



Department of Commerce

Division of Industrial Compliance & Labor
John R. Kasich, Governor
David Goodman, Director

Bureau Policy for Application for Certificate of Use and Occupancy

❖ Introduction:

Section 111.1 Ohio Building Code states that no building or structure, in whole or in part, **shall be used or occupied** until the building official has issued an approval in the form of a certificate of occupancy. The certificate shall certify compliance with the provisions of Ohio Building Code, chapters 3781 and 3791 of the Ohio Revised Code and the purpose for which the building or structure may be used in its several parts. The approval is conditioned upon the building systems and equipment being maintained and tested in accordance with the approval, the Ohio Building Code, and applicable equipment and systems schedules.

❖ Certificate of Use and Occupancy qualifications:

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

NEW BUILDING CONSTRUCTION OCCUPANCY: When an application for plan approval for a new building construction is filed, a certificate of use and occupancy will be issued 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 (DIC3019).**

EXISTING BUILDING CERTIFICATE OF OCCUPANCY: According to the Ohio Building Code Section 110.2, 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, 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. **A most recent building fire safety inspection report showing that there are no violations of the law or orders pending in the building must be submitted with the application. This category will include occupancy certificate requirements for daycare center in an existing building. (See following page for instructions and special requirements)**

TIME-LIMITED CERTIFICATE OF OCCUPANCY: According to Ohio Building Code Section 111.1.5, a time-limited Certificate of Occupancy can be issued for a building or structure changed 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 time limit specified.

TEMPORARY STRUCTURES: Permits for temporary construction shall be limited as to time of service, but such temporary construction shall not be permitted for more than 180 days. For rules concerning temporary structures, see Section 111.1.6 of the OBC. This permit may be extended upon request by the applicant with \$100 fee and approval of the building official.

TEMPORARY OCCUPANCY: Permits for temporary occupancy of the **entire building** prior to the completion of the entire building construction and/or alteration as approved by the building official. The temporary occupancy shall be limited 180 days, and it may be extended upon request by the applicant with \$100 fee and approval of the building official.

PARTIAL OCCUPANCY: Permits for partial occupancy of **a portion of building** prior to the completion of the entire building construction and/or alteration as approved by the building official. If a time limit for a partial occupancy has been determined by the building official, it may be extended upon request by the applicant with \$100 fee and approval of the building official. The area(s) or room(s) requested for a partial occupancy shall be clearly identified in the application form and on the floor plans.

❖ Certificate of use and occupancy document requirements:

- The following documents are required to be submitted with the application:
 - 1.) Completed application for certificate of use and occupancy (DIC 3019),
 - 2.) For **temporary and partial** certificate of use and occupancy requests, if the building is required to be equipped with fire sprinkler system, fire alarm system, and/or other fire protection systems, **these fire protection systems must be completed and inspected** prior to the this application is submitted. If these required fire protection systems are not completed and inspected by the time of this application, **an alterative fire watch plan or temporary fire protection systems approved by the local fire authority** must be submitted with the application.
 - 3.) A copy of the floor plans for the building and for the areas which the type of occupancy certificate being requested,
 - 4.) Payment for application fees,
 - 5.) For existing building occupancy and time-limited occupancy, 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 (111 OBC).
 - 6.) For an existing building, written request from the owner of the building stating the use of the building as it has been known to the public for a minimum of 2 years. (*proof may be copy of utility bills; insurance statements; etc.*)
 - 7.) 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 names and ages of children in each room
 - Room dimensions
 - If there are dividers of any kind within the room, indicate type & height
 - Location & widths of all exit doors with photos of doors w/ exit signs or indicated on the drawings.
 - If rooms have doors directly to the outside, indicate whether there are steps, ramp or level exit of discharge
 - If the building is sprinkled, include photos of sprinkler heads in relationship to room or indicated on the drawings
 - Indicate location & number of toilet fixtures.

❖ Inspection and certificate issuance procedures:

- Once documentation has been reviewed and application has been processed, you will receive notification **in the mail** regarding the procedure to schedule the appropriate structural and electrical safety inspections. Allow 5 business days for the processing of the application. Additional questions may be directed to Building Code Compliance at 800/523-3581 or 614/644-2622.
- If DIC structural inspectors determine that a plumbing inspection is required for the day care center requesting for certificate of use and occupancy, an additional plumbing inspection fee of \$175.00 shall be paid for the plumbing inspection and plumbing inspection shall be completed prior to the issuance of the certificate of use and occupancy.
- Once ALL required inspections are completed, a certificate of use and occupancy will be issued and mailed to the submitter.

Instructions for completing the application for CERTIFICATE OF USE AND OCCUPANCY

Direction to complete the application form:

1. Check the proper type of certificate of use and occupancy is being requested.
2. Provide the current CPA number if it is a part of an on-going construction project with the State of Ohio, the county and incorporated city or village (if applicable) where the building is located,
3. Provide the project information, exact address, and direction to the building,
4. Provide information of the permit submitter,
5. Provide information of the property owner,
6. Identify the exact area(s) and/or room(s) of the building that this partial occupancy permit is requested for.
7. Provide the building use occupancy classification according to chapter 3 of Ohio Building Code.
8. Check proper boxes for the current plan approval status,
9. Indicate the current status of each type of the required inspections for the building. **(See note #3 below)**
10. Minimum fees to be paid for the application.
11. Identify the method of payment,
12. Provide building construction type classification according to chapter 6 of Ohio Building Code.
13. Print and sign the permit submitter's name. Permit application can not be processed without a proper signature.
14. Reserved for DIC office use only.

Mail: application, documentation and payment to:
ODOC / DIC / BBCC
6606 Tussing Road, P.O. Box 4009
Reynoldsburg, Ohio 43068

Credit Card Payment: fax application, documentation and contact phone number to:
614-644-3145
DO NOT INCLUDE CC# ON APPLICATION. You will be contacted for credit card info.

Note:

1. Complete all sections of this application form. **A copy of floor plans for the area which the type of occupancy certificate is requested must be submitted with this application.** A certificate of use and occupancy will be issued and mailed to the submitter after all required inspections are approved.
2. For existing building occupancy and time-limited occupancy, 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 (111 OBC).
3. For **temporary and partial** certificate of use and occupancy requests, if the building is required to be equipped with fire sprinkler system, fire alarm system, and/or other fire protection systems, these fire protection systems **must be completed and inspected** prior to the this application is submitted. If these required fire protection systems are not completed and inspected by the time of this application, **an alterative fire watch plan or temporary fire protection systems approved by the local fire authority** must be submitted with the application.