



EXISTING BUILDING CERTIFICATE OF OCCUPANCY INSTRUCTION SHEET

City of Sandusky, Division of Building

240 Columbus Avenue, Sandusky, Ohio – 419.627.5940 – building@cityofsandusky.com

Submit one application for each building or structure. Please print or type. All sections must be completed.

INSTRUCTIONS FOR OBTAINING A CERTIFICATE OF OCCUPANCY FOR AN EXISTING BUILDING

According to the 2011 Ohio Building Code Chapter 1, Section 111, the **owner** of an existing building may request the issuance of a Certificate of Use and Occupancy. Upon written request from the owner, the building official shall issue a certificate of occupancy, provided there are not violations of law or orders of the building official pending, and it is established after inspection and investigation that the alleged occupancy of the building or structure has heretofore existed. For further information regarding the 2017 Ohio Building Code, it is available via the web:

[https://codes.iccsafe.org/search/?category\[\]=Ohio&page=1](https://codes.iccsafe.org/search/?category[]=Ohio&page=1)

The following documentation must be included with the application:

1. Written request from the **owner** of the building stating the use of the building as it has been known to the public for a minimum of 2 years and include intentions of building present and future. (Proof may be a copy of utility bills; insurance statement; etc.)
2. The most recent fire safety inspection report for the building. Or call the City of Sandusky's Fire Marshal to schedule inspection, 419.627.5823, if a recent safety inspection has not been completed.
3. Include a floor plan drawn to scale (on an 8½ x 11 sheet of paper) that indicates the following:
 - Name of business and type of use
 - Room names and use of each
 - Room dimensions
 - Table & chair (furniture) layout diagrams
 - Location & widths of all exit doors
 - Verify if the building is sprinkled or not
 - Indicate location & number of toilet fixtures
4. Complete the City of Sandusky application for Certificate of Plan Approval Not Requiring Plans Form which can be obtained from the permitting office – call 419.627.5940 for more information.
 - Scope of Project (box #1) – Structural, Electrical and Plumbing
 - All sections of the application **MUST** be completed. ("Same" is not acceptable)
 - Check the box in #2: "Certificate of Occupancy for existing structure"
 - A check made payable to the City of Sandusky in the amount of \$257.50 for inspection.
5. Once documentation has been reviewed and application has been processed, an inspector will call you to schedule inspections.
6. Send or bring your application and documentation with payment to:

***City of Sandusky
Division of Building
240 Columbus Avenue
Sandusky, Ohio 44870***
7. Additional questions may be directed to the Building Department at building@cityofsandusky.com or 419.627.5940.