

## Policy for Change of Occupancy Building Permit Application

### Applicability: Section 202 Ohio Building Code definition for “Change of Occupancy”

- Change of occupancy classification from one use group to another use group
- Change in the **level of activity while maintaining the same use group** such as changes of occupant load, path of travel distance to exits, or changes in equipment, appliances, or systems, etc., that will raise the level of hazard based on life and/or fire risk.
- **The examples including but not limited to the following are considered “change of occupancy”**
  - **Change occupancy classification:** A new tenant moving into an existing vacant space or building with a **different occupancy purpose**; example like a new restaurant moving into a former retail store, a new retail store moving into a former business office space, etc.
  - **Same occupancy classification:** A new tenant moving into an existing **empty** space or building with the **same occupancy purpose**; example like an old restaurant went out of business and removed all appliances, equipment, and furniture and a new restaurant moving into this empty space with new cooking appliances, equipment, and new seating layouts, etc..
  - **Change occupancy purpose for a portion(s) of the space/building:** In an existing tenant space or building, some rooms or spaces are proposed to be changed to **different use occupancy purposes**; example like a changing a storage room to a new daycare room in an existing daycare center, combining two or more offices to create a new conference room in a business office building or tenant space, etc.
  - **Change type of service or operation:** In an existing tenant space or building, a new type of service or operation is proposed to be added; example like adding a bar to a food service restaurant, adding a banquet service to an existing conference center, adding tables & chairs for dining to an existing pick-up only pizza store, etc.

### Required documents to be submitted:

- Commercial building permit application form
- A non-refundable application fee deposit of \$200.00
- Submit **three (3) sets** of construction drawings **sealed by an Ohio registered design professional(s); a licensed architect or engineer**, for code compliance plan review.
  - For existing buildings **without proposed alterations**, drawings shall show...
    - Building code analysis for the required changes based on existing and proposed building or tenant space use groups and construction type designations.
    - Existing floor plan and proposed new floor plan with room dimensions, change of room names, occupant loads, accessibility compliance, and required means of egress components,
    - Existing electrical panel and load information for the new use group,
    - Existing mechanical system and equipment for the new occupancy
    - Existing plumbing fixtures for the new occupancy
    - Existing fire protection systems, if applicable, for the new occupancy.
  - For existing buildings **with required alterations**, drawings shall show ....  
In addition to the required existing building components and system as described above, drawings shall also show the details of code required alterations for the new occupancy for each scope of work in the building.

<b>Special requirements:</b>
<ul style="list-style-type: none"> <li>• Submit 1 additional set of drawings to your local fire department for review.</li> <li>• If applicable, plumbing drawings shall be submitted to Franklin County Public Health; 280 East Broad Street, Columbus, Ohio 43215; (614) 525-3160.</li> <li>• If the building is in flood plain, a special flood area development permit application is required.</li> </ul>
<b>Methods of submission:</b>
<ul style="list-style-type: none"> <li>• Mail in or drop in the completed application form and construction drawings to our office.</li> </ul>
<b>Plan review and approval process</b>
<ul style="list-style-type: none"> <li>• Initial plans can take up to 30 days from the day of submission to review.</li> <li>• If plans cannot 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 30 days of submission.</li> <li>• If plans can be approved, you will be notified of the approval and permit fee amounts.</li> <li>• <b>Permit fees must be paid in person.</b> Once permit fees are paid, you can pick up the approved plans from our office.</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 \$150.00 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 12 months 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 the work has not commenced within 12 months of the permit issuance. A 12-month extension can be granted provided a written request for extension is submitted prior to the expiration date stating good and satisfactory reasons beyond control for the delay. No fee is required for this one time extension.</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 payment of the 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>

**Please note that a zoning approval is required for all change of occupancy applications prior to the acceptance of the building permit. Please obtain a zoning approval first and then submit a copy of the zoning approval document along with your building permit application. Otherwise, the building permit application will be denied.**

Revised 10/11/2023

COMMERCIAL BUILDING PERMIT APPLICATION

Submit one application per one building or structure with certified address.

1 SCOPE OF PROJECT: 2 TYPE OF PROJECT: 3 PHASED REVIEW: (Optional)
Fire alarm Sprinkler system New construction Footing/Foundation
Mechanical Building general Building addition Building slab
Electrical Industrialized unit Building alteration Building shell
Type 1 Hood Signage Change of occupancy Interior partitions
Tent Building systems

4 APPLICATION RELATED INFORMATION:
Is this project being submitted as a result of a previous preliminary plan review?
Is this application submitted as a result of a Notice of Violation or Adjudication Order that you received?

5 PROJECT/BUILDING LOCATION:
Building Name Address:
City/Township Zip Code Parcel No. County
Is this project/building located within your local flood plain?
Has the flood plain administrator been contacted for requirements?
Is work being performed in the City right-of-way? (\$10,000 bond required)

6 BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION:
Project cost: Square footage of work area covered under this application:
Date of event for tent application:

7 BUILDING OWNER INFORMATION:
Name of owner: Attention:
Address:
Phone No. Fax E-mail

8 APPLICANT INFORMATION:
Applicant Attention:
Address:
Phone No. Fax E-mail

9 DESIGNER INFORMATION:
Architect Engineer Fire protection system designer
Name: Ohio registration No: Company:
Address:
Phone No. Fax E-mail

<b>10</b>	<b>CONTRACTOR INFORMATION:</b>	City of Reynoldsburg Registration No.: _____
Contractor Name: _____ State License No.: _____		
Street Address: _____ City: _____ State: _____ Zip: _____		
Phone No.: _____ Fax: _____ E-mail: _____		

<b>11</b>	<b>GENERAL BUILDING CODE INFORMATION:</b> The following information shall apply to the entire building.
<ul style="list-style-type: none"> <li>▪ List of use group(s) _____ Occupancy associated with use the use group: _____</li> <li>List of use group(s) _____ Occupancy associated with use the use group: _____</li> <li>List of use group(s) _____ Occupancy associated with use the use group: _____</li> <li>List of use group(s) _____ Occupancy associated with use the use group: _____</li> </ul>	
Mixed-use groups separation? _____ Yes _____ No. Building construction type _____	
Building height (ft) _____ No. of stories _____ Building occupant load _____	
<ul style="list-style-type: none"> <li>▪ Fire Protection Systems: (Enter the type of system; i.e. NFPA 13, etc., if known. Enter "N/A" if not applicable)</li> </ul>	
Building sprinkler? _____ Sprinkler demand @ base of riser (PSI)? _____	
Limited area sprinkler? _____ Hood suppression? _____ In-Rack sprinkler? _____	
Building fire alarm? _____ Fire detection? _____ Smoke detection? _____	

<b>12</b>	<b>CERTIFICATION:</b>  I certify that I am the _____ owner _____ Agent of the owner and all information contained in this application is true, accurate, and complete to the best of my knowledge. All official correspondence in connection with this application should be sent to my attention.  Signature: _____ Date: _____ Print Name: _____
-----------	---

<b>13</b>	<b>THE AREA BELOW IS FOR OFFICE USE ONLY:</b>  Date received: _____ Permit No.: _____ Received format: _____ Deposit amount: _____ Processed by: _____  Phase Approval: _____ Nonconforming approval: _____ Certificate of plan approval: _____ Correction Letter: _____  Building Official: _____ Date: _____ Plans Examiner: _____ Date: _____  <b>Square Footage of work area:</b> _____ Building fees: _____ Electrical fees: _____ HVAC fees: _____ Fire Suppression fees: _____ Fire alarm fees: _____ Refrigeration fees: _____ Gas Piping fees: _____ Signage fees: _____ 3% Fees: _____ Total permit fees: _____
-----------	---

Revised 01/03/ 2022

# INSTRUCTIONS FOR COMPLETING APPLICATION FOR COMMERCIAL BUILDING PERMIT APPLICATION

***Application Directions: Complete page one of the application and attached worksheets as outlined below. All boxes, 1 through 12, must be completed in full or the application will be returned. Send this completed form along with a non-refundable application deposit of \$200 and three (3) sets of sealed construction drawings/documents to “City of Reynoldsburg, Building Department, 7232 East Main Street, Reynoldsburg, Ohio, 43068”.***

1. **SCOPE OF PROJECT:** Check all the boxes that apply to the scope of work proposed in this project. (.
2. **TYPE OF PROJECT:** Check one of the types of projects from the list.
3. **PHASED PLAN REVIEW:** If you are applying for a phased plan approval, check all phases of the plan reviews that are applicable to this project. The plans examiner will review your plans according to the phased schedule. If you are not applying for a phased plan review, leave all boxes blank.
4. **APPLICATION RELATED INFORMATION:** Answer each of the questions in this block and provide additional information accordingly. Complete answers to the questions will help the process and review of the project accurately.
5. **PROJECT/BUILDING LOCATION:** Please provide complete information identifying the location of the building where the construction or renovation will occur. This will help the division determine the proper jurisdiction for the project.
6. **BRIEF DESCRIPTION OF THE SCOPE OF WORK COVERED UNDER THIS APPLICATION:** Please provide a brief description of the scope of work. Please include the names of the areas or rooms affected by the construction when only a portion of building is covered under the permit application. The description provided will be shown on your certificate of use and occupancy.
7. **BUILDING OWNER INFORMATION:** Please provide complete answers to each item. If the building is owned by a corporation, please provide the name of the corporation and identify a contact person in the section called “Attention.”.
8. **APPLICANT INFORMATION:** Provide complete information. All project correspondences will be directed to the project applicant.
9. **DESIGNER INFORMATION:** Section 106.2 of the Ohio Building Code requires that the design professional be identified including the design professional's Ohio registration number.
10. **CONTRACTOR INFORMATION:** Please provide complete information. All contractors working in the City of Reynoldsburg are required to be registered with the City prior to the issuance of the permit.
11. **GENERAL BUILDING INFORMATION:** The information provided applies to the entire building and is not limited to the construction area. Even when the proposed project is a partial building renovation or a building addition, the information for the entire building is required. The information provided will be shown on your certificate of use and occupancy in accordance with section 111 of the Ohio Building Code.
12. **CERTIFICATION:** The application cannot be processed if this section is not complete.
13. **OFFICE USE ONLY:** This section is reserved for our office use only. Please do not mark in this area.

*Once the plans have been examined and approved, one of the following will be issued; certificate of plan approval, certificate of non-conforming plan approval, certificate of conditional plan approval, certificate of phased plan approval along with 2 sets of the stamped/approved construction drawings in paper format.*

*A copy of the stamped /approved construction drawings and documents must be available on site at all times during the construction.*

*Inspection can be requested by calling the City of Reynoldsburg Inspection line (614) 322-6821 by 3:00 pm at least one working day prior to the desired inspection time and date.*

**Commercial Building Plan Review Fees**

Contract plan review **	Contract hourly rate	\$30 processing
In-house plan review **	\$100 per hour	

**Commercial Building Permit Fees**

Commercial buildings (with 3% State fee)		
New building construction	\$200 + \$10 per 100 s.f.	Allowed inspections per inspection card
Alterations, additions, accessory structures	\$200 + \$10 per 100 s.f./l.f.	Allowed inspections per inspection card
Building sprinkler system	\$200 + \$4 per 100 s.f.	Includes 2 inspections
Building fire alarm system	\$200 + \$4 per device	Includes 2 inspections
Hood suppression system	\$200 per hood	Includes 2 inspections
Minor work permit *	\$150 per items	Includes 2 inspections
Sign permit	\$125 per sign	Includes 2 inspections
Swimming pool permit	\$225	Includes 2 inspections
Building demolition	\$100 per building	Includes 2 inspections
Special flood hazard development permit	\$200	Includes 2 inspections
Industrialized unit	\$150 per building	Includes 2 inspections
Electrical trade permit	\$200	Includes 2 inspections
HVAC trade permit	\$200	Includes 2 inspections
Gas pipe trade permit	\$200	Includes 2 inspections
Additional or re-inspection fee	\$125 per inspection	
After hour inspection fee	\$150 per hour	Minimum 3 hours
Inspection card replacement	\$65	
Certificate of occupancy	\$100	
Certificate of partial occupancy	\$175	Includes 2 inspections
Approved plans re-stamping fee	\$85	
Permit extension fee (Expired < 180 days)	½ of the original permit fee	
Work without a permit	200% of the permit fee	

\*Consultation with the Building Division is required to determine minor work.  
(Ord. 60-17. Passed 6-12-17; Ord. 117-17. Passed 10-23-17.)

\*\*A non-refundable application deposit is required in the amount of two hundred dollars (\$200.00) at the time of the application submittal. The deposit will be applied toward plan examination and permit fees at the time of issuance.

**For all new building construction projects excluding plumbing, a separate permit shall be required for each individual building. For an alteration, addition, and change of occupancy project, a separate building permit shall be required for each certified address, unless otherwise directed by the Chief Building Official. (Ord. 60-17. Passed 6-12-17; Ord. 159-2021. Passed 12-6-21.)**