.
11. Provide all necessary information in this box about the building to help us determine the proper and applicable code sections for review and approval of your request for certificate of occupancy. This information is required for the certificate of use and occupancy.
12. Fees to be paid for this temporary certificate of occupancy request. Inspection must be conducted prior to issuance of the temporary certificate of use and occupancy. **-OR-**
13. Fees to be paid for this certificate of occupancy request. A minimum of 2 inspections; structural safety and electrical safety inspections, must be conducted prior to issuance of any certificate of use and occupancy.
14. Application cannot be processed without the signature of the owner or agent for the owner.

Once all required inspections are conducted and passed, a certificate of use and occupancy will be issued and mailed to the owner and/or applicant.

Application for Certificate of Occupancy

1. Parcel No: County: Plan Approval No: _____

2. PROJECT / BUILDING LOCATION		
Business Name <input style="width: 100%;" type="text"/>		
Contact Name <input style="width: 98%;" type="text"/>	Phone Number <input style="width: 98%;" type="text"/>	
E-Mail Address <input style="width: 100%;" type="text"/>		
Address <input style="width: 100%;" type="text"/>		
City <input style="width: 65%;" type="text"/>	State <input style="width: 15%;" type="text"/>	Zip Code <input style="width: 15%;" type="text"/>

4. APPLICANT/SUBMITTER'S INFORMATION		
Business Name <input style="width: 100%;" type="text"/>		
Contact Name <input style="width: 98%;" type="text"/>	Phone Number <input style="width: 98%;" type="text"/>	
E-Mail Address <input style="width: 100%;" type="text"/>		
Address <input style="width: 100%;" type="text"/>		
City <input style="width: 65%;" type="text"/>	State <input style="width: 15%;" type="text"/>	Zip Code <input style="width: 15%;" type="text"/>

3. PROPERTY OWNER'S INFORMATION		
Business Name <input style="width: 100%;" type="text"/>		
Contact Name <input style="width: 98%;" type="text"/>	Phone Number <input style="width: 98%;" type="text"/>	
E-Mail Address <input style="width: 100%;" type="text"/>		
Address <input style="width: 100%;" type="text"/>		
City <input style="width: 65%;" type="text"/>	State <input style="width: 15%;" type="text"/>	Zip Code <input style="width: 15%;" type="text"/>

5. CONTRACTOR'S INFORMATION		
Business Name <input style="width: 100%;" type="text"/>		
Contact Name <input style="width: 98%;" type="text"/>	Phone Number <input style="width: 98%;" type="text"/>	
E-Mail Address <input style="width: 100%;" type="text"/>		
Address <input style="width: 100%;" type="text"/>		
City <input style="width: 65%;" type="text"/>	State <input style="width: 15%;" type="text"/>	Zip Code <input style="width: 15%;" type="text"/>

6. Is project located in a FEMA Serious Flood Hazard Area? <input type="checkbox"/> Yes <input type="checkbox"/> No
If the answer is YES, supply the additional information at right. Base Flood Elevation <input style="width: 50px;" type="text"/> <input type="checkbox"/> Zone A <input type="checkbox"/> Zone AE

7. Type of Certificate of Occupancy: (check one; see definition in the policy or instruction sheet)

Temporary Structure
 Partial Occupancy
 Existing Building (including daycare)

Time-Limited Occupancy (requested for days)

8. For partial occupancy request only, list specific areas or room number for which occupancy is being requested.

Application for Certificate of Occupancy (Continued)

9	a. Building Use Group: <input style="width: 100%;" type="text"/> Construction Type: <input style="width: 100%;" type="text"/>	b. Square footage of building: <input style="width: 100%;" type="text"/> Submit site plan showing dimensions for ALL rooms.
10	Have the following areas of work received approval for final inspection or testing: - Fire Suppression: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A - Fire Alarm: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
11	Existing Building Information: (The following information applies to the entire building) Mixed Use Groups? : <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Separated? <input type="checkbox"/> Non-Separated? Building Height (Ft.)? <input style="width: 50px;" type="text"/> No. of Stories? <input style="width: 50px;" type="text"/> Storage Height (Ft.)? <input style="width: 50px;" type="text"/> Occupant Load? <input style="width: 50px;" type="text"/> Fire Protection System: (Please enter the type of system such as NFPA13, NFPA 72, etc., Enter N/A if non-applicable) - Building Sprinkler System? <input style="width: 100px;" type="text"/> Sprinkler demand at base of riser (PSI)? <input style="width: 100px;" type="text"/> - Limited Area Sprinkler System? <input style="width: 100px;" type="text"/> Type 1 Hood Sprinkler <input style="width: 100px;" type="text"/> In-Rack Sprinkler? <input style="width: 100px;" type="text"/> - Building Fire Alarm System? <input style="width: 100px;" type="text"/> Fire Detection System? <input style="width: 100px;" type="text"/> Smoke Detection? <input style="width: 100px;" type="text"/>	

Fee Schedule – Time Limited Certificate of Occupancy

Each structure shall be permitted separately.

12	Non-Residential		
	Field Inspection	\$50	\$ 50.00
		3% Surcharge	\$ 1.50
		Total Due	\$ 51.50

Fee Schedule – Partial Certificate of Occupancy

Each structure shall be permitted separately.

13	Non-Residential		
	Structural Field Inspection	\$100	\$ 100.00
	Electrical Field Inspection	\$100	\$ 100.00
		3% Surcharge	\$ 6.00
		Total Due	\$ 206.00

Fee Schedule – Certificate of Occupancy

Each structure shall be permitted separately.

	Non-Residential		
	Structural Field Inspection	\$150	\$ 150.00
	Electrical Field Inspection	\$150	\$ 150.00
		Certificate of Occupancy	\$ 50
		3% Surcharge	\$ 10.50
		Total Due	\$ 360.50

14. I hereby certify that I am the (check one) Owner Agent for the owner and all information contained in this application is true, accurate and complete to the best of my knowledge.

Applicant Printed Name

Applicant's Signature

(Typing name is the same as signature)

Date

ALL FEES ARE NON-REFUNDABLE • Make checks payable to the SEOBD

Send application and fees to: Southeast Ohio Building Department, 205 Putnam Street, Marietta, OH 45750