

## City of Kettering Certificates of Occupancy

Zoning & Building Occupancy go hand-in-hand. The City of Kettering Zoning Ordinance requires a new Certificate of Occupancy for any new tenant of a building. And, the Ohio Building Code requires a Certificate of Occupancy for any new occupancies or changes of occupancy. When you apply for a Certificate of Occupancy, it automatically receives review for both zoning and building occupancy.

There are two types of occupancy permits in Kettering.

- **“Name change only” Certificate of Occupancy:** the business is essentially the same but under a new name. For example, “Jimmy’s Donuts” becomes “Sandy’s Donuts”. These projects usually require a Sign Permit too.
  
- **New Certificate of Occupancy:** this is for new buildings or new tenants of buildings. For example, “Sandy’s Bookstore” moves out and “Jimmy’s Hardware” moves in. Or, if Sandy’s Bookstore decides to add a use or increase the hazard (as defined by the Ohio Building Code) by becoming “Sandy’s Bookstore & Coffee Shop”, will require plans sealed by an architect for the Certificate of Occupancy.
  - A new Certificate of Occupancy can be issued for an existing business. Sometimes an owner may need this for insurance or other business reasons.
  - The Fire Marshall makes regular fire safety inspections on all commercial property and may require a Certificate of Occupancy if none exists.
  - A new Certificate of Occupancy that involves a change of Use Group, Occupant Load, or level of hazard will require documents sealed by an architect.
  - A new Certificate of Occupancy may also be issued for a substantial remodeling project or building addition

When you apply for a Certificate of Occupancy you need:

- Commercial Permit Application Form Part A.
- Commercial Property Survey Form (usually filled out by the tenant).
- Scaled site plan indicating the location of your parking, trash dumpsters, and any site signage (not required for a “name change only”).
- A scaled floor plan indicating the Use Group, Construction Type and Occupant Load. If it is a change of Use Group, Occupant Load, or level of hazard it will require documents sealed by an architect.