



City of Cleveland

Department of Building & Housing

Division of Construction Permitting

601 Lakeside Avenue, Room 505, Cleveland, Ohio 44114, (216) 664-2910

Existing Use Certificate of Occupancy

For property owners seeking a Certificate of Occupancy for an existing building, structure or premises.

Section 110.2 of the Ohio Building Code allows an owner of an existing building owner to obtain a Certificate of Occupancy.

First: Site Plan Approval. To start the process of obtaining an existing use Certificate of Occupancy the applicant will provide the Building use of the facility and documentation that the use has been continuous. Also required are an application, 4 sets of documentation and a \$150.00 plan processing fee. The applicant may require the services of an architect. A Site Plan/Zoning Review will be conducted to verify the zoning is in compliance, the land is assembled properly and design review is complete if in a design review district. If this is not approved a notice of non-conformance will be issued which can be appealed at the Board of Zoning Appeals. If approved, a Site Plan approval letter will be issued.

Second: Building Code Approval. Once the Site Plan is approved the applicant will be required to pay a plan processing fee plus 3% state surcharge for the Building Code Review of \$20 per 1,000 s.f. of floor space. 4 sets of documents will be required. Included on the plans shall be any egress pathway (s), emergency lighting, egress lighting, fire alarms, or fire suppression systems, the construction type and the use group for the facility. Also, any other important information necessary for the review or inspection. The plans will be reviewed by the plans examiner. If they are not approved, a plan approval letter will be issued. If they are not approved an Adjudication Order will be issued and it can be appealed to the Board of Building Standards.

Third: Permit Issuance. The permit fee will be \$210.00 which includes the Certificate of Occupancy fee plus 3% state surcharge. An inspection by the Building Inspector is required. If the inspections are approved the gold sign-off sheet should be returned to Records Administration, Room 517, then a Certificate of Occupancy will be issued.