

## Policy for Certificate of Occupancy Application for Existing Buildings

<b>Applicability:</b>	<ul style="list-style-type: none"> <li>• <b>EXISTING BUILDING CERTIFICATE OF OCCUPANCY:</b> Ohio Building Code Section 111.4 The owner of an existing building may request the issuance of a Certificate of Use and Occupancy. Upon written request from the owner, the building official shall issue a certificate of occupancy, <b>provided there are not violations of law or orders of the building official pending, and it is established after inspection and investigation</b> that the alleged occupancy of the building or structure has heretofore existed.</li> <li>• <b>TIME-LIMITED CERTIFICATE OF OCCUPANCY:</b> According to Ohio Building Code Section 111.1.1.4, a time-limited Certificate of Occupancy can be issued for a building or structure <b>changed in part from one occupancy to another for a limited time period</b>. The building official may stipulate any special conditions under which the building may be occupied for the specified time.</li> <li>• <b>Please note that existing buildings with alterations, additions, or change of occupancy are not qualified for this application. They will be processed through regular building permits.</b></li> </ul>
<b>Required documents for Existing Building Certificate of Occupancy:</b>	<ul style="list-style-type: none"> <li>• Application for Certificate of Occupancy for Existing Buildings marked "Existing Building"</li> <li>• A most recent <b>building fire safety inspection report</b> showing that there are <b>no violations of law or orders</b> pending in the building must be submitted with this application,</li> <li>• A written request from the owner of the building stating the use occupancy of the building as it has been known to the public for a minimum of 2 years</li> <li>• Documents of proof of the existing building use occupancy such as copies of prior business certificates or advertisement, past utility bills, insurance statements, lease agreement, etc., showing the name of business or type of business, and building address</li> <li>• A copy of the floor plan for the building showing all exits, room name, occupant load, and dimension of each room so that the building occupant load can be verified.</li> <li>• <b>For a day care center</b> in an existing building, Include a floor plan drawn on a minimum 8 ½ x 11 sheet of paper for each floor that indicates the following: <ul style="list-style-type: none"> <li>• Room name and dimension of each room,</li> <li>• Number and age of children in each room</li> <li>• If there are dividers of any kind within the room, indicate type &amp; height</li> <li>• Location &amp; width of all exit doors w/ exit signs or indicated on the drawings.</li> <li>• Steps or ramp outside of all exit doors of the building if applicable</li> <li>• Indicate location &amp; number of toilet fixtures.</li> </ul> </li> </ul>
<b>Required documents for Time-Limited Certificate of Occupancy:</b>	<ul style="list-style-type: none"> <li>• Application for Certificate of Occupancy for Existing Buildings marked "Time-Limited Occupancy".</li> <li>• All required documents as described above for existing building certificate of occupancy</li> <li>• One (1) set of construction drawings sealed by an Ohio registered design professional showing all temporary and/or permanent alterations as required by the Ohio Building Code for the new occupancy use group.</li> <li>• A non-refundable permit fee deposit of \$200.00</li> </ul>
<b>Methods of submission:</b>	<ul style="list-style-type: none"> <li>• Mail in or drop off submission in paper format to our office.</li> </ul>

	<b>Application review and approval process:</b>
	<ul style="list-style-type: none"> <li>Initial plans can take up to <b>five (5) business days</b> from the day of submission to review.</li> <li>If plans can not be approved, a correction letter will be issued after plan review.</li> <li>If you wish to appeal any items on the correction letter, you may request an adjudication order to file for an appeal to the Ohio Board of Building Appeal.</li> <li>Resubmission in response to the correction letter will be reviewed within 5 days of submission.</li> <li><b>Permit fees must be paid in person.</b> Once the application fees are paid, you will be notified to pick up the approved documents from our office.</li> <li><b>At least one set of the printed copy of approved plans &amp; documents must be kept onsite for inspection purposes.</b></li> </ul>
	<b>Inspections:</b>
	<ul style="list-style-type: none"> <li>The permit fees cover two (2) inspections, rough-in and final inspection, for each trade such as building general, mechanical, electrical, etc..</li> <li>Any re-inspection and/or additional inspection fee will be \$125.00 each time.</li> <li>After normal business hours inspection for \$150 per hour and a minimum of 3 hours for each request</li> </ul>
	<b>Permit expiration</b>
	<ul style="list-style-type: none"> <li>An <b>application</b> for which no permit is issued within 180 days of filing shall be deemed expired. One extension of time for a period of not more than 90 days can be granted if the extension is requested in writing and justifiable cause is demonstrated.</li> <li>A <b>permit</b> will expire if after 6 months the work for which the permit is granted has not continuously progressed toward the completion. One time extension of 180 days can be granted for no additional fee if request for extension is made in writing prior to the permit expiration.</li> <li>A permit expired for <b>no more than 180 days</b> can be renewed for one time 180 days extension for a renew fee of ½ of the new permit fees.</li> <li>A permit application expired for <b>more than 180 days</b> will require a new permit application and the payment of new full permit fee.</li> </ul>
	<b>Work started without a permit:</b>
	<ul style="list-style-type: none"> <li><b>Fees for work started without a permit will be twice the regular building permit fees.</b></li> </ul>

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## APPLICATION FOR CERTIFICATE OF OCCUPANCY FOR EXISTING BUILDINGS

Submit one application for each building or structure with certified address

<b>1</b>	<b>Type of Certificate of Occupancy:</b> (Check one; See definition in the instruction sheet)		
	_____ Existing Building (Including daycare)	_____ Time-Limited Occupancy for	_____ days
<b>2</b>	<b>Is this building located in the flood plain?</b> _____ Yes    _____ No		
<b>3</b>	<b>Name of Business:</b> _____ County: _____		
	Building Address: _____ City _____ Zip _____		
	Direction to building: _____		
<b>4</b>	<b>Building owner:</b> _____ Attention _____		
	Address: _____ City _____ State _____ Zip _____		
	Phone No.: _____ Fax _____ E-mail: _____		
<b>5</b>	<b>Applicant:</b> _____ Attention _____		
	Address: _____ City _____ State: _____ Zip _____		
	Phone No.: _____ Fax _____ E-Mail: _____		
<b>6</b>	<b>Building Information: (Required to be shown on the certificate of occupancy)</b>		
	Use group(s) _____	Construction type: _____	Building area (sf) _____
	Mixed use groups?    _____ Yes    _____ No	_____ Separated	_____ Non-Separated
	Building height (ft)? _____	No. of Stories? _____	Storage height (ft)? _____ Occupant Load? _____
	<b>Type of fire protection system: (Provide names of system; i.e., NFPA 13, NFPA72, etc.)</b>		
	Building sprinkler: _____	Sprinkler demand @ base of riser (PSI): _____	
	Limited area sprinkler: _____	Type 1 hood sprinkler? _____	In-rack sprinkler: _____
	Building fire alarm: _____	Fire detection system? _____	Smoke detection? _____
<b>7</b>	<b>Required supporting documents: (All documents are required; see instructions for details)</b>		
	<input checked="" type="checkbox"/> Proof of building use group	<input checked="" type="checkbox"/> Most recent fire safety inspection report	<input checked="" type="checkbox"/> Floor plans
<b>8</b>	<b>For Time-Limited Occupancy application only:</b>		
	Current building use group: _____	Proposed new use group: _____	
<b>9</b>	<b>Fees to be Paid (Minimum 2 inspections)</b>		<b>10</b>
	Structural occupancy safety inspection:	\$100.00	I hereby certify that I am the (check one) _____ Owner    _____ Agent for the owner and all information contained in this application is true, accurate, and complete to the best of my knowledge.
	Electrical occupancy safety inspection:	\$100.00	
	Certificate of occupancy fee:	\$100.00	
	Board of Building Standard fee:	\$9.00	
	<b>Total fees:</b>	<b>\$309.00</b>	
<b>11</b>	<b>Fee Paid by: (Fees must be paid in person)</b>		<b>Signature:</b> _____
	Cash _____ Check _____ Credit card _____		<b>Print name</b> _____ <b>Date</b> _____
<b>12</b>	<b>THIS AREA IS FOR OFFICIAL USE ONLY</b>		
	Date Received: _____	Permit No. _____	
	Check Number: _____	Verification No.: _____	Processed by: _____

## INSTRUCTIONS FOR COMPLETING APPLICATION FOR CERTIFICATE OF OCCUPANCY

**Application Directions: All boxes, 1 through 11, must be completed in full or the application will be returned. Please type or print legibly (in blue or black ink). Application forms are also available on our website: [www.ci.reynoldsburg.oh.us](http://www.ci.reynoldsburg.oh.us)**

1. Check the type of certificate of use and occupancy that you are requesting.
  - **Time-Limited occupancy:** For an existing building or structure that you wish to use or occupy a portion of the building for a use occupancy purpose other than what it was originally approved for a limited period of time per section 111.1.5 Ohio Building Code. You must specify how many days that you wish to occupy the building or structure for the new use occupancy purpose.
  - **Existing building occupancy:** For an existing building that you wish to receive a new certificate of use and occupancy because you have misplaced or lost the original one or as required by other local authorities. **Existing buildings with alterations, additions, or change of use and occupancy are not qualified for this application.**
2. Is the building located in a flood plain?
3. List exact title of project or name of business. Provide specific address and location including tenant space, suite numbers, floor number, crossroads, landmarks or any other directional guides.
4. List the owner of project, their address, telephone, and a contact person.
5. List the name of submitter, their address, and telephone. Correspondence will be sent to submitter.
6. Provide all required building information; these are necessary for the new certificate of use and occupancy
7. **Provide all necessary supporting documents for any existing building.**
  - **Proof of use group can be past utility bills, lease agreement, insurance statement showing the use purpose of the existing building in the past.**
  - **Fire safety inspection conducted by the local fire authority showing no outstanding violations.**
  - **Floor plans must contain all exits, room name, dimension, and occupant load for each room; For daycare center, it must also show the age range of children being cared for in each room.**
8. For time-limited occupancy application only; provide the use group classification for the existing building and the proposed use group classification.
9. Fees to be paid at the time of application submission.
10. Application cannot be processed without the signature of the owner or agent for the owner.
11. Please list method of payment. Make check payable to: **Treasurer, City of Reynoldsburg** if paid by a check.
12. This space is reserved for official use only.

### **Notes:**

- Mail or drop off the completed application form along with payment and plans to “Building Department, City of Reynoldsburg, 7232 East Main Street, Reynoldsburg”, Ohio 43068.
- Once documentation has been reviewed and approved, you may call our inspection line to schedule for the required structural and electrical occupancy safety inspections at any time you are ready.
- Once all required occupancy safety inspections are conducted and passed, a certificate of use and occupancy will be issued and mailed to the applicant.

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