



### **Introduction:**

Section 111.1 The 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 shall certify compliance with the Ohio Building Code, Chapters 3781 and 3791 of the Ohio Revised Code and the purpose for which the building or structure may 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.

### **Certificate of Use and Occupancy qualifications:**

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

**New Building Construction Occupancy:** When an application for plan approval for a new building is filed, a certificate of use and occupancy will be issued at the completion of all required inspections and in accordance with Section 109 of the Ohio Building Code. **The permit applicant does not need to submit this application form.**

**Change of Occupancy.** The change of occupancy of an existing structure is not permitted to be made except as specified in Chapter 34. **The changes are handled by separate application and are not part of this policy.**

**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 of an existing building or structure, 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 previously existed. **The local fire jurisdiction will be included in the inspection and investigation process.** This category includes occupancy certificate requirements for daycares in existing buildings. (See following page for complete instructions)

**Time-Limited Certificate of Occupancy:** According to the Ohio Building Code Section 111.1.1.4, a Time-limited Certificate of Occupancy can be issued for a building or structure changed 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 time limit specified.

**Temporary Structures Occupancy:** Permits for temporary construction shall be limited as to time of service, but such temporary construction shall not be permitted for more than 180 days, when it is determined by the building official to be in compliance with Section 102.8. The building official is authorized to grant extensions for demonstrated cause.

**Partial Occupancy:** Permits for partial occupancy of **a portion of the building** prior to the completion of the entire building construction and/or alteration as approved by the building official. The area(s) or room(s) requested for a partial occupancy shall be clearly identified on the application form and on the

floor plans. If a time limit for a partial occupancy has been determined by the building official, it may be extended upon request of the applicant and approval of the building official.

### **Certificate of Use and Occupancy Document Requirements:**

The following documents are required to be submitted with the application:

- 1.) Buildings under construction with valid permits need only submit for time -limited occupancy or temporary partial occupancy by applying with a resubmittal form to the existing permit.
- 2.) Buildings without valid permits shall make a submittal with the nonresidential application for an existing building.
- 3.) For partial and time-limited certificates of use and occupancy request, if the building is required to be equipped with a fire sprinkler system, fire alarm system, and/or other fire protection systems, **these fire protection systems must be completed and inspected** prior to this application being submitted. 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 system **approved by the local fire authority** must be submitted with the application.
- 3.) A copy of the floor plans for the building and for the areas which the certificate of occupancy is being requested.
- 4.) Payment of application fees.
- 5.) For existing building and time-limited occupancies, provide verification from the local fire authority that shows that they have **no outstanding violations of law or orders** on the building. 6.) For an existing building, written request from the owner of the building stating that the use of the building as it has been known to the public for a minimum of 2 years. (*proof may be copy of utility bills; insurance statements; etc.*)
- 7.) For day care center in an existing building application, include floor plan drawn to scale for each floor that indicates the following:
  - a.) Room name and ages of children in each room.
  - b.) Room dimensions.
  - c.) If there are dividers of any kind within the room, indicate type and height.
  - d.) Location and widths of all exit doors.
  - e.) If rooms have doors directly to the outside, indicate whether there are steps, ramp or level exit discharge.
  - f.) If the building is equipped with a fire sprinkler system, included information for type of system and areas protected.
  - g.) Indicate location & number of toilet fixtures.

### **Inspection and Certificate Issuance Procedures:**

Once all documentation has been submitted, reviewed and approved you will be notified that the permit is ready with a link to our portal. After the permit fees are paid, you may request the appropriate inspections with the building inspector with 48 hour notice.

Once all required inspections are completed and approved, the certificate of use and occupancy will be issued in a timely manner.

## Instructions for Completing the Application

### Directions to complete the application form:

- 1.) Check the proper type of certificate of use and occupancy that is being requested.
- 2.) Provide the project information, exact address, and direction of the building.
- 3.) Provide information of the permit submitter.
- 4.) Provide information of the property owner.
- 5.) Identify the exact area(s) and/or room(s) of the building that this partial occupancy permit is requested.
- 6.) Provide the building use and occupancy classification according to chapter 3 of the Ohio Building Code.
- 7.) Provide building construction classification according to chapter 6 of the Ohio Building Code.
- 8.) Print and sign the permit submitter's name. Permit cannot be processed without proper signature.

### Note:

- 1.) Complete all sections of the application form. **A copy of the floor plans for the area for which the occupancy certificate is requested must be submitted with this application.** A certificate of use and occupancy will be issued and mailed to the submitter after all required inspections are approved.
- 2.) For existing building occupancy and time-limited occupancy, **verification must be submitted from the local fire jurisdiction** that there are no current violations of laws or orders pending for this address.
- 3.) For partial or time limited certificate of occupancy request, if the building is required to be equipped with fire sprinkler system, fire alarm system, and/or other fire protection systems, these fire protection systems must be completed and inspected prior to this application being submitted. 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 system **approved by the local fire authority** must be submitted with the application.