



City Of Willoughby Building Department
One Public Square Willoughby, Ohio 44094
P: (440) 953-4118 (440) 953-4119

Certificate of Occupancy

Conditional Use Permits are required for certain types of main uses, so classified because of their uncommon or unique characteristics, infrequency of occurrence, large area requirements or for other reasons. Such use shall not be permitted by right.

When Applying For A Certificate Of Occupancy

A new business located in the City of Willoughby shall not open for business unless or until a Certificate of Occupancy has been approved and issued by the Chief Building Official.

Do's

The following list is a general checklist for your reference to ensure a smooth transition into the City and opening of your business.

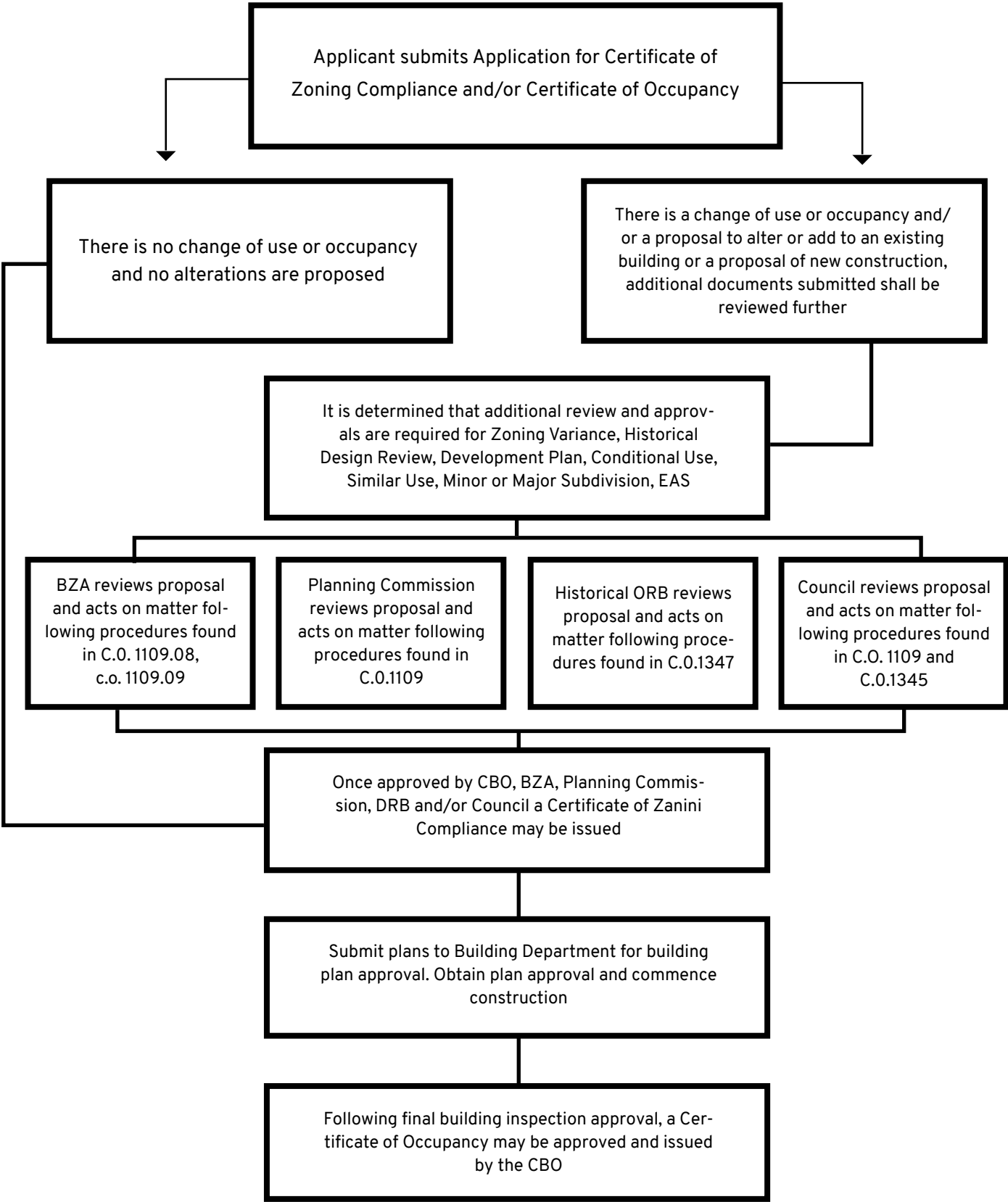
1. Verify the zoning classification of the property. Determine whether additional approvals may be necessary. (Planning Commission for a Conditional or Similar Use Permit, rezoning, text change, etc.)
2. Determine if a zoning variance will be required from the Board of Zoning Appeals.
3. Determine if the property is located within the boundaries of the Historical District.
4. Obtain building, plumbing, heating or electrical permits and inspections for any alterations or repairs made to the building to accommodate your business.
5. Submit proposed signage for review and approval by the Sign Review Board prior to obtaining a sign permit. Permits are required prior to the installation of any signage.
6. Complete an application for a Certificate of Occupancy including the emergency contact form.
7. If you are not registered already, then register your business with RITA for tax purposes.
8. Obtain approval from the Lake County Health District for any vendor, food service, etc. licenses.

Don'ts

1. Do not occupy (open for business) until a Certificate of Occupancy has been issued.
2. Do not hang or display temporary signage without first obtaining a banner permit. Banners are permitted to be located on the building only. Pennants, flags, lawn signs or inflatable displays are not permitted.
3. Do not make any alterations, additions or improvements prior to obtaining the required permits.

If you have any questions or are uncertain, it is always best to call and inquire.

Flow Chart- Certificate Of Zoning Compliance And Occupancy



Instructions and Floor Plan Requirement

Certificate of Zoning Compliance

Excavations or site improvements shall not be started, or buildings or structures shall not be erected, moved, constructed, reconstructed, enlarged, or structurally altered until a Certificate of Zoning Compliance has been applied for and issued by the Building and Zoning Inspector.

Certificate of Occupancy

Land or a building which has been erected or altered shall not be occupied or used until a Certificate of Occupancy has been applied for and issued by the Building and Zoning Inspector.

Do not occupy (open for business) until all required certificates have been issued.

Do not display banners, window signs or temporary signage without a permit.

Do not make alterations, additions or improvements prior to obtaining required plan approvals.

Please Submit the Following:

1. This Completed Application Form.
2. Inspection Fee of \$50.00 where indicated.
3. Two (2) Copies of a Site Plan -(Required for all applications except for existing building with no change of use or alterations.) Site plan must be drawn to scale and shall include the property boundary lines, all structures located on the property, size of all structures and distance of all structures to the property boundary lines, driveways and parking areas and spaces. Additional plans are required for review by Building Department, Planning Commission, etc.
4. Two (2) Copies of Interior Floor Plans -(Required for all applications except for existing building with no change of use or alterations.) Interior floor plans must be drawn to scale and include paths of egress, room description and any fire suppression systems. Additional plans may be required for review by Building Department, Planning Commission, etc.

Application Instructions:

1. Property: Identify the most common use of the property.
2. Provide the property address including the suite or sub lot.
3. Provide the property Parcel Identification Number (PIN) assigned by the Lake County Auditor. This information may be obtained from the Lake County Auditor at www.lake.iviewauditor.com
4. Provide the property zoning designation assigned by the City of Willoughby. This information may be obtained from the City of Willoughby at www.willoughbyohio.com/building-department
5. Provide the current or previous use of the property. If the property is currently vacant then the last known use of the property and the length of time in which the vacancy has occurred.

6. Provide the proposed use of the property. Give details for non-residential uses including hours of operation, any type of outdoor use or activity, etc.
7. Provide property owner information.
8. Provide applicant information if other than owner.
9. Signature of person authorized to and making this application.

(next page)

City of Willoughby, Ohio - Building and Zoning Department Certificate of Zoning Compliance - Certificate of Occupancy Application

Fee: \$50.00 (Where indicated below) Yes No Application No. _____ Permit No. _____

I hereby request Certificate(s) of: For the following reason: (check one) Zoning Compliance Occupancy

Existing Building with no change of use or alterations. Submit Police Emergency Form only.

Existing Building with change of use or occupancy. Requires interior floor plan review, inspection and fee. Submit Police Emergency Form & Appendix A. (parking spaces only).

Existing Building with alterations or addition. Requires plan review and inspection. Submit Police Emergency Form & Appendix A.

New Construction. Requires plan review and inspection. Submit Police Emergency Form & Appendix A.

Property Information

Check One: Residential Non-residential Mixed Use

Address _____ Suite S/L _____

Pin No. _____ Zoning District _____ Current or Previous Use: _____

Proposed Use: (give detailed description)

Property Owner Information

Name _____ Email _____

Address _____

City _____ State _____ Zip _____

Business Phone: _____ Fax _____

Applicant Information: (if other than owner)

Name _____ Email _____

Business/Tenant Name _____

Address _____

City _____ State _____ Zip _____

Business Phone: _____ Fax _____

Authorizing Signature

"I certify that all of the above information and all statements, information and exhibits that I am submitting in conjunction with this application are true and accurate to the best of my knowledge."

Name _____ Signature _____ Date _____

Appendix A

Required for all applications except for existing building with no change of use or alterations. Complete all applicable information.

Property Information	Existing	Proposed	Required office use only
Lot Area (acre/square feet)			
Lot Frontage Width (ft.)			
Lot Depth (ft.)			
Number of Dwelling or Rooming Units			

Building & Parking Setbacks	Existing	Proposed	Required office use only
Front Yard - Building Setback (ft.)			
Rear yard - Building Setback (ft.)			
Interior Side Yard (L/R) - Building Setback (ft.)			
Total of Both Side Yards Together (ft.) Corner			
Corner Side Yard - Building Setback (ft.)			
Front Yard - Parking Setback (ft.)			
Side Yard - Parking (Left/Right) Setback (ft.)			
Rear Yard - Parking Setback (ft.)			

Building Height	Existing	Proposed	Required office use only
Principal/Main Building			
Additional Principal/Main Building			
Detached Garage			
Other Accessory Structure			

Appendix A

(continued)

Parking Spaces	Existing	Proposed	Required office use only
Number of Enclosed Spaces			
Number of Open Spaces			
Number of Handicap Designated Spaces			
TOTAL NUMBER OF PARKING SPACES			
Turn Around Provided (where required)			

LOT COVERAGE Building Area + Imperveous Surface Area	Existing	Proposed	Required office use only
Principal or Main Structure Area			
Detached Accessory Garage Area			
Detached Accessory Shed Area			
Detached Accessory Structure - Other			
TOTAL BUILDING AREA			

Hard surfaced areas not roofed: asphalt, concrete, decking, pavers, etc.

Sidewalk Area (sq. ft.)			
Driveway Area (sq. ft.)			
Patio or Deck Areas (sq. ft.)			
Other Impervious Areas			
TOTAL IMPERVIOUS SURFACE AREA			
TOTAL LOT COVERAGE			

For Office Use Only

Date Submitted	Approval Type Required	Date Approved	Approval By
	Zoning Compliance		
	Board Of Zoning Appeals		
	Planning Commission <input type="checkbox"/> Development Plan <input type="checkbox"/> Cup <input type="checkbox"/> Lot Split <input type="checkbox"/> Minor/Major Subdivision		
	Council - EAS		
	Historical Design Review		
	Building Final Inspection		
	Electrical Final Inspection		
	Mechanical Final Insection		
	Sewer Final Inspection		
	Plumbing Final Inspection		
	Fire Dept. Final Inspection		
	Cert. of Zoning Compliance		
	Certificate of Occupnacy		