

SCOTT MESSER
Director

Construction Industry Communication #33

From: Amit Ghosh, Chief Building Official
Re: Certificate of Occupancy Replacement Procedure
Date: March 31, 2009

Background: To help streamline the issuance of the replacement of Certificates of Occupancy.

Memorandum: **PERMIT APPLICATION AND DESCRIPTION OF USE:**

Applicant must submit a completed building permit application and two (2) copies of the floor plan of the building with the following minimum building code information (the services of an architect/engineer may be required):

- Use group
- Construction type
- Room designations (names)
- Occupant load (Daycares must identify each room or space with number of children and the ages, either 2 ½ years and younger or older than 2 ½)
- Exit door location(s) and size(s)
- Doors equipped with panic devices - required in "A and E" use groups. g.) Exit sign/emergency lighting locations
- Fire Alarm Systems: drawings should identify if the building has a fire alarm system. Fire alarm system must be checked and tagged by a licensed fire alarm company within the past twelve (12) months.
- Fire Suppression System(s) - drawings should identify if the building has a fire suppression system. All suppression systems must be checked and tagged by a licensed fire suppression company within the twelve (12) months, i.e. sprinkler systems, kitchen hoods, stand pipes, fire pumps etc.

REQUIRED FEES AND INSPECTIONS

- Applicant applies for "Certificate of Occupancy when not associated with building permit" (house CAP ID code: FCO) – See current fee schedule

Applicant must have a copy of the approved plans, building card and inspection reports (if applicable) available for inspectors use during the inspection.

NOTE: All pending violations of law or orders of the building official must be resolved and it must be established after investigation of the City of Columbus building history and a site inspection that alleged occupancy of the building or structure has previously existed. If it is determined the occupancy has not previously existed the applicant will be notified that a building permit for a Change of Use" is required.

PERMITS AND ADDITIONAL INSPECTIONS ARE REQUIRED TO CORRECT SERIOUS HAZARDS IDENTIFIED DURING THE INSPECTION PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY.

Revised 6/6/12