



**ASHTABULA COUNTY
BUILDING DEPARTMENT**
25 W. Jefferson Street
Jefferson, Ohio 44047-1092
P: 440-576-3737
F: 440-576-3739

CERTIFICATE OF OCCUPANCY REQUEST

PERMIT NUMBER: _____

DATE OF APPLICATION: _____

<u>OWNER</u>	<u>BUSINESS</u>
NAME: _____	NAME: _____
MAILING ADDRESS: _____	ADDRESS: _____
TWP/CITY/VILLAGE: _____	LOT NUMBER: _____
ZIP CODE: _____ PHONE: _____	TWP/CITY/VILLAGE: _____
EMAIL: _____	ZIP CODE: _____

PARCEL NUMBER REQUIRED ON ALL APPLICATIONS: _____ - _____ - _____ - _____ - _____

The parcel number is twelve digits and can be found on the real estate tax bill or through the County Auditor's office

<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> NEW OCCUPANCY	<input type="checkbox"/> EXISTING OCCUPANCY
-------------------------------------	--------------------------------------	--	---

PLEASE PROVIDE THE FOLLOWING:

- BUSINESS TYPE: _____
- PRIOR USE OF BUILDING / SPACE: _____
- BUILDING / SPACE SIZE (SQ. FT.): _____
- PROVIDE A SITE PLAN INCLUDING ALL DISTANCES TO LOT LINES AND THE NEAREST STRUCTURES.
- PROVIDE A SKETCH / FLOOR PLAN OF THE BUILDING OR SPACE REQUIRING THE CERTIFICATE OF OCCUPANCY, SHOWING ALL EXIT DOORS, EXIT / EMERGENCY LIGHTS, HALLWAYS, RESTROOMS, ETC. LIST THE NUMBER OF EMPLOYEES AND CUSTOMERS (OCCUPANT LOAD) ON THE PLAN. IF THE OCCUPANCY HAS EXISTING SPRINKLERS AND OR FIRE ALARM SYSTEM PLEASE NOTE ON THE PLAN.
- A LETTER ADDRESSED TO THE BUILDING OFFICIAL REQUESTING A CERTIFICATE OF OCCUPANCY FOR AN EXISTING STRUCTURE / BUSINESS. THE LETTER MUST INCLUDE THE NAME OF THE NEW BUSINESS (IF NAME IS CHANGING), THE NAME OF THE OLD BUSINESS, THE ADDRESS OF THE BUSINESS, OWNER OR OWNERS AUTHORIZED AGENT'S CONTACT INFORMATION, THE REASON FOR THE REQUEST AND INDICATE THAT NO WORK AND / OR ALTERATIONS HAVE BEEN PERFORMED TO THE BUSINESS. IF ANY WORK AND/OR ALTERATIONS HAVE BEEN PERFORMED, THE OCCUPANCY IS NO LONGER CONSIDERED EXISTING AND A SUBMITTAL FOR AN ALTERATION MUST BE APPROVED PRIOR TO A CERTIFICATE OF OCCUPANCY BEING ISSUED.
- IF THE SPACE IS A PART OF A COMPLEX OR STRIP CENTER WE WILL NEED A "KEY PLAN" SHOWING ALL OTHER OCCUPANCY'S IN THE ENTIRE BUILDING.
- PERMIT INSPECTION FEE OF \$101.00 FOR RESIDENTIAL APPLICATIONS AND \$103.00 FOR COMMERCIAL APPLICATIONS. PLEASE MAKE CHECKS PAYABLE TO THE ASHTABULA COUNTY BUILDING DEPARTMENT.

CERTIFICATION: I certify that I am the owner of the property or the owner's authorized agent. All of the information contained in this application is true, accurate, and complete to the best of my knowledge.

Print Name

Signature

Date

PLEASE ENTER N/A IN FIELDS THAT ARE NOT APPLICABLE. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.