

*City of Beachwood*  
Building Department  
25325 Fairmount Blvd.  
Beachwood, Ohio 44122  
Phone-216-292-1914 Fax- 216-292-1917

### GUIDELINES FOR FINAL OCCUPANCY

The following list contains general information that will be helpful to you in obtaining a complete and timely Certificate of Occupancy.

Make sure that:

1. All permits have been obtained by all sub trades, including but not limited to, the electrical, plumbing, HVAC, sprinkler, etc.
  
2. All "Red Notes" on the approved plans have been addressed and resubmitted for final approval by the City Plans Examiner.
  
3. A BUSINESS OCCUPANCY PERMIT APPLICATION has been signed by the appropriate person and submitted to the Building Department with the \$50.00 application fee.
  
4. All outstanding FEES for plans examination have been paid.
  
5. Carpet data from a testing laboratory, balance reports, and/or all other test reports required to be submitted to the Building Department have been submitted.
  
6. If a SPRINKLER SYSTEM and/or FIRE ALARM SYSTEM are involved, the FIRE INSPECTOR, SHAUN LUTZ, 292-1965, has inspected and approved the installation and signed the occupancy form in the Building Department.
  
7. Sign off by City Engineer and Thomas Kreczko, Staff Engineer.

**NOTE: NO FURNITURE, STOCK, SUPPLIES OR EMPLOYEES are permitted in a construction area until a Business Occupancy permit has been issued.**

**NOTE: If all of the above is not 100% completed, the applicant may apply for a temporary occupancy (good for 90 days).**