



1791 Harshman Road  
Riverside, OH 45424  
Phone: 937-233-1801  
Fax: 937-237-5965

### **Instructions for Certificate of Occupancy Application(s)**

- I. The Certificate of Occupancy application is to be filed with the Department of Administration located in the City Administration building, 1791 Harshman Road.
- II. Certificate of Occupancy fees shall be as follows:
  - A. Residential - no charge
  - B. Commercial - \$35.00
  - C. Industrial - \$35.00

**Each application shall be accompanied by the appropriate fee at time of submittal**
- III. Per Codified Ordinance 1131.11, a Certificate of Occupancy shall be required for each change of ownership and/or use for a business or other nonresidential use of property. Every application for an occupancy certificate for a new use of land when no building permit is required shall be made directly to the Zoning Inspector.
- IV. A floor plan of the dwelling unit, drawn to scale, depicting the area to be utilized for the home occupation must accompany this application.
- V. Issuance:
  - A. The occupancy certificate shall be issued, or written notice shall be given to the applicant stating the reasons why a certificate cannot be issued, not later than fourteen (14) days after the Zoning Inspector is notified in writing that the building or premises are ready for occupancy.
  - B. No occupancy certificate for a building or structure or addition thereto, constructed, built, moved, remodeled or reconstructed after the effective date of this Zoning Ordinance shall be issued until such work has been completed and the premises has been inspected and certified by the Zoning Inspector to be in full and complete compliance with the plans and specifications upon which the zoning permit for the property was issued.
  - C. The Zoning Inspector may issue a certificate of occupancy to an applicant who has not, or whose predecessor(s) in interest has not obtained a certificate of occupancy for a change in use of any land, building, or structure as required by law at the time such change in use occurred, provided the Zoning Inspector determines that such applicant, or his predecessor(s) in interest, would have been entitled to the issuance of a certificate of occupancy if the application then required by law would have been made.
- VI. Temporary Certificate of Occupancy:

A temporary certificate of occupancy may be issued by the Zoning Inspector for a period not exceeding six months during alterations or partial occupancy of a building pending its completion.



## Certificate Of Occupancy Application

**Applicant Information:**

Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ SSN \_\_\_\_\_  
 Phone Numbers(s): \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Proposed Use: \_\_\_\_\_

OFFICIAL USE ONLY	
Permit No.	
Date	

**Property Information:**

Owner's Name: (If different from applicant): \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone Numbers(s): \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Parcel Lot No(s). \_\_\_\_\_ Current Zoning \_\_\_\_\_  
 Name of Business: \_\_\_\_\_ Number of Employees: \_\_\_\_\_  
 Number of Parking Spaces on Site: \_\_\_\_\_ Percentage of Total Square Feet Dedicated to the Business: \_\_\_\_\_

**Corporation**

President's Name: \_\_\_\_\_  
 Vice President's Name: \_\_\_\_\_  
 Secretary's Name: \_\_\_\_\_  
 Treasurer's Name: \_\_\_\_\_  
 Corporation's Federal Identifications # \_\_\_\_\_

**Partnership**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**Sole Proprietorship**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**I hereby swear or affirm that the information and statements given on this application are true and correct to the best of my knowledge. I understand that if the information on this application is not correct or complete, the result may be invalidation of this and all subsequent permits issued in conjunction with this Application for Certificate of Occupancy – Zoning. Furthermore, the undersigned attests that no easement, covenant or deed restriction exists with legally prevents occupancy.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**To Be Completed By City**

Date application and fee received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Application is:     APPROVED                       DENIED

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_