



City of Cleveland

Department of Building and Housing

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Cleveland Building Department Existing Use Certificate of Occupancy Policy

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

Effective Date: Sept. 3, 2008

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

First: Site Plan Approval. To start the process of obtaining an Existing Use Certificate of Occupancy an applicant will provide to the Building Department a site plan, floor plan and a detailed description of the use of the facility, documentation that the use previously existed and documentation that the use has been continuous. An application, 4 sets of documentation and a \$40.00 plan processing fee will be charged. 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 completed if in a design review district. If this is not approved a notice of non-conformance will be issued which can be appealed to the board of Zoning Appeals. If approved a Site Plan Approval letter will be issued.

Second. Building Code Approval. When the Site Plan is approved the applicant will be required to pay a plan processing fee for the Building Code review of \$15 per 1000 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 alarm, or fire suppression systems, the construction type and the use group of the facility that exist and any other important information that may be needed for the review or the inspection. The plans will be reviewed by the plans examiner. If they are approved a plan approval letter will be issued. If they are not approved an Adjudication Order will be issued and can be appealed to the Board of Building Standards.

Third. Permit Issuance. The permit fee is \$250.00 which includes the Certificate of Occupancy fee. Inspection will be required first by the Fire Prevention Bureau and second by the Building inspector. If inspections are approved a gold sign off sheet will then be returned to records administration and a Certificate of Occupancy will be issued.