

City of Euclid

How to obtain a Certificate of Occupancy (C of O) for a New Business

Every business must have a current Certificate of Occupancy (C/O) for use of existing buildings and tenant spaces. A business owner or authorized agent may apply for a C/O under authority of *Section 110* of the Ohio Building Code. The City implements this when a building or tenant space is legally occupied and no change of use, as defined by the Ohio Building Code, has occurred.

In this range of situations, please note the following:

- A request for a C/O requires filling out and submitting the Occupancy Permit Application with three (3) copies of the property site (plot) plan and three (3) copies of the building or tenant space floor plan to the Building Department located at Euclid City Hall.
- Building Code does not require a design professional's stamp on the drawings. However, the floor plan must be in sufficient detail to document the floor area of the use. If applicable, include a clearly defined legend to differentiate tenant areas and uses.
- The site (plot) plan **must** show the following:
 - ❖ Property lines;
 - ❖ The building footprint;
 - ❖ Clearly identified parking with marked parking spaces; and,
 - ❖ It is helpful to include accessory structures such as fences, dumpster enclosures, *etc.*
- A non-refundable fee of \$50.00 must be included with the application.
- A building as well as fire & safety inspection must be scheduled by contacting the [Building Department](#) at 216-289-2700, ext. 3907
- All violations found in the inspection must be corrected and the space re-inspected prior to issuing a C of O.
- Owners may be required to make alterations to improve handicap access to the property as required by OBC *Section 3409.4* and *3409.7.1*. Together these sections establish priority goals based on cost feasibility.

City of Euclid

Occupancy Permit Application

Business Address _____ Zip _____

Permanent Parcel # _____ - _____ - _____ Date _____

PLEASE SUBMIT, ALONG WITH THIS FORM, THREE (3) SETS OF THE PROPERTY SITE PLAN AND FLOOR LAYOUT. THE FIRST PAGE OF THIS APPLICATION MUST BE COMPLETED IN ITS ENTIRETY OR IT WILL NOT BE PROCESSED.

Plans must be to scale; however, they do not need an architect's stamp

Purpose of primary occupancy – describe all main and accessory uses within tenant occupancy:

Square Feet Occupied _____ SQ FT

DBA (name of business): _____

Common Use Classification: _____

This application is requested as a(n):

- | | |
|--|--|
| <input type="checkbox"/> Pre-existing Condition, No Change | <input type="checkbox"/> New Structure |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Change of Occupancy |
| <input type="checkbox"/> Temporary Occupancy | <input type="checkbox"/> Conditional Occupancy |

Ownership Information

Property Owner Name: _____ Telephone: _____

Email: _____ Address: _____

Leaseholder/Operator Information

Lease Holder: _____ Telephone: _____ Fed ID#: _____

Responsible Party/Officer of Corporation: _____ Title: _____

Contact Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

I hereby affirm that I am authorized by the owner of record to make this application and the above information is accurate and correct and that above captioned premises will be used only for the purposes stated. No change in the occupancy will be made until a certificate is issued by the City of Euclid. I further agree to maintain these premises in all respects in compliance with the provisions and ordinances of the City of Euclid.

Applicant/Occupant Signature

(continued over)

