

DIRECTIVE

CERTIFICATES OF OCCUPANCY

TO ALL CONTRACTORS AND BUILDERS

WHILE YOU MAY BE FAMILIAR WITH MOST PROCEDURES FOR INSPECTIONS BY THE BUILDING DEPARTMENT, THERE APPEARS TO BE ONE THAT MANY ARE OVERLOOKING. ONCE THE FINAL BUILDING INSPECTIONS FOR NEW BUILDINGS, ADDITIONS OR CHANGES OF USE ARE COMPLETED, A REQUEST FROM THE BUILDING DEPARTMENT IS SENT TO THE ENGINEERING DEPARTMENT FOR A FINAL SITE INSPECTION. THIS INSPECTION DETERMINES IF IT IS SAFE FOR THE OCCUPANT OF THE BUILDING TO ACCESS THE BUILDING FROM THE STREET.

NO BUILDING IS TO BE OCCUPIED UNTIL A CERTIFICATE OF OCCUPANCY IS ISSUED BY THE BUILDING DEPARTMENT!

THE CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED UNTIL THE ENGINEERING DEPARTMENT HAS MADE ITS INSPECTION. NORMAL TURNAROUND TIME FOR THIS INSPECTION IS FIVE (5) WORKING DAYS. THIS TIME NEEDS TO BE INCLUDED IN YOUR BUILDING SCHEDULE.

IF YOU HAVE ANY QUESTIONS, CONTACT THE BUILDING DEPARTMENT AT 330/971-8100.

PETER E. BELL, P.E.
CHIEF BUILDING OFFICIAL
BUILDING DEPARTMENT
(DIVISION OF ENGINEERING)

JUNE 26, 2002