



Application For Occupancy Change

The Building Department

9543 Broadview Road • Broadview Heights, OH 44147 – Telephone Number 440-526-6864

A floor plan MUST be attached to the application. If it is not submitted, the application will not be accepted. The floor plan should include dimensions, rooms/spaces labeled with a description of their use.

OFFICE USE

Date Received: _____

Fee Amount: _____

Permit No: _____

FIRE DEPT NOTIFIED Y/N _____

Subject Site (Please include the suite or unit)

Property Address _____ **Suite Number/Unit** _____ **Auditor Parcel Number(s) (APN/PPN)** _____

City/State/Zip _____ **Zoning District** _____ **Use Group** _____

Business Name: _____

Business Name of Last Occupant of the property/unit: _____

Proposed Use of Property: _____

Construction Type: _____

Total Tenant Space _____ **Sq. Ft.** _____

Does Building Currently Have a Sprinkler System? Yes No

Tenant (address other than subject site)

Name: _____ Cell/Phone _____

Address _____ Email _____

City/State/Zip _____ Name of Business (if applicable) _____

Property Owner

Name: _____ Cell/Phone _____

Address: _____ Email _____

City/State/Zip _____ Name of Business (if applicable) _____

Certificate of Occupancy Continued

By signing below, I understand that the City's issuance of a Certificate of Occupancy **shall not** be considered a warranty, guarantee or assurance of any aspect of the property and its structures by the City. All of the above statements and any misrepresentation of data, facts or violations of the Ordinances of the City of Broadview Heights, the State of Ohio Board of Standards, the Building, Mechanical, Plumbing and Residential Codes of Ohio.

Owners Signature

Tenants Signature

(Print Name)

(Print Name)

Date

Date

Instructions and Additional Information

The application and form must be typed or clearly written in blue or black ink. If an application is submitted and is not complete or missing information it can delay processing of the application.

Payment Methods:

\$100.00 fees can be paid by cash, check or credit card (3.5% service charge a \$0.50 minimum charge).

Credit cards are accepted in person or online. If you would like to pay online go to the City's main web page and click the "Pay Here" icon. Or click the following link which will take you to the pay screen. <https://pay.bridgепayment.com/64fbb531-7516-46d6-b8c8-c1099bfb78d6/Independent.aspx>

If you are paying in person no payments will be accepted or processed after 4:00 pm.

Codes & Applications:

You may obtain the specific requirements for the projects in the Code of Ordinances of Broadview Heights on the City's Website: www.broadview-heights.org.

All applications are available on the City's Web site www.broadview-heights.org under the Building Department section.

Inspections:

A 24-hour inspection notice is required call 440-526-6864 between 8:30 a.m. and 4:00pm to schedule an inspection.

§ 1448.09 All construction requiring and authorized by a building permit **shall be fully completed**, inspected and certified as being in conformance with all applicable provisions of the Building and Housing Code.

A floor plan MUST be attached (on a separate sheet of paper) to the application. If it is not submitted, the application will not be accepted. It should include all entrances, dimensions of the entire space and all the rooms/spaces and labeled with a description of their use.