



BOARD OF COUNTY COMMISSIONERS

DAVID L. PAINTER • CLAIRE B. CORCORAN • BONNIE J. BATCHLER

Permit Central/Building Inspection Department

CONDITIONAL OCCUPANCY REQUEST

The Ohio Building Code (OBC) and the Residential Code of Ohio (RCO) requires that a VALID Certificate of Occupancy be issued before any building or structure can be used or occupied. The certificate indicates the conditions under which the building shall be used. The building owner shall only use the structure in accordance with the valid Conditional Certificate of Occupancy.

A Conditional/Temporary Certificate of Occupancy can be issued upon request of the owner, if the building is safe and sanitary, that all life safety provisions (means of egress, fire protection (ie: fire sprinkler, fire alarm, etc.), including any special provisions (physical protection of the occupants), etc.) are maintained, and upon payment of a Conditional Certificate of Occupancy fee and any other outstanding fees at the time of the request.

PROJECT ADDRESS _____ DATE _____

JOB NAME _____ PERMIT # _____

I am requesting the Clermont County Building Inspection Department issue a valid Conditional Certificate of Occupancy for the above referenced project. The outstanding work or issues associated with this project are summarized as follows:

Four horizontal lines for listing outstanding work or issues.

These items will be completed and inspected by the Building Department by: _____ (Date)

I certify that all fire and life safety requirements will be maintained throughout the building and that all of the construction areas will be separated with physical barriers from any areas to be occupied by the public. All outstanding issues will be completed and approvable by the date identified above.

(Signature or Owner/Owner's Agent) (E-Mail) (DayTime #) (Date)

(Owner Name or Future Occupant for upcoming closing/sale) (E-Mail) (Day Time #)

Conditional Certificate of Occupancy request granted by _____ (Signature) (Date)