

**Certificate of Occupancy**  
**BBS Form 5-1**  
**OBC 111.1**

# Certificate of Occupancy (OBC 111.1)

Anytown, Ohio Building Department, Name of the Building Official

**(#2) Property Address:**

**Approved As:**

- Pre-Existing Condition (No Change)
- New Structure
- Addition
- Alteration
- Change of Occupancy
- Temporary Occupancy

**(#6) Occupancy Groups:**

**Description:**

Primary:

Accessory:

Accessory:

Mixed Uses:

**(#8)** Attached Floor Plan dated \_\_\_\_\_ indicates of how areas are approved and design occupancy loads

**(#7) Construction Type:**

**(#9) Fire Protection Systems:**

N/A  Required  Non-Required

System Type:

Location:

**(#10)** Hazard Classification:

Storage Height:

Aisle Width:

**(#11)** Sprinkler System Demand @ base of riser:

Standpipe System Demand @ base of riser:

**(#12) Stipulations, Conditions, Variances:**

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 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 Ohio Board of Building Standards.

**(#1)** Plan Approval Application # \_\_\_\_\_  
 Approved pursuant to the following editions **(#5)** of:  
 OPC \_\_\_\_\_ OBC \_\_\_\_\_ OMC \_\_\_\_\_

**(#3)** This approval is limited to the following portion of the building: \_\_\_\_\_  
**(#3)** The balance of the building is approved pursuant to the following dated C of Os:

**(#4)** Building Official: \_\_\_\_\_

Date:

# INSTRUCTIONS FOR COMPLETING A CERTIFICATE OF OCCUPANCY

The Certificate of Occupancy is *the only* document issued and used to indicate that the design and construction has been approved and the building can be occupied and maintained for use under the conditions of the approval. It is legal record of the owner and the building department. The Certificate of Occupancy shall be complete and accurate. The following information shall be included on the Certificate of Occupancy:

1. Plan approval application number.
2. Property Address. (Owner/tenant name is not required.)
3. Description of the portion of the building for which the approval is issued with reference to previous, existing approvals still valid.
4. Date of approval with signature of building official(s).
5. Edition of the code when plan approval is issued (for proposed work or change of occupancy).
6. Narrative description of what the space(s) within the building can be used for *and* the appropriate Group designation(s).
7. Type(s) of construction for all areas of the structure.
8. Design occupant loads.
9. Information related to required or non-required Fire Sprinkler System(s).
10. Information related to the Fire Sprinkler System(s).
  - a. Hazard classification.
  - b. Storage configuration with aisle widths, etc.
11. Sprinkler & Standpipe systems demand at the base of the riser.
12. Listing of all stipulations, conditions and variances related to the building/approval.
13. Statement of compliance (certifying conformance to the rules and Chapters 3781 & 3791 of the Ohio Revised Code) and statement of condition. (Approval is valid only if the facility used in accordance with the stated conditions and that it must be maintained.)

## **Requirements for a building owner in making Request for a Certificate of Occupancy for an existing building.**

An owner that needs of a Certificate of Occupancy (C of O) for an existing building can request one by referencing Sections 102.7, 111.2 111 of the Ohio Building Code (OBC). This provision allows an owner (or authorized agent) to secure a building C of O for an existing building used under certain conditions:

- The building or structure continues to be used for the purpose(s) that original or subsequent approvals were made. Evidence of this previous and continued use can be verified.
- A request for a Certificate of Occupancy must be made in writing to the building department by the owner. The owner shall verify the authority having jurisdiction (County, city or township) that is certified to enforce the OBC related to the occupancy type of the building. If there is no local certified building department, then the State of Ohio Division of Industrial Compliance has jurisdiction.
- There are no outstanding orders pending against the building.
- It is established after inspection and investigation by the building official that the building/structure does not have any serious hazards.

Although the Board of Building Standards rules do not require a submission of plans for this process, it is important to establish how each area of the building is used. A floor plan is recommended with a legend to indicate how every space is used. (A copy of the evacuation plan can be used for this purpose.)

**The following is an example letter containing the type of information the building owner shall provide to the building official to begin the process. Even when a building department has a form or application, this letter shall be used to convey the required information for the request.**

Date

Mr./Ms. B.D. Official, CBO  
My City Building Department  
000 Main Street  
Anywhere, OH 43000-0000

Re: Request for a Certificate of Occupancy: 00000 My Avenue

Dear Mr. Official:

I am requesting a certificate of occupancy for an existing building, (and a copy of the original and subsequent certificate of plan approval(s) for the building(s) located at the above address, and, as the owner, pursuant to section 111.2 of the Ohio Building Code.

Prior to my purchasing the property 3 years ago, it had been used as a hotel/motel. I continue to use the building(s) for that purpose. I have enclosed copies of the last two years' of hotel/motel licenses issued by the state Fire Marshal's office. To the best of my knowledge, your department has no outstanding orders pending against this property or any of the buildings.

For your reference, I have included an un-scaled floor plan sketch (evacuation plan) indicating the use of each area of the building. You may note that several of the lodging rooms are identified as suites. Each of these rooms has facilities for cooking and other extended stay amenities. It is my understanding that each of these units were originally designed and intended for this purpose.

I understand you will need to schedule inspection(s) to check for serious hazards; you can contact my office anytime at 000/000-0000 to assure your inspectors have access to the areas they need to see at their convenience.

Sincerely,  
Mr. Building Owner