

Owner: _____

Date: _____

email: _____

Telephone # _____

Cell # _____

Attn: Chief Building Official
County of Summit; Building Standards Division
1030 East Tallmadge Ave.
Akron, Ohio 44310

Re: Owners request for a Commercial Certificate of Occupancy for an existing building located at:

Address

City / Village / Township

Zip code

Proposed Use of Building: _____ **Floor Area:** _____

I am not in possession of an approval for the building located at the above listed address, and therefore I am requesting a Certificate of Occupancy, pursuant to Ohio Building Code (OBC) Sections 110 and 3406. I have been the owner / authorized agent of the above listed property since _____. Previous known use(s), tenants and / or occupants of the building has been _____.

I understand my responsibility as the building owner includes, providing documented proof for your review and acceptance, regarding any previous use(s), tenants, and / or occupants of the building. Additionally, to the best of my knowledge the County of Summit, Department of Building Standards has no outstanding orders pending against this property.

For your reference, I have included a floor plan (evacuation plan), which indicates the use of each room or area of the building for which I am requesting approval.

I am enclosing payment (**\$247.20**) for a **Special Inspection**, and I understand that you will need to inspect the premises for serious hazards (life-safety). You may contact my office to arrange a time for this inspection to be conducted.

Signed: _____

Title: _____

Signed and subscribed in my presence this _____ day, of _____ 2009.

Notary Public

4/09 jml