

## Policy for Application for Certificate of Occupancy

### Introduction:

Section 111.1 of 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 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 of the 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 of POLICY OF APPLICATION FOR PARTIAL OCCUPANCY.**

### 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 the 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.

## **Required documents for each type of Certificate of Occupancy:**

### **EXISTING BUILDING OCCUPANCY:**

**(Please review carefully the “change of occupancy” policy form 3016B to ensure that your application is qualified for an existing building occupancy rather than change of occupancy).**

1. Completed application for certificate of occupancy (HHBD CO 2018)
2. Payment for application fees,
3. A most recent **building fire safety inspection report** 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 (HHBD CO 2018)
2. Payment for application fees,
3. A most recent building **fire safety inspection report** 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.

## **Inspection and certificate issuance procedures:**

\*Once documentation has been reviewed and application has been processed, you will receive notification to schedule the appropriate structural safety inspections. Allow up to 5 business days for the processing of the application. Additional questions may be directed to Building Department.

\*Once ALL required inspections are completed, a certificate of use and occupancy will be issued and mailed to the owner.

## APPLICATION FOR CERTIFICATE OF USE AND OCCUPANCY

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

1. Type of Certificate of Occupancy: (check one; see definition in the policy or instruction sheet)  
\_\_\_\_\_ Existing Building (Including daycare) \_\_\_\_\_ Time-Limited Occupancy for \_\_\_\_\_ days

2. Name of Business:  
Building Address:

3. Owner of Building: Attention:

Address:

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

4. Building Information: (These are necessary information to be shown on the certificate of occupancy)

Building use group: \_\_\_\_\_ Construction type: \_\_\_\_\_ Building area (SF): \_\_\_\_\_

Mixed use groups? Yes \_\_\_\_\_ No \_\_\_\_\_ Separated? \_\_\_\_\_ Non-Separated? \_\_\_\_\_

Building height (FT)? No. of Stories? Storage height (FT)? Occupant Load?

Fire Protection System: (Please enter the type of system such as NFPA 13, NFPA 72, etc., Enter N/A if non-applicable)

Building sprinkler system? \_\_\_\_\_ Sprinkler demand @ base of riser (PSI)? \_\_\_\_\_

Limited area sprinkler system? \_\_\_\_\_ Type 1 hood sprinkler? In-rack sprinkler? \_\_\_\_\_

Building fire alarm system? \_\_\_\_\_ Fire detection system? \_\_\_\_\_ Smoke detection? \_\_\_\_\_

5. Required supporting documents: (Application will not be accepted if not submitted)

- Proof of existing building use group such as past utility bills, insurance statement, lease agreement
- Most recent fire safety inspection reports by the local fire authority showing no outstanding violations.
- Existing building floor plan with room name, dimensions, and occupant load (include age of children if in daycare rooms) for EACH ROOM and location of building exits.

6. For Time-Limited Occupancy application only:

Current building use group: \_\_\_\_\_ Proposed new use group: \_\_\_\_\_

7. Fees to be Paid : **\$100.00** permit (occupancy)

**\$50.00** inspection fee

**\$50.00** filing fee

**\$200.00 Total** Make checks payable to: The City of Highland Heights

8. I hereby certify I am the (check one) Owner \_\_\_\_\_ Agent for the owner \_\_\_\_\_

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

INSTRUCTIONS FOR COMPLETING  
APPLICATION FOR CERTIFICATE OF USE AND OCCUPANCY (HHBD CO 2018)

Application Directions: All lines, 1 through 8, must be completed in full or the application will be returned. Please type or print legibly (in blue or black ink). Applications are available on our website: [www. http://highlandhts.com/130/Building-Department](http://highlandhts.com/130/Building-Department)

Mail completed application form along with payment and plans to Building Department, 5827 Highland Road, Highland Heights, Ohio 44143. If paying by credit card, please call office.

ON THE APPLICATION. Include a phone number where you can be reached. Once documentation has been reviewed and approved, you will receive notification in the mail regarding the procedure to schedule inspections.

The items listed below correspond to the numbered lines on the application. Complete all information.

1. Check the type of certificate of use and occupancy that you are requesting.

- Time-Limited occupancy: For an existing building or structure that you wish to use or occupy a portion of the building; for use of 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.

2. List exact title of project or name of business. For inspection purposes provide specific address and location.

3. List the owner of project, their address, telephone, and a contact person.

4. Provide all required building information; this information is necessary for the new certificate of use and occupancy.

5. Provide all necessary supporting documents for any existing buildings.

6. For time-limited occupancy application only, provide the use group classification for the existing building and the proposed use group classification.

7. Fees to be paid at the time of application submission. If paying by credit card, please call office.

8. Application cannot be processed without the signature of the owner or agent for the owner.