

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 Residential (One-Two or Three-Family Dwelling unit) 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 the Residential Code of Ohio (RCO) Sections 110 and 115. I have been the owner / authorized agent of the above listed property since _____. I am requesting approval for the building to be utilized as, _____.

Attached to this letter is my request for approval from the local Zoning Department and other agencies (both local and state) as required. 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 (**\$161.60**) for a **Special Inspection**, and I understand that you will need to inspect the premises for serious hazards (life-safety). You may contact me 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