

Partial Certificate of Occupancy Application

This application provides customers with a process to request a Partial Certificate of Occupancy in accordance with Section 111 of the Ohio Building Code. Partial Certificates of Occupancy can be issued before the completion of the entire work, provided that the Chief Building Official determines that the space can be safely occupied without endangering life or public welfare. If approved, the Partial Certificate of Occupancy will indicate the rooms and specific uses permitted, total occupancy, as well as the time limit placed on the occupancy. In order to apply, this application must be filled out in its entirety and be accompanied by a floor plan identifying the space to be occupied, and the fee of \$87.55. The fee includes processing, one building/HVAC inspection, and the required 3% State assessment, and is non-refundable after the inspection is conducted. If additional inspections are required, fees shall be assessed per inspection. This is an approval process that requires a series of inspections aside from building/HVAC, such as plumbing, electrical, and fire, which may require additional fees through those respective agencies. Your Partial Certificate of Occupancy will be limited to 45 days unless evidence of extenuating circumstances is submitted with this application and an exception is granted by the Chief Building Official.

PROJECT NAME:	CONTACT NAME:
PROJECT ADDRESS:	
BP#:	PHONE NUMBER:

I, Print Name , hereby request a partial certificate of occupancy for the following spaces:

Room To Be Occupied (description)	Specific Use	Area (Square Feet)	Requested Occupancy Limit

If additional space is required, please continue the list on the back of this form. Attach floor plans.

UNDER PENALTY OF INTENTIONAL MISREPRESENTATION AND/OR PERJURY, I, Print Name , declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to occupy said structure in compliance with all provisions of the applicable State of Ohio laws and/or building codes and Mahoning County resolutions. I am the owner or I have been given authorization from the property owner to obtain this approval. I realize that the information that I have affirmed hereon forms a basis for the issuance of the Partial Certificate of Occupancy herein applied, and shall not be construed to allow any occupancy upon said premises or use thereof in violation of any applicable State of Ohio/ Federal laws and/ or Mahoning County resolutions, or contrary to the conditions stated on any Partial Certificate of Occupancy that is issued, or to excuse the owner or his or her successors in title from complying therewith.

I understand that by applying for this Partial Certificate of Occupancy, the plans and specifications, and the representations therein contained, are made a part of this application. I am consenting to the fees in accordance with the Building Department Fee Schedule; also, the inspection of this property and to the entry onto the property by inspectors of the authority having jurisdiction for the purpose of performing the necessary inspections for the duration of the permit. It is understood and agreed by this applicant that any error, misstatement or misrepresentation of material, fact or expression of material, or any change in the accompanying plans, specifications or structure made subsequent to the issuance of a permit in accordance with this application, without the approval of the Chief Building Official, shall constitute sufficient grounds for the revocation of such approval.

ALL FEES SHALL BE PAID IN FULL WITH THIS APPLICATION.

* Signature of Owner or Owner's Agent

Date

FOR BUILDING DEPARTMENT USE ONLY

DATE APPLICATION RECEIVED: _____ PERMIT TECH _____

INSPECTION DATE: _____ INSPECTOR: _____ *ATTACH INSPECTOR CHECKLIST*

Mahoning County Building Department, 50 Westchester Dr. Room 201, Youngstown OH 44515
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