

CITY OF BEAVERCREEK

CERTIFICATE OF USE COMPLIANCE ZONING PERMIT

Date _____

Permit _____

Fee _____

1. Address of Property _____ Zoning District _____

2. Lot No. _____ Subdivision _____ Section _____ Parcel ID B42000__00__00__00

3. Name of Property Owner _____ Telephone _____

4. Business Name (DBA) _____ Telephone _____

5. Business Owner _____ Telephone _____

6. Business Owner's Address _____

7. Proposed Activity or Use _____

Type of Use: Office Office/Research Commercial Industrial

Other _____

8. Gross Floor Area _____

9. Number of Parking Spaces Allocated For This Use _____

10. Tenant space being made larger or smaller? Yes No NOTE: If yes, additional \$100 fee and a set of construction drawings showing all interior and exterior work being done is required.

11. Name of Contractor _____ Telephone _____

12. Estimated Cost of Remodeling/Tenant Improvement work \$ _____

13. Brief Description of Remodeling/Tenant Improvement to be done _____

I hereby certify that I am the property owner, or am authorized to act as the owner's agent in obtaining this permit. I further certify that all of the information and attachments submitted with this application are true and correct to the best of my knowledge and that the property owner is responsible for locating and verifying all property lines and boundaries. I understand that if this information is incorrect or incomplete, any permit issued may be invalid and the property owner may be required to remove this structure at his/her own expense. I hereby consent to the inspection of the subject property and of any buildings or structures relevant to this application. Any deviation from the approved plans will require submission and approval of the revised plans.

Applicant's Email Address (Please print)

Applicant's Signature

This application is: Approved Disapproved

Planning Department Date

Remarks: _____

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When is a Certificate of Use Compliance required?

A Certificate of Use Compliance is required prior to the occupancy of a new commercial or industrial building, or the re-occupancy of an existing commercial or industrial building.

When is a Remodeling Permit required?

A Remodeling Permit is required prior to any interior alterations to a building within the City. Interior alterations must not change the building's size or square footage, and cannot include any new building construction.

What do I have to do to receive a Certificate of Use Compliance?

To receive a Certificate of Use Compliance, an application must be completed in full and submitted to the Planning and Zoning Department along with the application fee. The applicant is encouraged to contact the Beavercreek Fire Department to discuss the application.

How long will it be until I receive notification?

The application will be reviewed in one to two business days and you will be notified by telephone when the application has been approved and the permit has been issued.

What is the next step?

A Greene County occupancy permit is required after you receive a Certificate of Use Compliance from the City. Additional permits may be required by the Beavercreek Fire Department and/or the Greene County Health Department after you receive a permit from the City.

If you have any questions, a staff member in the Planning and Zoning Department is available to assist you Monday through Friday from 7:30 a.m. to 5:00 p.m.