



## Application for Certificate of Occupancy

### ❖ Introduction:

Section 111.1 Ohio Building Code states that no building or structure, in whole or in part, shall be used or occupied until the building official has issued an approval in the form of a certificate of occupancy. The certificate of occupancy shall indicate the conditions under which the building shall be used. The building owner shall only use the structure in compliance with the certificate of occupancy and any stated conditions. The structure and all approved building service equipment shall be maintained in accordance with the approval. When a building or structure is entitled thereto, the building official shall issue a certificate of occupancy provided there are not violations of law or orders of the building official pending or as permitted in this section.

**Please note that when an application for plan approval for a new building construction, alteration, addition, or change of occupancy is filed, a certificate of use and occupancy will be issued automatically at the completion of all required inspections in accordance with section 109 Ohio Building Code. The permit applicant does not need to submit this application form (DIC3019). However, if the applicant wishes to occupy a portion of building prior to the completion of the entire approved scope of work, please follow the procedures for APPLICATION FOR PARTIAL OCCUPANCY in another bureau policy.**

### ❖ Certificate of Occupancy qualifications:

The certificate of use and occupancy can be obtained for the following occupancy types:

- **EXISTING BUILDING CERTIFICATE OF OCCUPANCY:** According to the Ohio Building Code Section 111.4, the owner of an existing building may request the issuance of a Certificate of Use and Occupancy. Upon written request from the owner, the building official shall issue a certificate of occupancy, **provided there are not violations of law or orders of the building official pending, and it is established after inspection and investigation** that the alleged occupancy of the building or structure has heretofore existed. **Please be aware that an existing building with proposed change of occupancy, alterations, or addition, according to Ohio Building Code is not qualified for this application.**
- **TIME-LIMITED CERTIFICATE OF OCCUPANCY:** According to Ohio Building Code Section 111.1.1.4, a time-limited Certificate of Occupancy can be issued for a building or structure **changed in part from one occupancy to another for a limited time period.** The building official may stipulate any special conditions under which the building may be occupied for the specified time.

### ❖ Required supporting documents for each type of certificate of occupancy:

- **EXISTING BUILDING OCCUPANCY:**  
**(Please review carefully the “change of occupancy” policy form 3016B to ensure that your application is qualified for an existing building occupancy rather than change of occupancy).**

1. Completed application for certificate of occupancy (DIC 3019),
2. Payment for application fees,
3. A most recent **building fire safety inspection report** showing that there are **no violations of law or orders** pending in the building must be submitted with this application,
4. A written request from the owner of the building stating the use occupancy of the building as it has been known to the public for a minimum of 2 years and documents of proof such as copies of utility bills, insurance statements, etc., with the name of business.
5. A copy of the floor plans for the building showing all exits, room name, occupant load, and dimension of each room.
6. **For a day care center** in an existing building application, Include a floor plan drawn on a minimum 8 ½ x 11 sheet of paper for each floor that indicates the following:
  - Room name and dimension of each room,
  - Number and age of children in each room
  - If there are dividers of any kind within the room, indicate type & height
  - Location & width of all exit doors w/ exit signs or indicated on the drawings.
  - If rooms have doors directly to the outside, indicate whether there are steps or ramp outside of the exit doors
  - Indicate location & number of toilet fixtures.

▪ **TIME-LIMITED OCCUPANCY:**

1. Completed application for certificate of occupancy (DIC 3019),
2. Payment for application fees,
3. A most recent **building fire safety inspection report** showing that there are **no violations of law or orders** pending in the building must be submitted with this application,
4. A copy of the floor plans for the building showing all exits, room name, dimension, and occupant load of each room.

❖ **How to apply for this certificate of occupancy:**

1. Apply online through web portal: <https://icportal.com.ohio.gov/web/ohio/login>  
If you have not registered as a member in the web portal, you must complete the registration process first. Once you are registered, you can follow the screen instructions to apply for the certificate of occupancy and upload all required supporting documents (in .PDF format) in the attachment tab.
2. Apply in paper format:  
Complete the application form (DIC 3019) and mail in, fax in (614) 644-3145, or e-mail in ([BDCCPlans@com.state.oh.us](mailto:BDCCPlans@com.state.oh.us)) the application form along with all required supporting documents.

❖ **Inspection and certificate issuance procedures:**

- Once documentation has been reviewed and application has been processed, you will receive notification **in the mail or e-mail** or **download the acceptance letter from web portal** regarding the procedure to schedule the appropriate structural and electrical safety inspections. Allow up to 5 business days for the processing of the application. Additional questions may be directed to Building Code Compliance at 800/523-3581 or 614/644-2622.

- If DIC structural inspectors determine that a plumbing inspection is required for the day care center requesting for certificate of occupancy, an additional plumbing inspection fee of \$175.00 shall be paid for the plumbing inspection and plumbing inspection shall be completed prior to the issuance of the certificate of use and occupancy.
- Once ALL required inspections are completed, a certificate of use and occupancy will be issued and mailed to the owner. The certificate of occupancy can also be downloaded through web portal.

**Revised 04/02/2019**



# APPLICATION FOR CERTIFICATE OF USE AND OCCUPANCY

1	Type of Certificate of Occupancy: (check one; see definition in the policy or instruction sheet)		
	<input type="checkbox"/> Existing Building (Including daycare)	<input type="checkbox"/> Time-Limited Occupancy for _____ days	
2	Is this building located in an incorporated city, township, or village? <input type="checkbox"/> Yes <input type="checkbox"/> No		
3	Name of Business: _____ County: _____		
	Building Address: _____ City _____ Zip _____		
	Direction to building: _____		
4	Building owner _____ Attention _____		
	Address _____ City _____ State _____ Zip _____		
	Phone _____ Fax _____ E-mail: _____		
5	Applicant _____ Attention _____		
	Address _____ City _____ State: _____ Zip _____		
	Phone _____ Fax _____ E-Mail: _____		
6	Building Information: (Required to be shown on the certificate of occupancy)		
	Use group(s) _____ Construction type: _____ Building area (sf) _____		
	Mixed use groups? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Separated <input type="checkbox"/> Non-Separated		
	Building height (ft) _____ No. of Stories? _____ Storage height (ft)? _____ Occupant Load? _____		
	Type of fire protection system: (Provide names of system; i.e., NFPA 13, NFPA72, etc.)		
	Building sprinkler: _____ Sprinkler demand @ base of riser (PSI): _____		
	Limited area sprinkler _____ Type 1 hood sprinkler? _____ In-rack sprinkler: _____		
	Building fire alarm: _____ Fire detection system? _____ Smoke detection? _____		
7	<b>Required supporting documents: (All documents are required; see instructions for details)</b>		
	<input checked="" type="checkbox"/> Proof of building use group	<input checked="" type="checkbox"/> Most recent fire safety inspection report	<input checked="" type="checkbox"/> Floor plans
8	For Time-Limited Occupancy application only:		
	Current building use group: _____ Proposed new use group: _____		
9	Fees to be Paid (Minimum 2 inspections)		10
	Structural safety inspection:	\$150.00	<input type="checkbox"/> Owner <input type="checkbox"/> Agent for the owner
	Electrical safety inspection	\$150.00	and all information contained in this application is true, accurate, and complete to the best of my Knowledge.
	Board of Building Standards fees	\$10.00	
	<b>Total fee due: \$310.00</b>		
11	Fee Paid by: (check one applicable)		Signature: _____
	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit card <input type="checkbox"/> ISTV		Print name _____ Date _____
12	<b>THIS AREA IS FOR OFFICIAL USE ONLY</b>		
	Date Received: _____	CPA No. _____	Mail-In <input type="checkbox"/> Walk-In <input type="checkbox"/>
	Check Number: _____	Verification No.: _____	Processed by: _____

DIC 3019 Revised 04/02/2019

## INSTRUCTIONS FOR COMPLETING APPLICATION FOR CERTIFICATE OF USE AND OCCUPANCY (DIC #3019)

**Application Directions:** All boxes, 1 through 11, must be completed in full or the application will be returned. Please type or print legibly (in blue or black ink). Application forms are also available on our website: [www.com.ohio.gov/](http://www.com.ohio.gov/)

1. Check the type of certificate of use and occupancy that you are requesting.
    - **Time-Limited occupancy:** For an existing building or structure that you wish to use or occupy a portion of the building for a use occupancy purpose other than what it was originally approved for a limited period of time per section 111.1.5 Ohio Building Code. You must specify how many days that you wish to occupy the building or structure for the new use occupancy purpose.
    - **Existing building occupancy:** For an existing building that you wish to receive a new certificate of use and occupancy because you have misplaced or lost the original one or as required by other local authorities. **Existing buildings with alterations, additions, or change of use and occupancy to an existing building are not qualified for this application.**
  2. Is the building located in a city, township, or village?
  3. List exact title of project or name of business. Provide specific address and location including tenant space, suite numbers, floor number, crossroads, landmarks or any other directional guides.
  4. List the owner of project, their address, telephone, and a contact person.
  5. List the name of submitter, their address, and telephone. Correspondence will be sent to submitter.
  6. Provide all required building information; these are necessary for the new certificate of use and occupancy
  7. **Provide all necessary supporting documents for any existing building.**
    - **Proof of use group can be past utility bills, lease agreement, insurance statement showing the use purpose of the existing building in the past.**
    - **Fire safety inspection conducted by the local fire authority showing no outstanding violations.**
    - **Floor plans must contain all exits, room name, dimension, and occupant load for each room; For daycare center, it must also show the age range of children being cared for in each room.**
  8. For time-limited occupancy application only; provide the use group classification for the existing building and the proposed use group classification.
  9. Fees to be paid at the time of application submission.
  10. Application cannot be processed without the signature of the owner or agent for the owner.
  11. Please list method of payment. Make check payable to: **Treasurer, State of Ohio** if paid by a check.
  12. This space is reserved for official use only.
- **Mail completed application form along with payment and plans to “State of Ohio, Department of Commerce, Division of Industrial Compliance, Bureau of Building Code Compliance, 6606 Tussing Road, Reynoldsburg, Ohio 43068-9009.” or,**
  - **Fax application and all supporting documents to 614-644-3145, e-mail to ([BDCCPlans@com.state.oh.us](mailto:BDCCPlans@com.state.oh.us)) and pay by credit cards. DO NOT WRITE CREDIT CARD NUMBER ON THE APPLICATION. Include a phone number where you can be reached for the credit card information. Once documentation has been reviewed and approved, you will receive notification in the mail regarding the procedure to schedule inspections, or**
  - **Go onto online web portal: <https://icportal.com.ohio.gov/web/ohio/login> to complete the application form and upload all required supporting documents.**

Once all required safety inspections are conducted and passed, a certificate of use and occupancy will be issued and mailed to the applicant. The certificate of use and occupancy will also be available on the web portal for downloading.

