



OBTAINING CERTIFICATES OF OCCUPANCY FOR EXISTING BUILDINGS

PROJECT SUCCESS CHECKLIST

The owner of an existing building shall be required to obtain a Zoning Compliance and Occupancy permit per Ohio Building Code regulations when the building is used or occupied. The Building Official shall issue a certificate of occupancy, provided there are no violations of the law or orders put in place by the Building Official and once established after inspection and investigation that the alleged occupancy of the building or structure has thus far existed. A building or structure hereafter changed, in whole or in part from one occupancy shall not be occupied until the approved certificate of occupancy has been issued by the Building Official. It is the building owner's responsibility to ensure the business owner is in compliance and has applied for the proper permits.

City of Barberton	Certificate of Occupancy City of Barberton Office of the Building Department Jeffrey Rettberg, Commissioner	Barberton Building Department 576 W. Park Ave. Barberton, Ohio 44203 PH: 330-848-6730 FX: 330-848-6654 www.cityofbarberton.com
Property Address:		Stipulations, Conditions, Variances:
Owner:		
Approved As: Pre-Existing Condition (No Change) <input type="checkbox"/> New Structure <input type="checkbox"/> Alteration <input type="checkbox"/> Change of Occupancy <input type="checkbox"/> Temporary Occupancy <input type="checkbox"/>		Max Occupancy: Zoning:
Use Groups:	Occupancy Description:	
Primary:		This certificate represents an approval that is valid only when the building and its facilities are used as stated and is conditional upon all building systems being maintained and tested in accordance with the applicable Ohio Board of Building Standards (OBBS) rules and applicable equipment or system schedules. This certifies conformance with Chapters 3781 and 3791 of the Revised Code and the applicable provisions of the rules of the OBBS.
Accessory:		
Mixed Uses:		
Floor plan dated: Attached <input type="checkbox"/> On File <input checked="" type="checkbox"/> indicates how areas are approved and design occupancy loads		Plan Approval #:
Construction Type:		Approved under the following editions OBC, OMC, OPC: 2017
Fire Sprinkler Systems:		This approval is limited to the following portion(s) of the building:
N/A <input type="checkbox"/> Required <input type="checkbox"/> Not Required <input type="checkbox"/>		The balance of the building is approved pursuant to the following dated C of Os: N/A
System Type:	Location:	Chief Building Official: Jeffrey Rettberg Date:

TO ENSURE TIMELY APPROVAL AND INSPECTION, THIS GUIDE EXPLAINS WHAT NEEDS TO BE SUBMITTED, AND WHAT NEEDS TO BE INSPECTED, BY WHOM, AND IN WHAT SEQUENCE.

WHO'S INVOLVED

You will need approvals from some or all of the following:

- **Planning Department** – Verifies the proposed use is a permitted use, even if it is a continuation of a previously approved use. They may need updated contact information.
Planning Department: planning@cityofbarberton.com or 330-848-6729.
- **Building Department** – Issues permits and inspects the building or space for conformance with the plans and checks the life safety features.
Building Department: building@cityofbarberton.com or 330-848-6730.
- **Fire Department** – Consults with the Building Department in the course of their inspection and investigation to determine that the historic occupancy is consistent with the request and that there are no unsafe conditions or outstanding violations of law.
Fire Department: firemarshal@cityofbarberton.com or 330-848-6732.
- **Public Health** – Summit County – they need to approve the re-establishment of any food service operation. **Summit County Public Health: 330-923-4891.**

For more information, please visit our website: www.cityofbarberton.com

WHAT'S COVERED AND WHAT'S EXEMPT

Example of what's included:

The zoning compliance and occupancy can be requested for existing buildings, and for existing spaces within a building. The current or proposed use of the existing building or space must be consistent with historic use of the structure.

OBTAINING CERTIFICATES OF OCCUPANCY FOR EXISTING BUILDINGS

Examples of exclusions:

- This process is not for “change of uses”. For example, if a structure was originally built as a school building then unlawfully modified to a residential use, a request to issue a new “R” use occupancy certificate cannot be honored. A permit will be required for such changes.
- Even re-occupying an existing restaurant requires new approval if appliance layout has changed, or rooms are used in a different manner or layout than what was previously approved.
- If current occupancy of space in the building is not affected by changes in occupancy and related alterations, the occupancy may continue if the building official determines the current spaces can be occupied safely until the alterations are complete.

WHAT NEEDS TO BE SUBMITTED FOR APPROVAL

- Approved Zoning Compliance
- Completed application form
- Site Plan
- Physical attributes of the structure:
 - o Floor plan of each floor in the building
 - o Construction type; i.e. wood frame, masonry, etc.
 - o Description and location of electrical and mechanical systems serving the building or space
 - o Ventilation

SUPPLEMENTAL INFORMATION THAT WILL BE HELPFUL

- Summit County Auditors Real Estate Information
- Photographs of exterior and interior, labeled
- Construction date of the structure
- Existing construction documents, where available.
- Evidence of historic use(s)

WHAT NEEDS TO BE INSPECTED, AND BY WHOM

Copy of the Building Department permit and approved plans must be on jobsite for inspection

P = Planning B = Building Inspection F = Fire Inspection H = Health Department

- Certificate of Zoning Compliance Application - **P**
- Condition of site features – **B**
- Posted address on the structure – **F, B**
- Checking entire structure (including basement and utility areas) for unsafe, unauthorized or unsanitary conditions – **B, F, H**
- Obtain food service license - **H**
- Inspections of permitted work - **B**
- Exit signs and emergency lights – **B, F**
- Door hardware- **B, F**
- Sprinkler & fire alarm systems - **B, F**
- Fire extinguishers - **B, F**
- Having knowledgeable representatives of the owner at the building is helpful - **ALL**