



APPLICATION FOR CERTIFICATE OF OCCUPANCY INSTRUCTIONS

Willoughby Building Dept.
One Public Square
Willoughby, OH 44094
Phone: (440) 953-4118
Fax: (440) 953-4167

❖ Introduction:

To assure compliance with all requirements of the Ohio Building Code, and in order to verify compliance with the Codified Ordinances of the City of Willoughby, person(s) planning to occupy an existing building or structure shall submit an application for a Certificate of Occupancy. **This form is not required for a new approved structure.**

❖ Certificate of Occupancy qualifications:

The Certificate of Occupancy can be obtained for the following occupancy types:

- **EXISTING/ NEW TENANT OCCUPANCY:** The owner of an existing building may request the issuance of a Certificate of Occupancy & Zoning Compliance for the current occupancy or for a proposed occupancy. Upon approval of this application, 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 structure contains no serious hazards and that the current use or similar proposed use meets zoning regulations.**
- **TIME-LIMITED OCCUPANCY:** This occupancy is typically for temporary retail sales activity such as seasonal sales in private parking lots or for special events that would require a building or structure to be changed in part from one occupancy to another for a limited time period in accordance with *Section 111.1.1.4 of the Ohio Building Code*. The building official may stipulate any special conditions under which the building may be occupied for the specified time. Be advised, temporary retail activities are also subject to compliance with *Section 1169.04 of the Codified Ordinances of the City of Willoughby*.
- **TEMPORARY BUILDINGS OR STRUCTURES:** This occupancy is utilized for temporary structures in accordance with Section 3103 of the Ohio Building Code. These structures are typically tent/canopies or membrane structures in excess of 400 sq. ft. or multiple tents/canopies with an aggregate area in excess of 400 square feet. Occupancies for temporary structures shall be limited as to the time of service by *Section 111.1.1.5 of the Ohio Building Code* and by the *Codified Ordinances of the City Of Willoughby*.

❖ **Please be aware that proposing to change an occupancy that would place it in a different use group (e.g. Business use to Assembly use, etc.) does not qualify for this application.** A proposed change of use group for an existing building requires submittal of an Application for Building Plan Approval and Permit with the required supporting documents in accordance with *Section 3408 of the Ohio Building Code*.

❖ Submittal requirements for a Certificate of Occupancy:

- (Please review the instructions carefully to ensure that your application is qualified for an existing building occupancy rather than a change of occupancy):
 1. Completed application for Certificate of Occupancy
 2. Payment of \$50 for application fees
 3. A copy of the floor plans for the building showing all exits, room names, occupant load, and room dimensions. Plans shall be neat, legible and 11" x 17" minimum.

❖ Inspection and certificate issuance procedures:

- Once documentation has been reviewed and application has been processed, you will be notified regarding the procedure to schedule the appropriate inspections.



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1	Type of Certificate of Occupancy: (check one; see definition in instruction sheet)		
	Temporary building or structure	Existing Occupancy/ New Tenant (including daycare)	Time-Limited Occupancy (for ____ days)
2	Current use of Building (If unoccupied, how long vacant?)	Proposed use of Building (in detail):	
3	Business Name: _____ Business Address: _____ Type of Business: _____		
4	Owner of Building: _____ Contact: _____ Owner Address: _____ City/State: _____ Zip: _____ Phone: _____ FAX: _____ E-Mail: _____		
5	Name of Applicant: _____ Contact: _____ Address: _____ City/State: _____ Zip: _____ Phone: _____ FAX: _____ E-Mail: _____		
6	For Temporary or Time-Limited Occupancy only , provide specific details for the proposed use.		
7	a. Does building contain a sprinkler system? Yes No	a. Number of parking spaces dedicated to this business _____ b. Number of shared parking spaces _____	
8	a. Type of items/materials being used/stored _____		
9	"I hereby certify that I am the: (check one) Owner Agent for the owner and all statements, information and exhibits that I am submitting in conjunction with this application are true and accurate to the best of my knowledge." Applicant Signature _____ Print Name _____ Date: _____		
AREAS BELOW FOR OFFICE USE ONLY			
10	Fee (\$50.00) Paid By: _____ Application No. _____ Check _____ Cash _____ Credit Card _____ Date Received _____ Processed by: _____		
11	Existing Building Information: (The following information applies to the entire building) Mixed Use Groups? <input type="checkbox"/> Yes <input type="checkbox"/> No Separated? _____ Non-Separated? _____ OBC Building Use Group _____ OBC Construction Type _____ Occupant Load _____ Fire Protection System Type (NFPA 13, NFPA 72, N/A) _____ Sprinkler demand at base of riser (PSI) _____ Type 1 Hood Suppression? _____ In-Rack Sprinkler? _____		
12	Zoning District _____ Land Use Category _____ Type of Use (P, C, A) _____ CUP required _____ SUP required _____ Inspection required _____		
13	Approved by: _____ Date: _____ Chief Building & Zoning Inspector		

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