



APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE 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 City of Willoughby Zoning Code regulations, person(s) planning to occupy an existing building or structure shall submit an application for a Certificate of Zoning Compliance. **This form is not required for a new approved structure.**

❖ Certificate of Zoning Compliance qualifications:

A Certificate of Zoning Compliance can be obtained for the following occupancy type:

- **EXISTING OR NEW TENANT OCCUPANCY:** The owner of an existing building may request the issuance of a Certificate of Zoning Compliance for the current occupancy or for a proposed occupancy of an existing building or tenant space. Upon approval of this application, the Building Official shall issue a Certificate of Zoning Compliance provided there are no pending violations of law or orders of the Building Official, **and it is established after investigation that the current or proposed use meets zoning regulations.**

❖ **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 Zoning Compliance:

- **(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 Zoning Compliance**
 2. **A copy of the floor plans for the building or tenant space showing all exits, room names, occupant load, and room dimensions.**
 3. **A site plan showing the property boundary lines, building and parking areas.**
 4. **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 inspection(s) or further review and approval requirements.



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1	Type of Certificate of Zoning Compliance: (check one):		Existing Occupancy	New Tenant
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	a. Number of parking spaces dedicate to this business _____ b. Number of shared parking spaces _____			
7	Type of items/materials being used/stored			
8	"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				
	Zoning District _____ Land Use Category _____ Type of Use (P, C, A) _____ CUP required _____ SUP required _____			
	Approved by: _____ Date: _____ <div style="text-align: center;">Chief Building & Zoning Inspector</div>			

Please see instruction sheet for additional required information