



CITY OF SOLON
NON-RESIDENTIAL CERTIFICATE OF OCCUPANCY PROCEDURES
(Section 1424.07 City of Solon Building and Housing Code)

No furnishings or equipment shall be moved into the building or onto the premises prior to the issuance of a *Certificate of Occupancy*.

CHANGE OF OWNER and/or TENANT (*Taking existing space as is*)

1. To ensure the proposed use is permitted in accordance with all city codes, submit the *Application for Certificate of Occupancy-Non-Residential Use* to the Building Dept. for distribution to city departments; the review may take up to ten (10) business days.
2. Upon receipt of all initial department approvals, the Building Department will contact you to schedule an inspection date and time. The Building and Fire Prevention Inspectors will note any code violations (if any) and a copy of each report shall be given to you at the time of the inspection.
 - 2a. Any field identified code deficiencies may require a separate permit and approval prior to the work being corrected.
3. Once all code requirements/violations are corrected, you are required to contact the Building Department to schedule a re-inspection.
4. Upon verification that all code requirements are met, the Building Department shall issue a *Certificate of Occupancy* at which time you are permitted to occupy the space.

CHANGE OF OWNER and/or TENANT (*Alterations requiring a permit*)

1. Prior to incurring costs associated with preparing construction plans, follow Steps 1 & 2 above to ensure the proposed use is permitted in accordance with all city codes.
2. Upon notification from the City that the use is permitted, five (5) sets of construction plans and an *Application for Permit* are required to be submitted for distribution to city departments; the review may take up to ten (10) or more business days.
3. The City will forward any code review comments to the applicant so that the construction plans can be revised and resubmitted (if required).
4. Once the construction plans are approved, the Building Dept. will issue a Building Permit.
5. You are required to contact the Building Department for an inspection. More than one inspection may be required as determined by the Building and Fire Departments.
6. Upon verification that all code requirements are met, the Building Department shall issue a *Certificate of Occupancy* at which time you are permitted to occupy the space.

**NOTICE TO APPLICANTS
FOR SITE PLAN APPROVAL, BUILDING PERMITS AND
CERTIFICATES OF OCCUPANCY RE:**

SANITARY SEWER CONNECTION FEES

A sanitary sewer connection fee (tap-in fee) or fee increase may be applicable to your project if you need an initial connection to the City's sanitary sewer system, if you are adding on to the building, or if the use of the facility changes. The following are examples of projects that may incur sanitary sewer connection fees.

- New construction
- Building addition
- Expansion into additional existing space
- Change in use of existing facility
(Examples: changing use from retail to restaurant space, converting warehouse to office)
- Adding seating capacity (restaurants, assembly areas for religious institutions)

If your project involves site work, submit site and/or civil drawings directly to the Engineering Department at the time you submit to the Building Department. The Engineering Department will calculate the proper fees and will forward a letter describing the fees to you.

For information about potential sanitary sewer connection fees, please contact the Engineering Department at (440) 349-6745.

Application for Certificate of Occupancy-Non-Residential Use
City of Solon, Ohio

Application No. _____ Building Permit No. _____

No City permits shall be issued, no occupancy of a tenant space or premises shall occur, and no site inspections by City officials shall be made, until and unless the project or use is approved by the City of Solon Director of Planning and/or his/her designee as indicated by the signature provided below, unless otherwise explicitly approved by the City of Solon Director of Planning and/or his/her designee.

Date _____

Parts I through VI shall be completed, signed, and submitted to the City of Solon Building Dept. for review by city departments, which may take up to ten (10) business days. Review is required per Section 1424.07 of the City of Solon Building and Housing Code.

Part I Applicant Information

- New Tenant Existing Tenant (interior expansion, reduction, relocation) Existing Tenant (change in business name)
 Building Owner change Condominium Owner Change Other _____

Business Name/Corporation (also include dba name) _____ Property Owner's Name _____

Business Address (Unit/Suite to be Occupied) _____ Property Owner's Address _____

Contact Person _____ Contact Person _____

Ph. () _____ Fax () _____ Ph. () _____ Fax () _____

Email: _____ Email: _____

Website: _____ Website: _____

Part II Description of the business operations/use

New Use: What does your business do and how does it operate? (products, services, etc). Attach additional explanation, if needed.

Previous Use: What was the prior use of this space?

Part III Use/Square Footage Total Square Feet to be occupied: _____ sq.ft.

Use: **Warehouse and/or Assembling** Square Feet _____ What type of materials are proposed to be warehoused, stored, or utilized on the property? Describe the storage configuration & height (floor, rack)

Use: **Manufacturing** Square Feet _____ What type of manufacturing is proposed?

Use: **Commercial/Retail** Square Feet _____ What type of commercial/retail activity is proposed?

Use: **Office** Square Feet _____ What type of office use is proposed?

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Part IV *Employees*

Total No. of Employees _____, (full-time _____, part-time _____, seasonal _____)
 If multiple shifts, number of employees by shift: 1st _____ 2nd _____ 3rd _____

Part V *Tenant Space Alterations*

Are any alterations to the floor plan or structure proposed? **Yes / No** Examples include adding, removing, relocating interior or exterior walls, windows, or doors, converting warehouse space to office space, modifying electrical or plumbing, etc. If **Yes**, please describe below. If alterations that require a permit are proposed, upon receipt of all initial city approvals in Part IX below, five (5) sets of construction drawings and an Application for Permit are required to be submitted to the Building Dept.

Part VI *Acknowledgement and Signature*

By signing below the applicant certifies that the information presented in this application is true and accurate. It is also understood that if any information provided by the applicant is found to be inaccurate, the application may become void. The Building and Fire Dept. inspection of the premises will be scheduled after the applicant signs and agrees to any and all Zoning Approval Contingencies (if any) in Part VII below. **The applicant further hereby understands and agrees that no portion of the premises shall be occupied without first obtaining a Certificate of Occupancy.** The Zoning Use Approval (Part VIII) shall be valid for a period of ninety (90) days commencing on the date of such approval.

Signature of Applicant _____ Printed Name _____ Date _____

Stop! Submit this application to the City of Solon Building Department.

Part VII *Zoning Approval Contingencies (if applicable)--CITY USE ONLY*

I have read, understand, and agree to the Zoning Approval Contingencies listed above in Part VII.

Signature of Applicant _____ Printed Name _____ Date _____

Part VIII *Zoning Use Approval--CITY USE ONLY*

Zoned: _____ Approved: _____ Date: _____
 Denied: _____ Date: _____

Part IX *City Approvals--CITY USE ONLY*

34200 Bainbridge Road, Solon, Ohio 44139

Engineering	Planning	Fire Prevention	Building
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Building Dept. Ph: (440) 349-6737 Fax (440) 349-6322
 Engineering Dept. Ph: (440) 349-6745 Fax (440) 349-6354

Planning Dept. Ph: (440) 349-6327 Fax (440) 349-6330
 Fire Prevention: Ph: (440) 337-1482 Fax (440) 349-6337