

COUNTY OF SUMMIT, OHIO



Ilene Shapiro, County Executive

Division of Building Standards · buildingstandards.summitoh.net

1030 E Tallmadge Avenue · Akron OH 44310 · 330.630.7280 · fax 330.630.7296

Application for Certificate of Occupancy

- ❖ Please note that when an application for plan approval for a new building construction, alteration, addition, or change of occupancy is filed, a certificate of occupancy will be issued automatically at the completion of all required inspections in accordance with section 109 Ohio Building Code. **The permit applicant does not need to submit this application form.** However, if the applicant wishes to occupy a portion of building prior to the completion of the entire approved scope of work, please follow the procedures for APPLICATION FOR PARTIAL OCCUPANCY.

- ❖ **Certificate of Occupancy qualifications:**

The certificate of occupancy can be obtained for the following occupancy types:

- **EXISTING BUILDING CERTIFICATE OF OCCUPANCY:** According to the Ohio Building Code Section 111.4, the owner of an existing building may request the issuance of a Certificate of Occupancy. Upon written request from the owner/tenant, 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 alleged occupancy of the building or structure has heretofore existed. **Please be aware that an existing building with proposed change of occupancy, alterations, or addition, according to Ohio Building Code is not qualified for this application.**
- **TIME-LIMITED CERTIFICATE OF OCCUPANCY:** According to Ohio Building Code Section 111.1.1.4, a time-limited Certificate of Occupancy can be issued for a building or structure **changed in part from one occupancy to another for a limited time period.** The building official may stipulate any special conditions under which the building may be occupied for the specified time.

- ❖ **Required supporting documents for each type of certificate of occupancy:**

- **EXISTING BUILDING OCCUPANCY:**

1. Completed application for certificate of occupancy,
2. Payment for application fees,
3. A most recent **building fire safety inspection report** showing that there are **no violations of law or orders** pending in the building must be submitted with this application. For projects in Akron, you must make application to Akron Plans and Permits at same time you make this application.
4. 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 and documents of proof such as copies of utility bills, insurance statements, etc., with the name of business.
5. A copy of the floor plans for the building showing all exits, room name, occupant load, and dimension of each room.

6. **For a day care center** in an existing building application, include a floor plan drawn on a minimum 8 ½ x 11 sheet of paper for each floor that indicates the following:
 - Room name and dimension of each room,
 - Number and age of children in each room
 - If there are dividers of any kind within the room, indicate type & height
 - Location & width of all exit doors w/ exit signs or indicated on the drawings.
 - If rooms have doors directly to the outside, indicate whether there are steps or ramp outside of the exit doors
 - Indicate location & number of toilet fixtures.

▪ **TIME-LIMITED OCCUPANCY:**

1. Completed application for certificate of occupancy,
2. Payment for application fees,
3. A most recent **building fire safety inspection report** showing that there are **no violations of law or orders** pending in the building must be submitted with this application,
4. A copy of the floor plans for the building showing all exits, room name, dimension, and occupant load of each room.
5. A copy of Local Zoning approval.

❖ **How to apply for this certificate of occupancy:**

1. Send the completed application and all supporting documents to submittals@summitoh.net, you will receive a response email with instructions on how to make payment.
2. Apply in paper format:
Complete the application and all supporting documents and drop off or mail to Building Standards at 1030 E. Tallmadge Avenue, Akron OH 44310

❖ **Inspection and certificate issuance procedures:**

- Once documentation has been reviewed and application has been processed, you will receive notification regarding the procedure to schedule the appropriate safety inspections. Allow up to 10 days for the processing of the application. Additional questions may be directed to Building Standards at 330-630-7280.
- Once ALL required inspections are completed, a certificate of use and occupancy will be issued and emailed to the owner. The certificate of occupancy can also be downloaded through web portal.



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Application for Certificate of Occupancy

1. Type of Certificate of Occupancy: (check one; see definition in the policy or instruction sheet)
_____ Existing Building (Including daycare) _____ Time-Limited Occupancy for _____ Days.

2. Name of Business: _____ County: _____
Building Address: _____ City: _____ Zip: _____

3. Building Owner: _____ Attention: _____
Address: _____ City: _____ Zip: _____
Phone: _____ Fax: _____ Email: _____

4. Applicant: _____ Attention: _____
Address: _____ City: _____ Zip: _____
Phone: _____ Fax: _____ Email: _____

5. Building Information: (Required to be shown on the certificate of occupancy)
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? _____
Type of fire protection system: (Provide names of system; i.e., NFPA 13, NFPA72, etc.)
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? _____

6. **Required supporting documents: (All documents are required; see instructions for details)**
 Proof of building use group Floor plans

7. For time limited occupancy application only:
Current building use group: _____ Proposed new use group: _____

8. Fees to be paid (minimum 3 inspections) Application fee: \$87.00
Structural safety inspection: \$77.00
Electrical safety inspection: \$77.00
Plumbing safety inspection: \$77.00
Board of Building Standards fees: \$ 9.54

Total Fees Due: \$327.54

9. I hereby certify that I am the (check one)
_____ Owner _____ Agent for the owner
and all information contained in this application
is true, accurate & complete to the best of
my knowledge.
Signature: _____
Print name: _____ Date: _____

INSTRUCTIONS FOR COMPLETING APPLICATION FOR CERTIFICATE OF USE AND OCCUPANCY

Application Directions: All boxes, 1 through 9, must be completed in full or the application will be returned. Please type or print legibly. Application forms are also available on our website: <https://co.summitoh.net/index.php/building-standards-forms>

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 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 to an existing building are not qualified for this application.**
2. Is the building located in a city, township, or village?
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.
3. List the owner of project, their address, telephone, and a contact person.
4. List the name of submitter, their address, and telephone. Correspondence will be sent to submitter.
5. Provide all required building information; these are necessary for the new certificate of occupancy
6. **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. For projects in Akron, you must make application to Akron Plans and Permits at same time you make this application.**
 - **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.**
7. For time-limited occupancy application only; provide the use group classification for the existing building and the proposed use group classification.
8. Fees to be paid at the time of application submission.
9. Application cannot be processed without the signature of the owner or agent for the owner.
 - **Mail completed application form along with payment and plans to Building Standards at 1030 E. Tallmadge Avenue, Akron OH 44310 or,**
 - **Send the completed application and all supporting documents to submittals@summitoh.net, you will receive a response email with instructions on how to make payment.**

Once all required safety inspections are conducted and passed, a certificate of occupancy will be issued and emailed to the applicant.