



REQUEST FOR A CERTIFICATE OF OCCUPANCY FOR AN EXISTING COMMERCIAL BUILDING

An owner that needs a Certificate of Occupancy (C of O) for an existing building can request one by referencing Sections 102.7, 111.2 111 of the Ohio Building Code (OBC). This provision allows an owner (or authorized agent) to secure a building C of O for an existing building used under certain conditions:

- The building or structure continues to be used for the purpose(s) that original or subsequent approvals were made. Evidence of this previous and continued use shall be verified.
- A request for a Certificate of Occupancy must be made in writing to the Building Department by the owner (Permit Applicant).
- There are no outstanding orders pending against the building (Zoning, Property Maintenance, Fire Department, County Health, etc.).
- It is established after inspection and investigation by the Building Official that the building/structure does not have any serious hazards.

Although the Board of Building Standards rules do not require submission of plans for this process, it is important to establish how each area of the building is used. A floor plan is recommended with a legend to indicate how every space is used showing the size of the rooms and exit doors.

The applicant must submit:

1. Completed permit application.
2. Legible floor plan showing how each space of the building is used and size of rooms.
3. Copy of original and subsequent certificates (if available).
4. Description of previous use of space if different than proposed.
5. If the space has a sprinkler system.
6. Construction type of building (block walls, metal studs, metal pole building, etc.).
7. Description of the proposed use of space.

After submittal and review, an inspection will be scheduled with the Building Department and local Fire Department to verify that no serious hazards are present and all life safety devices (fire extinguishers, emergency lighting, exit signs and fire suppression systems, etc) are properly functional.