



BUILDING DIVISION

COMMERCIAL CHANGE OF OCCUPANCY

APPLICATION FORM

64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666

DATE _____ PARCEL # _____ PERMIT # _____

(Office use only.)

APPLICANT/PROJECT CONTACT

COMPANY NAME _____ CONTACT _____

ADDRESS _____
(Include Suite #)

CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____

BUSINESS INFORMATION

BUSINESS NAME _____

NEW BUSINESS ADDRESS _____
(Include Suite #)

CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____

PREVIOUS BUSINESS ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____

PROPERTY OWNER

COMPANY NAME _____ CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____

BUILDING INFORMATION

NAME & DESCRIPTION OF PROPOSED BUSINESS _____

NAME & DESCRIPTION OF PREVIOUS BUSINESS _____
(If known)

GROSS SQUARE FOOTAGE _____
(of new location)



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USE GROUP CLASSIFICATION

- ASSEMBLY A- _____
- HIGH HAZARD H- _____
- STORAGE S- _____
- BUSINESS _____
- INSTITUTIONAL I- _____
- EDUCATIONAL _____
- MERCANTILE _____
- FACTORY/INDUSTRIAL F- _____
- RESIDENTIAL R- _____
- UTILITY _____

- Fire Suppression System YES NO
- Fire Alarm System YES NO
- Installing a new sign? YES NO
- Modifying an existing sign? YES NO

STORIES ABOVE GRADE _____ STORIES BELOW GRADE _____

In consideration of permission granted I/We agree to construct said work in all respects in conformity with all applicable codes and regulations of the City of Westerville. Please remember that the applicant is responsible for coordinating and scheduling the required inspections on this permit.

SIGNATURE OF APPLICANT/PROJECT CONTACT
Also sign p. 3

DATE

PRINTED NAME

PHONE NUMBER



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APPLICATION CHECKLIST

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(OFFICE USE ONLY) PERMIT # _____

Please ensure that you have included the following listed items with your application.

(If *online submission*, follow the instructions & requirements in the *Submission Guide* and submit through the *Online Plan Submission Portal*, both of which are accessible from the [Forms & Applications](#) website).

- Completed application form.
- Building Plans:** plans with the correct address & suite # and of sufficient clarity to indicate how the proposed business intends on utilizing the entire building or space within the building. *Note: The floor plans shall be drawn to a scale, and shall show all rooms/spaces and their designated usage, including doorways, windows, display fixtures, counters, and cabinetry.* If paper submission, three (3) sets properly bound required.
- Site Plan:** survey-based plot plans/site plans showing the parking and common areas. *Note: this item may be waived in certain circumstances.* If paper submission, three (3) sets properly bound required.

If applicable, please describe the information and items not included and the reason(s) why. Incomplete applications will not be accepted.

Note: Fees are not paid until approval but for a list of current fees, visit the [Commercial Permit Fees](#) page (accessible from the *Forms & Applications* website in the **Building Permit Applications** section).

By signing below I agree that I have presented all of the items requested in this checklist and that failure to do so may result in an incomplete application, which will be rejected.

SIGNATURE OF APPLICANT

DATE



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When a new business wishes to move into an existing building, a Change of Occupancy permit is required prior to taking occupancy. The purpose of a change of occupancy permit is to ensure the business/proposed use is permitted at the proposed location. The zoning department review will determine if the business is permitted at the site, and if the parking requirements can be met. The building department review will ensure the business is permitted at the site and if the parking requirements can be met. The building department will ensure the business/proposed use can operate safely within the proposed building or space.

LIMITATIONS

- A Change of Occupancy permit is limited to a business that wishes to move into an existing building or space in its current condition and floor plan. The proposed business can perform cosmetic changes such as painting or new floor finishes. However, there can be no alterations or additions of any type to the interior or exterior of the building.
- If an alteration or addition is planned by the proposed business owner/contractor, they are required to seek out a registered architect and apply for a tenant finish building permit.
- A Change of Occupancy permit is limited to a business that wishes to move into an existing building or space that was previously occupied by a similar use. For example: a mercantile business may occupy a building or space that was designed and previously used for a mercantile business. If a restaurant wishes to occupy a building or space that was designed and previously used for a mercantile business they must seek a registered architect and apply for a building permit to convert the space to meet the needs of a restaurant.
- Residential houses cannot be converted to commercial business spaces unless the business seeks out a registered architect and applies for a building permit to convert the house, and to meet the applicable building and zoning codes.
- If a business wishes to change existing signage, or install a new sign, a sign permit will have to be obtained in addition to the change of occupancy permit.

INSPECTIONS

- After a Change of Occupancy permit has been approved and issued. The business/applicant shall call 614.901.6650 (option #4) to schedule an inspection of the building or space. This inspection shall occur prior to the opening of the business.
- New signage will require an inspection as well. *Note: access to the sign may be required to verify anchorage to the structure.*

NEED HELP?

- If you have questions, please call (614) 901-6650 (option #4) and ask to speak with a building inspector for building issues or a Planner for any zoning issues.

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for example purposes only

