



Application for Certificate of Zoning Use Permit & Certificate of Occupancy Permit

City of Berea
11 Berea Commons,
Berea Ohio 44017
P:(440) 826-5812
F: (440) 826-4800
buildingdept@cityofberea.org

Many businesses seeking to come to Berea do not realize that it is necessary to obtain various permits prior to opening. These permits ensure that the use of the building in any particular zoning district is permitted and ensure that the health, safety, and welfare of the business owners, employees, and customers are protected.

If such permits are not secured prior to opening, a business runs the risk of being temporarily closed until such permits are successfully obtained.

Please let us help you be compliant with all applicable requirements in order that you may open on time and in a safe environment. If you have any questions or concerns, please contact the Building Department at the number or email address located in the upper right corner of this page.

When opening a new business, relocating a business, or changing the tenancy of an existing business, it is necessary to complete the following application process:

1. **Zoning Use Permit:** This permit confirms that the proposed use of the structure complies with the requirements of the Zoning Code. If you only need to confirm this compliance, complete only the sections of the application related to the Certificate of Zoning Use.
2. **Occupancy Permit:** This permit is also required prior to opening. It ensures that the premises are suitable for occupancy and meets all necessary health and safety regulations.

Important Note: Both the Certificate of Zoning Use and the Occupancy Permit must be obtained before the business can open.

CERTIFICATE OF ZONING USE PERMIT: Pursuant to 101.04 of the City Berea Zoning Code, it shall be unlawful for an owner to use or permit the use of any land or any structure, or part thereof hereafter created, erected, converted, enlarged, or changed, wholly or partly in its use or construction, until the Zoning Administrator shall have issued a zoning use permit.

The zoning permit needs to show that the structure or premises, or part thereof, and the proposed use are in conformity with the provisions of this Code. If the permit does not require the approval of the Municipal Planning Commission, the Zoning Administrator is required to either approve or disapprove the application within 30 days of receipt. In the event that the City fails to notify the applicant that their application has been disapproved, the applicant may submit the request to the Planning Commission. In some cases, the zoning request is required to be submitted directly to the Planning Commission. See Zoning Code Section 101.07(B) for more information.

CERTIFICATE OF OCCUPANCY PERMIT: The Ohio Building Code states that no building or structure, in whole or in part, shall be used or occupied until the building official has issued an approval in the form of a certificate of occupancy. The certificate shall confirm compliance with the Ohio Building Code, Ohio Revised Code Chapters 3781 and 3791 and the purpose for which the building or structure may be used. **The building may not be used until an occupancy permit is issued.**

Once issued, the building owner or tenant is required to maintain all building service equipment in a manner that conforms with the occupancy permit. A certificate of occupancy shall be issued, provided that the structure and appurtenances are in conformance with the law. The Berea Fire Department will also conduct an inspection to ensure compliance with the Ohio Fire Code. Certain uses have additional requirements, so it is imperative that inspections be conducted well in advance of the anticipated opening date.

What is required when applying for a Certificate of Zoning Use and/or an Occupancy Permit?

The following documents must be submitted when applying for a Certificate of Zoning Use Permit and/or a Certificate of Occupancy Permit:

Certificate of Zoning Use Permit

Numbers 1 – 3 below are required when determining whether the proposed use complies with the Zoning Code.

1. Complete the application for a Certificate of Zoning Use and/or Certificate of Occupancy Permit.
2. No fee is required for a zoning use permit*.
*** Be advised additional fees may be required at a later date if Planning Commission is required.**
3. Provide a detailed description/written business plan: **The plan must show how the property is intended to be used. This information is required in order to verify that the proposed “use” complies with the City of Berea’s Zoning Code.**

Certificate of Occupancy Permit

Numbers 1 – 6 below are required when applying for a Certificate of Occupancy Permit, which is based on the Ohio Building Code.

1. Complete the application for a Certificate of Zoning Use and/or Certificate of Occupancy Permit.
2. Payment of the application fee. The applicant will be advised of the total cost upon approval of the application*.
*** Be advised additional fees may be required at a later date if Building Permits are required.**
3. A detailed floor plan for the building and for the areas in which the certificate of occupancy is being requested. The floor plan shall be drawn to scale, showing all exits, exit access, room name, occupant load, dimension of each room, including all display aisles, aisles widths, specific furniture layout, including a seating plan, and fire extinguisher locations. You are encouraged to obtain the assistance of an architect or design professional.
 - a. Provide a Life Safety Plan showing exit access and fire extinguisher locations.
 - b. State in writing whether the building has a sprinkler system, fire alarm, hood suppression, or other required life safety features installed within the space.
4. If the use of the building changes. Additional documentation may be required. For example, if there are structural changes like a wall being removed or upon installation of electrical, plumbing, or HVAC systems or modifications. Disclosure is also required if there are changes to window and door configurations or increases in the size of the tenant space size.
5. A fire inspection report. This is usually completed in conjunction with the Building Department's required inspections pursuant to an application for an Occupancy Permit.
6. For a proposed **Day Care Center** in an existing building, the application shall include a floor plan which is drawn to scale. The floor plan shall be drawn on 11 x 17 sheets of paper for each floor that includes the following:
 - a. Room name and dimensions of each room.
 - b. Number & ages of children that will occupy each room.
 - c. If there will be dividers of any kind within any room, indicate both the type and height of each divider.
 - d. Location and width of all exit doors with exit signs.
 - e. Steps, ramps or level exit discharge to the outside must be included in the plan.
 - f. Designate the locations and number of toilet rooms, toilets and other plumbing fixtures.
 - g. If the building is required to be equipped with a fire sprinkler system, provide information about the type of system to be installed or one that has already installed, and the areas of the structure that are protected by the system.

Inspection and Certificate Issuance Procedures: After the application has been approved and fees are paid, you may schedule the appropriate inspections. A Certificate of Occupancy will be issued only upon a final inspection conducted by the Building and Fire Departments, and any deficiencies resolved.



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Date:	*Office Use Only Certification/Permit Number:	
Business Name:		
Property Address:		
City:	State:	Zip Code:

Owner of Property:	Phone:	
Address:		
City:	State:	Zip Code:
Email:		

Applicant/Tenant Name:	Phone:	
Address:		
City:	State:	Zip Code:
Email:		

Existing Use:	Proposed Use:
Zoning District:	Square footage of the space:
OBG Use Group:	OBG Type of Construction:
Number of dwelling Units:	Number of Available Parking Spaces:

CERTIFICATION (OBC 107.2.5)	
I certify that I am the <input type="checkbox"/> Owner or <input type="checkbox"/> Owner Authorized Agent All information contained in this application is true, accurate, and complete to the best of my knowledge. All official correspondence in connection with this application should be sent to my attention at the address shown above.	
Signature of Owner/Agent	Print or type name

Office Use Only			
Zoning Compliance:	<input type="checkbox"/> Permit Use	<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Referred to Planning Commission
Required Documents:	<input type="checkbox"/> Business Description	<input type="checkbox"/> Floor Plan	Base Fee: \$100.00
Date of Inspection:		Square Footage: \$0.40/100 sq.ft.	
Building Official:		3% BBS Fee:	
		Total Fee Due:	

CERTIFICATE OF OCCUPANCY CHECKLIST

The following listed items are provided as a guide to maintain a reasonable degree of fire and life safety. Any item not listed but noted as an issue of concern by the person evaluating the building or premises should be corrected. Please contact the Building Department if you need help in evaluating your building or premises.

We are here to help.

- **Address / Unit Number must be posted on the front of the building.**
- **Have all abandoned drain/sewer lines been properly plugged or capped?**
- **Are all fire extinguishers properly inspected, mounted and spaced for your building? If you are unsure about the number of extinguishers needed or their spacing, please contact the Fire Marshal's office for assistance at (440) 274-5690.**
- **Is the building's electrical wiring in good repair? Examples: Is there any exposed wiring, and are all electrical panels labeled, and with covers in place? Are there any open holes in the electrical panel or missing breaker switches?**
- **Are all exit doors unobstructed, accessible, and operating easily? NOTE: Only one latching device is allowed on an exit door.**
- **Are all exit and emergency lights working properly?**
- **Are all combustible materials kept a safe distance away from heat producing appliances and equipment or a minimum of 18 inches below the ceiling height?**
- **Storage (Interior) maintained in an accessible neat and organized manner with a minimum 3' aisleways and 18" (with sprinklers) or 24" (without sprinklers) ceiling clearances.**
- **Fire Safety Systems (Fire Alarm, Sprinkler, Kitchen Hood Suppression, Paint Booth, Private Hydrants) up to date with current inspection frequency.**
- **Storage (Exterior) maintained with a minimum 15' separation from a structure.**
- **Is this is a commercial food service or restaurant? If so, have all cooking appliances, vent hoods and suppression systems been serviced, inspected, and tagged? Do you have the proper Health Department Food Certificate to operate the business? Please contact the Cuyahoga County Health Department for more information at (216) 201-2000.**

Contact the Building Inspections Department at (440) 826-5812, or the local Fire Marshal's office at (440) 274-5690 if you have any questions.

Please Note: Your building will be subject to periodic fire and safety inspections by the Fire Marshal's office in accordance with the locally adopted Fire Code, City of Berea Ordinances, and annual Cuyahoga County Health Department Inspections for food establishments.