

CITY OF MIDDLETOWN
DIVISION OF BUILDING INSPECTION
ONE DONHAM PLAZA
MIDDLETOWN, OH 45042
513-425-7973 FAX: 513-425-7921
www.cityofmiddletown.org

BUILDING

CERTIFICATE OF OCCUPANCY

USE GROUP

Complete all sections below. Please Print

Application Date: _____ Project No. _____
(Office Use Only)

Job Address _____

Property Owner _____ Owner's Phone No. _____

Owner's Address _____

Describe Type of Business _____

Business Name _____

Food or Beverage Sold: Yes No If Yes: Cooked Pre-packaged

Liquor: Yes No If Yes, contact State of Ohio Department of Commerce

Adult Entertainment: Yes No If Yes, contact Middletown Police Department

Length _____ Width _____ Area _____ sq. ft. Stories _____ Height _____

Applicant:

Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

PLEASE READ AND SIGN

I, the undersigned do hereby affirm: The above statements are true and correct and also agree to comply with the provision of the ordinances of the City of Middletown. I will comply with all conditions of the permit once issued. The owner in fee authorizes the proposed work and I have the authorization to make this application. Upon notification of approval, permit fee must be paid and permit obtained within thirty (30) days, or application will be canceled.

The information requested on this application may be relied upon by the City in considering the permit. Any false statement made knowingly may be grounds for criminal action under state and local law: Ohio Revised Code §2921.13, Middletown Codified Ordinance § 606.10

Owner

Owner Representative _____

(Please print name)

(Signature)

PLEASE NOTE: This application will expire 12 months after approval if permit is not issued.

Person to notify when permit is ready: _____

Address: _____ Phone: _____

Provide a floor plan showing dimensions of all areas and exits. Label each space with its intended use.

A separate application is required for zoning approval.

A separate permit will be required for any electric, plumbing, HVAC, or signage work being performed.