

## OCCUPANCY PERMIT APPLICATION

To open a new business, relocate, or change tenancy of an existing business, a Certificate of Occupancy is required. To obtain this Certificate the following information is needed:

1. The address of the building you intend to occupy;
2. A floor plan of the unit you intend to occupy showing all equipment and materials pertinent to your occupancy (drawn to scale);
3. A detailed description of the business and/or service to be rendered, ***including the hours of operation;***
4. The name of the business;
5. The name, address, business phone, and residence phone of the building's owner;
6. The name, address, business phone, and residence phone of the new business owner; federal ID or Social Security # if applicable.
7. The name and phone of the person we contact for entry to make the inspection for the Certificate of Occupancy; and
8. A \$75.00 inspection fee.

This information will be used to determine compliance with building, zoning, and other applicable codes. PLEASE BE ACCURATE. Incomplete or improper data could delay your application. You will also be advised, by the Building Department personnel, of the procedure to follow in the event an exception is required.

**REQUEST FOR OCCUPANCY PERMIT**

TYPE OF USE \_\_\_\_\_ Date \_\_\_\_\_  
(Commercial, Retail, other)

Location \_\_\_\_\_ Phone \_\_\_\_\_

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Tenant's Name \_\_\_\_\_ Driver's License #: \_\_\_\_\_

dba: \_\_\_\_\_

Address (home) \_\_\_\_\_ Phone (home) \_\_\_\_\_

Are you a Corporation \_\_\_\_\_ Sole Proprietor \_\_\_\_\_ Partnership \_\_\_\_\_ LLC \_\_\_\_\_

Is building presently occupied? \_\_\_\_\_ Federal ID No. \_\_\_\_\_

If so, by whom \_\_\_\_\_

Sq. footage of tenant space \_\_\_\_\_ Parking spaces \_\_\_\_\_

Sign: Location \_\_\_\_\_ Size: \_\_\_\_\_

Remodeling Anticipated? Interior \_\_\_\_\_ Exterior \_\_\_\_\_ Estimated Cost \_\_\_\_\_

Plumbing \_\_\_\_\_ ...Electrical \_\_\_\_\_ ...Heating/Air \_\_\_\_\_

Number of Employees \_\_\_\_\_ Hours of Operation \_\_\_\_\_

OTHER: \_\_\_\_\_

Return to: Building Department  
City of Fairview Park  
20777 Lorain Rd.  
Fairview Park, OH 44126

Print Name: \_\_\_\_\_

Signed \_\_\_\_\_  
(Applicant)

**PLEASE CALL FOR AN APPOINTMENT**

\*\*\*\*\*OFFICIAL USE ONLY\*\*\*\*\*

Occupancy Approved By: Building \_\_\_\_\_ Date \_\_\_\_\_

Permits needed - - Building \_\_\_\_\_  
Electrical \_\_\_\_\_  
Plumbing \_\_\_\_\_  
HVAC \_\_\_\_\_

Use Group: \_\_\_\_\_

Construction Type: \_\_\_\_\_

Additional Comments: \_\_\_\_\_