

**CITY OF WILLOUGHBY, OHIO  
BUILDING AND ZONING DEPARTMENT  
CERTIFICATE OF OCCUPANCY APPLICATION**

DATE \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

I hereby request "Certificate of Occupancy" for the following location:

Address of Occupancy: \_\_\_\_\_

To be occupied by: \_\_\_\_\_

(Company or Corporation Name)

Name of Principal \_\_\_\_\_

Home Address \_\_\_\_\_

(number) (street) (city) (state) (zip)

Signature \_\_\_\_\_ Work/Home Phone \_\_\_\_\_

Are you: Building: Owner \_\_\_\_\_ Occupant \_\_\_\_\_

Floors to be occupied: 1 \_\_\_\_\_ 1½ \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ Other \_\_\_\_\_

Previous use \_\_\_\_\_

Proposed use, give detailed description \_\_\_\_\_

Parking spaces proposed \_\_\_\_\_ Existing \_\_\_\_\_

Zoning District \_\_\_\_\_

Square footage of Occupancy \_\_\_\_\_

Number of restrooms: \_\_\_\_\_

Provisions for handicap accessibility: Yes \_\_\_\_\_ No \_\_\_\_\_

List Chemicals and materials use  
or stored in your Occupancy:

What type of waste products and method  
of disposal:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Zoning Inspection by: \_\_\_\_\_ Date \_\_\_\_\_

C. B. O. approval by: \_\_\_\_\_ Date \_\_\_\_\_

Building Inspection by: \_\_\_\_\_ Date \_\_\_\_\_

Electrical Inspection by: \_\_\_\_\_ Date \_\_\_\_\_

Plumbing Inspection by: \_\_\_\_\_ Date \_\_\_\_\_

Fire Inspection by: \_\_\_\_\_ Date \_\_\_\_\_