

\$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	