



City of Kent

# Certificate of Occupancy Application

(Ohio Building Code 111.4)

Certain information is required to issue the certificate of occupancy. In addition to providing the following information, **you must submit a floor plan** indicating bathrooms, aisle widths, seating arrangements, location and size of stairs and/or exits.

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

Business Location: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Date of Last Occupancy Issued: \_\_\_\_\_

Use Group: \_\_\_\_\_ Construction Type: \_\_\_\_\_ Year of Construction: \_\_\_\_\_ Square Footage: \_\_\_\_\_

The building does/does not contain an automatic sprinkler system. (circle one) Is one required? Yes / No  
Automatic sprinkler and standpipe system demand at the base of riser is: \_\_\_\_\_

The building does/does not contain hazardous materials. (circle one) Classification or storage configuration, including aisle widths, for which automatic sprinkler system is designed:  
\_\_\_\_\_

The building contains the following number of exits: \_\_\_\_\_ toilet room fixtures: (define below)

Men's toilet room:      toilets: \_\_\_\_\_ urinals: \_\_\_\_\_ wash sinks: \_\_\_\_\_

Women's toilet room:      toilets: \_\_\_\_\_ wash sinks: \_\_\_\_\_

Unisex toilet room:      toilets: \_\_\_\_\_ wash sinks: \_\_\_\_\_

Stipulations, conditions, or use variances: \_\_\_\_\_

I, the owner, am contacting you in order to obtain a certificate of occupancy for an existing building in accordance with section 111.4 of the Ohio Building Code, which reads as follows:

Existing buildings: Upon written request from the owner of an existing building or structure, the building official shall issue a certificate of occupancy, provided there are not violations of law or orders of the building official pending, and it is established after inspection and investigation that the alleged occupancy of the building or structure has previously existed. This code shall not require the removal, alteration or abandonment of, or prevent the continuance of, the occupancy of a lawfully existing building or structure, unless such use is deemed to endanger public safety.

I am aware that before the certificate can be issued, an inspection of the building will need to be performed between the hours of 9:00am and 3:00pm, Monday-Thursday. The premises is fully ready as of: \_\_\_\_\_ Please contact the Building Department to schedule an appointment.

Owner Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Printed as Signed

\_\_\_\_\_  
Date