



CITY OF BEDFORD BUILDING DEPARTMENT

165 CENTER RD. BEDFORD, OHIO 44146

Office 440.735.6530 Fax 440.232.1558

Policy for Application for Certificate of 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 of occupancy shall indicate the conditions under which the building shall be used. The building owner shall only use the structure in compliance with the certificate of occupancy and any stated conditions. The structure and all approved building service equipment shall be maintained in accordance with the approval. When a building or structure is entitled thereto, the building official shall issue a certificate of occupancy provided there are no violations of law or orders of the building official pending or as permitted in this section.

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 use and occupancy will be issued automatically at the completion of all required inspections in accordance with section 108 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 proposed and approved scope of work, please follow the procedures for **PARTIAL OCCUPANCY** below.**

❖ Certificate of Occupancy qualifications:

The certificate of use and 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 Use and Occupancy. Upon written request from the owner, the building official shall issue a certificate of occupancy, **provided there are no 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 section 3408 of 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 time limit specified.
- **TEMPORARY STRUCTURES:** Application 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 111.1.1.5 of the OBC. This permit may be extended upon request by the applicant with \$100 fee and approval of the building official.
- **PARTIAL OCCUPANCY:** Application for occupancy of **a portion of building** prior to the completion of the entire building construction and/or alteration can be issued provided that the building official determines that the portion requested can be safely occupied in accordance with section 111.1.1.3 Ohio Building Code. 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.

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

▪ **EXISTING BUILDING OCCUPANCY:**

(Please review carefully the “change of occupancy” policy form to ensure that your application is qualified for an existing building occupancy rather than change of 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 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 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.

▪ **TEMPORARY STRUCTURES:**

1. Completed application for certificate of occupancy.
2. Payment for application fees.
3. Construction drawings if it is a new structure or building per section 111.1.1.5 OBC.
4. A copy of the floor plans for the building showing all exits, room name and dimension of each room.
5. If the building is equipped with fire protection systems, submit the most recent **building fire safety inspection report** showing that there are **no violations of law or orders** pending in the building with this application.

▪ **PARTIAL OCCUPANCY:**

- 1.) Completed application for certificate of occupancy.
- 2.) Payment for application fees.
- 3.) A copy of the floor plans for the building showing all areas or rooms being requested for occupancy with room name and dimension for each room.
- 4.) If the building is required by the building code to be equipped with fire sprinkler system, fire alarm system, and/or other fire protection systems, **these fire protection systems for the areas requested for occupancy must be completed and inspected by fire authorities** to ensure the safety for occupancy. Submit the fire protection system inspection reports with this application. If these required fire protection systems are not completed and inspected by the time of this application, **an alternative fire watch plan or temporary fire protection systems approved by the local fire authority** must be submitted with the application.
- 5.) Plumbing inspection sign-off sheet.

❖ **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 up to 5 business days for the processing of the application. Additional questions may be directed to the Building Commissioner at 440.735.6530
- If the Building Commissioner or Building Inspector determines that a plumbing inspection is required for the day care center requesting for certificate of occupancy, then a 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 owner.



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OFFICE 440.735.6530 ♦ FAX: 440.232.1558
www.bedfordoh.gov

COMMERCIAL CERTIFICATE OF OCCUPANCY REQUEST

APPLICATION / PERMIT NO.
DATE

OWNER
ADDRESS STREET CITY/TOWN STATE ZIP
TELEPHONE # CELL # E-MAIL

ATTENTION: Building Commissioner
City of Bedford Building Department
165 Center Rd. Bedford, Ohio 44146

NOT FOR CHANGE OF USE!

REGARDING: Owners request for a Commercial Certificate of Occupancy for an existing building located at:
ADDRESS STREET CITY STATE ZIP
PROPOSED USE OF BUILDING FLOOR AREA

I am not in possession of an approval for the building located at the above listed address, and therefore I am requesting a Certificate of Occupancy, pursuant to Ohio Building Code (OBC) Sections 111.4 and 3408.2 I have been the owner / authorized agent of the above listed property since _____ . Previous known use(s), tenants and / or occupants of the building has been _____ .

I understand my responsibility as the building owner includes, providing documented proof for your review and acceptance, regarding any previous use(s), tenants, and / or occupants of the building. Additionally, to the best of my knowledge the City of Bedford Building Department has no outstanding orders pending against this property.

For your reference, I have included a floor plan (evacuation plan), which indicates the use of each room or area of the building for which I am requesting approval.

I am enclosing payment (**\$25**) for a **Serious Hazard Inspection**, and I understand that you will need to inspect the premises for serious hazards (life-safety). You may contact my office to arrange a time for this inspection to be conducted.

SIGNED (OWNER/AUTHORIZED AGENT) _____ TITLE _____
Signed and subscribed in my presence this _____ day, of _____ 20__ .

NOTARY