CLERMONT COUNTY OHIO

BOARD OF COUNTY COMMISSIONERS
DAVID L. PAINTER • CLAIRE B. CORCORAN • BONNIE J. BATCHLER
Permit Central/Building Inspection Department

NON-RESIDENTIAL / COMMERCIAL CHANGE OF OCCUPANCY

Parcel I.D. Number

Application Number

APPLICANT AND PROPERTY INFORMATION

Proposed business/tenant name:		
Property address:		
Building/suite number:		
Applicant/Primary Contact:		
Address:		
Contact Information:	Phone:	Email:
Property Owner:		
Address:		
Contact Information:	Phone:	Email:
Existing Use:		
Proposed Use:		

BUILDING AND OCCUPANCY INFORMATION

Stories above grade:	_____
Stories below grade:	_____
Use group classification:	☐ Assembly (A) ☐ Business (B) ☐ Educational ☐ Factory/Industrial (F) ☐ High Hazard (H) ☐ Institutional (I) ☐ Mercantile ☐ Residential (R) ☐ Storage (S) ☐ Utility ☐ Other: _____
Fire suppression system:	□ Yes □ No
Fire alarm system:	□ Yes □ No
Installing a new sign?	□ Yes □ No
Modifying and existing sign?	□ Yes □ No
Serving/selling food?	□ Yes □ No
Plumbing alterations?	□ Yes □ No

Please see back for required documents and plans

Certification: I certify that I am the Owner of Record, or I have been authorized by the owner to make this application for the proposed work as his agent; and we agree to comply with the regulations and ALL applicable laws of the State of Ohio and the County of Clermont.

(Signature of Owner/Applicant) (Print or type name here) (Date)

NON-RESIDENTIAL / COMMERCIAL CHANGE OF OCCUPANCY

REQUIRED DOCUMENTS AND PLANS

Submit the following information with the application. Additional information may be requested during review.

- Complete and sign this application form.
- Digital copy of the existing floor plan identifying current room uses.
- Digital, scaled proposed floor plan showing how the entire building or tenant space will be used.
- Room and space names or numbers and the intended use of each area; include age groups for daycare or educational facilities.
- Location and dimensions of all walls and partitions, including room dimensions and square footage.
- Location of restrooms and plumbing fixtures.
- Location and size of all doors and doorways, and location of windows.
- Display fixtures, counters, cabinetry, and other fixed features, as applicable.
- Location of illuminated exit signs and emergency lighting, if provided.
- Location of fire extinguishers.
- Separate floor plan sheets for basements and each upper story, if applicable.
- Vicinity plan identifying the tenant space within a multi-tenant building, if applicable.
- Floodplain determination and/or Floodplain Development Application, if required.
- Zoning permit or Letter of Approval from the local Township or Village.
- Public Health District approval if the property has a septic system or cistern.

PLAN AND SUBMISSION REQUIREMENTS

- Plans must be provided in digital format.
- Paper copies may be submitted to the office and must not exceed 11 inches by 17 inches.
- Submit application by email to permitcentral@clermontcountyohio.gov, once processed a link will be supplied to you via email to upload the required documents or deliver them to the office.
- The building address and suite number must be displayed on or near the entry door in letters at least 6 inches high, with a contrasting background.

FEES AND INSPECTIONS

- Applicable fees are due as soon as possible, permits will not be issued until all fees are paid.
- A final inspection is required when all life-safety measures are in place.
- The applicant is responsible for coordinating and scheduling required inspections.

EXPLANATION OF MISSING OR INAPPLICABLE ITEMS

If any requested information or item is not included, identify it below and explain why:

_____

_____

_____

_____

NON-RESIDENTIAL / COMMERCIAL CHANGE OF OCCUPANCY

Sample Floor Plan for a Certificate of Occupancy

