

# BUILDING

## CERTIFICATE OF OCCUPANCY

Complete all sections below. Please Print

Application Date: \_\_\_\_\_ Permit No. \_\_\_\_\_ Project No. \_\_\_\_\_  
(Office Use Only) (Office Use Only)

Job Address \_\_\_\_\_

Property Owner \_\_\_\_\_ Owner's Phone No. \_\_\_\_\_

Owner's Address \_\_\_\_\_

Describe Type of Business \_\_\_\_\_

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

Food or Beverage Sold, Served or Prepared: Yes  No  If Yes: Cooked  Pre-packaged   
**If yes, Check with Health Department on 2<sup>nd</sup> floor of Middletown City Building**

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.**



## RELEASE FOR TEMPORARY WATER SERVICE

Date: \_\_\_\_\_

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

Contact Person for Business: \_\_\_\_\_ Phone: \_\_\_\_\_

I, \_\_\_\_\_, have made application(s) for a Certificate of Zoning and/or Certificate of Occupancy and/or Change of Occupancy permit(s), and has been granted TEMPORARY WATER SERVICE TO THE BUSINESS LOCATION by the Chief Building Official.

I understand that the TEMPORARY water service is WITH THE AGREEMENT THAT I COMPLETE ALL REQUIREMENTS AND FINAL INSPECTIONS TO OBTAIN MY CERTIFICATE OF OCCUPANCY WITHIN THE SPECIFIC AMOUNT OF TIME.

In accordance with the Middletown Building and Housing Code, 1406.01 and Ohio Building Code Section 111.1 Approval required to occupy:

*No building or structure, in whole or in part, shall be used or occupied until the building official has issued an approval in the form of a certificate of occupancy. The certificate of occupancy shall indicate the conditions under which the building shall be used. The building owner shall only use the structure in compliance with the certificate of occupancy and any stated conditions. The structure and all approved building service equipment shall be maintained in accordance with the approval. When a building or structure is entitled thereto, the building official shall issue certificate of occupancy provided there are no violations of law or orders of the building official pending or as permitted in this section.*

And Ohio Building Code Section 111.1.3 Change in occupancy:

*Changes in occupancy of an existing structure shall not be made except as specified in Chapter 34. A building or structure hereafter changed, in whole or in part, from one occupancy to another shall not be occupied for the new occupancy until the certificate of occupancy has been issued by the building official reflecting such changed portions. Existing occupancy of spaces within the building which are unaffected by the change of occupancy and any related alterations shall be allowed to continue if the building official determines the existing spaces can be occupied safely until the completion of the alterations.*

Further, I understand and agree that if I have not completed the process within **30** days, my water service will be disconnected due to non-compliance.

Business Owner

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Chief Building Official: \_\_\_\_\_

CC: Building Department  
file