



Delaware County

CODE COMPLIANCE

Building Regulations Floodplain Regulations Zoning Regulations

3/10/14

APPLICATION FOR CHANGE OF USE AND OCCUPANCY

❖ *Introduction:*

- This application was created to give submittal requirements regarding the change of use and occupancy for buildings within the jurisdictional areas of the Delaware County Code Compliance office.

❖ *Code Requirements and References:*

- **Section 3402.1 OBC** defines change of occupancy as “a change in the **purpose or level of activity** within a structure that involves a change in application of the requirements of the code”.

Not only the change of use and occupancy but also a change in the level of activity while maintaining the same use group will constitute the “change of occupancy”. **A change in the level of activity may include increased occupant loads, increased path of travel to the means of egress, or additional required equipment or systems etc., that will raise the level of hazard based on life and/or fire risk.**

- **Section 3408.1 OBC** states “no change of occupancy shall be made to any building that would place the building in a different division of the same group of occupancy or in a different group of occupancies, unless building is made to comply with the requirements of this code for such division or group of occupancy. **Subject to the approval of the building official**, the use or occupancy of existing buildings shall be allowed to be changed and the building is allowed to be occupied for the purpose of other groups without conforming to all the requirements of this code for those groups, **provided the new or proposed use is less hazardous, based on life and fire risk**, than the existing building.

❖ *Plan submission requirements:*

Based on the above code sections, the building official has determined that the following documentation and procedures are required for a change of occupancy plan submission:

- Application form:
Complete and submit the “Application for Building Plan Approval”.
- Plan requirements:
 1. Submit **three (3) sets** of construction drawings sealed by an Ohio registered design professional(s).

2. For existing buildings **without proposed alterations**, drawings shall show at a minimum the existing and proposed use group designations, construction type, existing floor plan with new room names, occupant loads, required means of egress components, existing electrical panel and load information for the new use group, existing mechanical system and equipment, existing plumbing fixtures, and existing fire protection systems, etc.
3. For existing buildings **with alterations**, in addition to the requirements in item #2 above, drawings shall also show alteration details for each scope of work in the building.

▪ ***Inspections:***

Regardless if the application included alterations or not, the applicant must call for inspection for each trade applicable to the building. Inspectors shall verify that the existing and altered building components are in compliance with the approved plans and applicable building codes for the proposed new use group(s).

▪ ***Special clarification:***

For change of occupancy in existing building, the property owner may wish to occupy the existing building for the new use group without any alterations. However, in view of many fire and life safety issues concerning the change of occupancy, the building official has determined that the existing building components shall be evaluated, verified, and drawings prepared by an Ohio registered design professional. These plans shall be submitted for review and approval for all change of occupancy applications **regardless** if the new use occupancy is more or less hazardous than the existing use occupancy. Because of the complexity of verifying code compliance in existing buildings, the analysis and drawing preparation **cannot be performed by the owner or their contractors**. This information must be verified and submitted by an Ohio registered design professional in accordance with section 106.2.1 OBC.

Please note that once the plan review process is completed, the building official may determine that alterations are required to bring the existing building components up to the current code requirements. Many times these changes may not be anticipated. **It is highly recommended to consult with the building official prior to purchasing or leasing a building or tenant space.**

Once the plans have been examined and approved, a Certificate of Plan Approval will be issued to the owner along with two sets of construction documents. One of the sets of construction documents must remain at the job site at all times during construction pursuant to OAC 4101:1-1-06.3.1. Inspections can be obtained by calling the inspection line at 833-2222. Once all inspections have been obtained a final Certificate of Occupancy will be issued pursuant to OAC 4101:1-1-10.1.

DELAWARE COUNTY
APPLICATION FOR COMMERCIAL PLAN APPROVAL AND BUILDING PERMIT

3/10/14

Date: _____
Number _____

Application

DESC/drainage permit #: * _____ Zoning Permit: * _____ Septic/SewerPermit #: * _____
***These must be provided at the time of application.**

Business Name: _____

Project Address: (as assigned by Map Department) _____

City/Village _____ Zip Code: _____ Township _____

Between: _____ and _____

Owner: _____ Phone (____) _____

Address _____ City, State _____ Zip _____

Architect/Designer/or Engineer: _____ Phone: Number (____) _____

Address _____ City, State _____ Zip _____

Contact Person: _____ Phone: Number (____) _____

Contractor: _____ Phone: (____) _____

Address _____ City, State _____ Zip _____

Email _____

Phone number for text message notification of inspection results(____) _____ (not mandatory)
Please specify what phone company you have AT & T Nextel Sprint T Mobile or Verizon

Use Group (circle all that apply)

A1 A2 A3 A4 A5 B E F1 F2 H1 H2 H3 H4 H5 I1 I2 I3 I4 M R1 R2 R3 R4 S1 S2 U

Construction Type: (circle one) 1A 1B 2A 2B 3A 3B 4 5A 5B

Type of Work:

New _____ Addition _____ Foundation Only _____ Alteration _____ Shell _____ Tenant Finish _____
Demo _____ Moving _____ Temporary Structure _____ Tent _____ Other _____

Change of Use: From: _____ To: _____ **Mixed Use:** Separated: _____ Non-Separated: _____
Certificate of Occupancy Requested: Yes _____ No _____

Indicate Other Permits that may be required:

Type 1 Hoods: _____	Smoke Control: _____	HVAC: _____	Site Lighting: _____
Type 2 Hoods: _____	Fire Protection: _____	Refrigeration: _____	Signs: _____
Hood Suppression: _____	Underground Fire: _____	Electrical: _____	Swim. Pools: _____
Gas Line: _____	Fire Suppression: _____	Low Voltage: _____	Other: _____

Building Size:

Basement(s) _____ Sq. Ft.	Garage _____ Sq. Ft.	Tent: _____ Sq. Ft.
First Floor: _____ Sq. Ft.	Patio: _____ Sq. Ft.	
Second Floor: _____ Sq. Ft.	Mezzanines: _____	
Third Floor: _____ Sq. Ft.	Deck(s): _____ Sq. Ft.	

TOTAL: _____ Sq. Ft. **Area of Work:** _____ Sq. Ft. **Construction Cost:** \$ _____

Brief description of work to be done and any storage: _____

Do Floodplain regulations apply? Yes _____ No _____

Certification: I hereby certify that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to the regulations and all applicable codes and laws of the State of Ohio and the County of Delaware.

_____ Signature of Owner/Agent	_____ Print or type name here	(_____) _____ Telephone:
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THIS PORTION OF THE FORM IS FOR USE ONLY BY DELAWARE CO. CODE COMPLIANCE

Other Permits Required:

Type 1 Hoods: _____	Smoke Control: _____	HVAC: _____	Site Lighting: _____
Type 2 Hoods: _____	Fire Protection: _____	Refrigeration: _____	Signs: _____
Hood Suppression: _____	Underground Fire: _____	Electrical: _____	Swim. Pools: _____
Gas Line: _____	Fire Suppression: _____	Low Voltage: _____	Other: _____

Notes: