



2026

11 Berea Commons
Berea, Ohio 44017

Date: October 24, 2025

APPLICATION FOR MULTI-FAMILY OCCUPANCY CERTIFICATE (REQUIRED EACH YEAR)

THE OCCUPANCY PERMIT APPLICATION SUBMITTAL DEADLINE IS DECEMBER 31, 2025.
(You **MUST** submit your application and fee by **December 31, 2025**.)

Multi-family structures are three (3) or more dwelling units in one building and are regulated by Article 2 of the Ohio Basic Building Code, Chapter 4101:2-07 of the Ohio Administrative Code, City of Berea Codified Ordinances Chapter 1347, and National Fire Protection Association 101, Life Safety Code.

The undersigned Owner/Agent hereby makes an application for a Certificate of Occupancy for the Multi-Family Dwelling(s) on the premises described below:

Complex Name:

of Buildings:

Address:

of Dwelling Units Total:

of _____ Efficiencies # of _____ One-Bedroom Units # of _____ Two-Bedroom Units

of _____ Three-Bedroom Units # of _____ Other Units (describe)

Parking Spaces: # of _____ Enclosed # of _____ Not Enclosed # of _____ Handicapped

Smoke Detectors: Total number installed _____ Number in each unit _____

Insurance Carrier: (Fire) _____
(Name, Address & Telephone Number)

(Liability) _____
(Name, Address & Telephone Number)

Name and Address of Owner: _____

_____ Telephone: _____

Email Address: _____

Name & Address of Building Manager or Agent: _____

_____ Telephone: _____

PLEASE COMPLETE PAGE TWO, CERTIFY THE DATE THAT THE SMOKE DETECTORS WERE INSPECTED, SIGN AND DATE.

SMOKE DETECTORS – CERTIFICATION REQUIRED: It has been our experience that in some cases, tenants have disconnected, covered over, or rendered inoperable. You are required to inspect the smoke detector units located in your apartments to ensure that they are operable and to sign the certification below.

CARBON MONOXIDE DETECTORS/ALARMS REQUIRED: Effective July 1, 2014, under the Residential Code of Ohio & the Ohio Building Code Sections 315, approved carbon monoxide alarms shall be installed outside of each separate sleeping area near the sleeping rooms in those dwelling units.

- Having fuel-fired appliances
- Attached garage
- Where an application for approval is required for work involving any of the following areas:
 1. The addition or creation of a new sleeping room
 2. An alteration of a sleeping room
 3. An alteration in the immediate vicinity outside of a sleeping room
 4. An addition of, or an alteration to, an attached garage
 5. An addition, alteration, repair, or replacement of a fuel-fired appliance

As the owner of the property/dwelling units outlined in this application, I hereby state, that:

1. **I hereby certify that the smoke detectors installed in the dwelling units located at the property which are the subject of this application were inspected on _____ and are, to the best of my knowledge, operable;**
2. **I hereby certify that, on or after July 1, 2014, approved carbon monoxide detectors/alarms were installed under the Residential Code of Ohio & the Ohio Building Code Sections 315;**
3. **I understand that:**
 - a. *In the event there is a change in the resident agent or nonresident agent as shown by the certificate of occupancy, the owner shall notify the Building Inspector in writing within thirty days of such change, giving the name and address of the new resident agent or nonresident agent.*
 - b. *In the event there is a change in ownership of record, the certificate of occupancy issued under the provisions of this Housing Code to the former owner shall become null and void within thirty days of the recorded date of such change of ownership and a new certificate of occupancy must be obtained by the new owner. Application for a new certificate of occupancy must be obtained by the new owner.*
 - c. *Any change in the nature or extent of the use or occupancy as specified on the certificate of occupancy shall render the certificate of occupancy null and void upon the occurrence of such change. No such change is permissible under this Housing Code unless such change has been approved by the proper City authorities under this Housing Code and unless a new certificate of occupancy, incorporating such change, has been issued. Any such change without the approval of the proper City authorities will subject the owner, operator, or agent to the penalties provided in this Housing Code.*
4. **That the property/dwelling unit satisfies the provisions of Part 13 of the Codified Ordinances of the City of Berea (housing code).**

I certify that the information given herein is true and complete to the best of my knowledge. I realize that any false or misleading information may subject me to prosecution under Ohio Revised Code Sections 2921.13(A)(3),(A)(5), or 2921.13(A)(6).

Signature of Owner / Agent

Date

CITY OF BEREA

11 Berea Commons • Berea, Ohio 44017
(440) 826-5800

Date: October 24, 2025

Send payment to:

CITY OF BEREA
ATTN: Building Department
11 BEREA COMMONS
BEREA OH 44017

Annual multi-family occupancy permit*

Address:	No. of units	Cost per unit	Amount Due
	Units	@ \$15.00 per unit	\$

TOTAL ENCLOSED

Code: 100.015.4037

**Checks must be made out to the City of Berea*

Questions? Call the Building Department at 440-826-5812
