

APPLICATION FOR OCCUPANCY PERMIT

In accordance with Ordinance No. 1973-24, the undersigned agrees to cooperate with the Building Department, in arranging for entry at _____, for the purpose of making an occupancy inspection. Failure to cooperate shall be grounds for refusal of an occupancy permit. **This application must be filled out completely.**

The undersigned further agrees to the following:

1. Conditions, surroundings, and arrangements, to be maintained in accordance with all Ordinances and requirements of the Beachwood Fire department.
2. Complete plans and construction details must be filed on all projects for any change of owner, occupancy, and remodeling.
3. **Submit application with \$50.00 filing fee.**

BUILDING OWNER / AGENT: _____

Address: _____

Phone: _____ Contact Person: _____

Email: _____

PROPOSED TENANT: _____

Address of Occupancy Request: _____ Suite Number: _____

Phone: _____ Contact Person: _____

Email: _____

Current Beachwood Business: [] YES [] NO No. Years in Business: _____

Proposed Date of Occupancy: _____ Number of Occupants: _____

Check below indicating reason for occupancy application

New Construction [] Change of Owner [] Alteration [] New Tenant [] Name Change Only []

****Company/Corporation/Business Tax Identification Number** _____
(Required for issuance of Occupancy Permit)

**CLEARLY DEFINE, IN DETAIL, THE OPERATION OF THE BUSINESS, USE GROUP, CLASSIFICATION, ETC;
ATTACH SEPARATE DOCUMENT IF NECESSARY** _____

No person shall occupy a structure before obtaining the required occupancy permit from the Building Commissioner. An inspection shall be performed at the above address and be approved, before the occupancy permit is issued.

Signature of Tenant _____ Date _____

Print Signature _____

*In Case of EMERGENCY Contact: _____ Phone: _____

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:

- All permits have been obtained by all sub trades, including but not limited to, the electrical, plumbing, HVAC, sprinkler, etc. and all have been finalized and approved.
- All “Red Notes” on the approved plans have been addressed and resubmitted for final approval by the City Plans Examiner and Building Commissioner.
- AN OCCUPANCY PERMIT APPLICATION has been signed by the appropriate person and submitted to the Building Department with the **\$50.00 application fee**.
- All outstanding FEES for plans examination have been paid.
- 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.
- If a SPRINKLER SYSTEM &/or FIRE ALARM SYSTEM are involved, FIRE INSPECTOR, 216-292-1965, has inspected and approved the installation and signed the occupancy form in the Building Department.
- Sign off by City Engineer, Joe Ciuni.
- Civils, sewer, sanitary camera tapes, as-builts (approved by City Engineer, GPD).
- All special inspection reports submitted and approved.
- Special reports inspections (soil, steel, welds sign off etc.)
- Back flow reports.
- State certification for all elevators.
- Third party medical gas approval.
- Planning & Zoning landscape drawings.
- Submit commissioning reports.
- State certifications for boiler.
- Sign permits – Directional.
- Approval of Health Department.
- Approval of Beachwood Fire Department.
- Approval of Beachwood Police Department (signals traffic).
- Approval of State Fire Marshall.
- All construction trailers removed and site restored.
- Exterior ADA compliance.

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

NOTE: If all of the above is not 100% completed, the applicant may apply for a partial occupancy.