

\$150.00 Occupancy Inspection  
(up to 3000 sq. ft)  
\$ 25.00 Fire Inspection  
(Total fee \$175.00)

Fee Paid: \$ \_\_\_\_\_

Receipt # \_\_\_\_\_

Date Paid \_\_\_\_\_

City of Olmsted Falls  
Department of Building & Zoning  
26100 Bagley Road  
Olmsted Falls, Ohio 44138  
440-235-1055 Fax 440-235-8906

### Application for Certificate of Occupancy And Zoning Compliance

Building Address: \_\_\_\_\_ Parcel# \_\_\_\_\_

Prior Tenancy \_\_\_\_\_ Number of Tenant Spaces \_\_\_\_\_

**Must include with this form:**

- Paragraph stating scope of business operation, hours of operation, number of employees, etc.
- Scaled floor plan for all occupied areas under tenant control
- Location and number of assigned parking spaces

Will you be installing a business sign  Yes  No

Permits are required for signage. Architectural Board of Review approval and Zoning compliance required.

Use of Building and Premises: \_\_\_\_\_

\*\*\*\*\*

The name and the address of the person or tenant in control of the building or structure must appear at the right with the building owner's name at the left.

New Owner/Tenant \_\_\_\_\_

Owner \_\_\_\_\_

Business Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

City \_\_\_\_\_

Phone # \_\_\_\_\_

Phone # \_\_\_\_\_

Applicant signature \_\_\_\_\_

Date \_\_\_\_\_

This application must be filled out completely and submitted with the appropriate fee prior to scheduling Certificate of Occupancy inspection. Checks should be made payable to The City of Olmsted Falls. You will be contacted within five (5) business days to schedule the required inspection. No firm, corporation, party or person shall occupy or use a building space without a Certificate of Occupancy and Zoning Compliance. Penalty of \$250.00 per each day of non-compliance.

***Below is for Building Department use only***

Zoning District _____	Proposed Zoning Use _____	Use permitted <input type="checkbox"/> Yes <input type="checkbox"/> No
PC Docket # _____	PC Meeting Date _____	Copy to Economic Dev. Director _____
Zoning Compliance Certificate <input type="checkbox"/> Granted <input type="checkbox"/> Denied	Certificate of Occupancy <input type="checkbox"/> Granted <input type="checkbox"/> Denied	