

CHANGE OF OCCUPANCY OR USE PERMIT

City of Obetz
4175 Alum Creek Drive
Obetz, Ohio 43207
(614) 491-1080



A change of use or occupancy requires approval from the City. The City must verify that the new use or occupancy complies with the Zoning Code, Building Code, and current Certificate of Occupancy. Approval is required to document a change of use or occupancy classification of a building, even where no alterations are planned or required by code. If a new owner/tenant needs a Certificate of Occupancy to use a space in a similar way to its previous use, the new tenant will need to apply for a Change of Occupancy or Use Permit. It is strongly recommended that you consult an architect or engineer prior to purchasing a building or signing a lease. A change of use or occupancy can result in required alterations and these changes can be costly.

This is not a building permit. Any structural, mechanical, electrical, plumbing, or fire safety alterations require a separate permit from the City. Site modifications may need approval of the Planning and Zoning Commission.

Change of Occupancy: Every building is given an occupancy classification when it is originally built. Each classification has different building code requirements, which relate to the type of hazard or uses in the building. A change of occupancy is a change in the building's use classification or a change that increases the building's occupant load within the same building use classification.

Change of Use: Each parcel in the City has a zoning classification which regulates the use of the parcel. Before the use of a parcel is changed, verification that the use is permitted within the zoning classification is required. If the use is permitted, additional work may need done at the property to meet the zoning and building code.

Accessibility Requirements: If the change of use or occupancy involves any remodeling, all new work must meet current accessibility requirements.

Zoning Code: The Zoning Code spells out the allowed uses for a particular piece of property. While building code use and occupancy classifications address the protection of the people using the building, zoning use classifications focus on the intensity of the use of a property and its impact on surrounding properties. The property's zone and the use of the property determine specific zoning code requirements. Changing the use or occupancy of a commercial or industrial building to another type of commercial or industrial use or occupancy may require additional work to be done at the property to comply with the zoning code.

Inspections: Inspections are required for a permit to change the use or occupancy, even if no work is required. This is necessary to confirm the building meets all requirements for the new use or occupancy classification.



**CHANGE OF OCCUPANCY OR
USE PERMIT**

City of Obetz
4175 Alum Creek Drive
Obetz, Ohio 43207
(614) 491-1080

REQUEST TYPE

Change of Occupancy Change of Use Both

PROPERTY OWNER INFORMATION

Property Owner: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact: _____ Email Address: _____

BUSINESS INFORMATION OF PROPOSED OCCUPANT

Name of Business: _____ Phone #: _____

Contact: _____ Email Address: _____

SITE INFORMATION

Site Address: _____ Zoning District: _____

Previous Use: _____ Proposed Use: _____

Type of Construction

- IA IB
- IIA IIB
- IIIA IIIB
- IV
- VA VB

Occupancy Load: _____

Current Ohio Building Code Use Group: _____

Proposed Use Group: (check one)

- A1 A2 A3 A4 A5 B E
- F1 F2 H3 H4 H3 H4 H5
- I1 I2 I3 M R1 R2 R3
- R4 S1 S2 U

If building use group is R1, R2, or R3, specify number of apartments or units:

Gross Square Footage of Area Proposed for Change of Use or Occupancy: _____

Please include the following information with this application:

1. Indoor layout with room sizes, doors, and a description of how each area will be used
2. Exterior building plans including parking and any outdoor storage areas

By submitting this Application, you hereby certify that all information and attachments to this application are true and correct to the best of your knowledge and belief.

APPLICANT'S SIGNATURE: _____ DATE: _____

FOR OFFICIAL USE ONLY

Date Received: _____ Fee Paid: _____

Building Department Approval: _____

Zoning Department Approval: _____

Conditions of Approval: _____
