



City of North Royalton

Mayor Robert A. Stefanik
Community Development, Building Division
Dan Kulchytsky Building Commissioner

11545 Royalton Road, North Royalton, OH 44133

Phone: 440-582-3000

Fax: 440-582-3089

CERTIFICATE OF OCCUPANCY APPLICATION

1. This request for a Certificate of Occupancy is made for the following property:

Street Address and Tenant Space

Occupant, Business or Tenant Name

Permanent Parcel Number

Zoning District and Ward

2. Description of the structure and space(s) to be occupied:

Note 1. The Construction Type refers to the Ohio Building Code designations: IA, IB, IIA, IIB, IIIA, IIIB, IV, VA and VB.

Note 2. The Use Group refers to the Ohio Building Code designations: A1-A4, B, E, F1, F2, H1-H4, F1-F5, I1-I4, M, R1-R4, S1-S2 and U.

Construction Type

Total Area (square footage) to be occupied

Primary Use Group

Area (square footage) to be occupied by the Primary Use Group

Secondary Use Group

Area (square footage) to be occupied by the Secondary Use Group

If this is a Mixed Use then specify type (Separated/ Non-separated)

Number of Employees

3. Property Owner:

Name

Name of Business (if applicable)

Address

Phone

City, State and Postal Code

Email (electronic mail)

4. This request is being made by the following responsible party (Owner / Authorized Representative):

Name

Name of Business (if applicable)

Address

Phone

City, State and Postal Code

Email (electronic mail)

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5. Narrative description of the proposed use.

6. What was the space previously used for?

7. Submission Requirements - The applicant shall include a scalable or dimensioned drawing showing the extent of the occupancy. Show all doors, windows, walls and label all rooms/spaces. Submit a site plan showing parking and site amenities.

8. RITA Submission Requirement - Complete the Regional Income Tax Agency BUSINESS REGISTRATION FORM 48 and submit the completed form directly to RITA. Questions regarding this form can be referred to the phone number at the bottom of the RITA application. Applications can be downloaded from www.RitaOhio.com or <https://www.ritaohio.com/Businesses/Home/FormDownloads>.

The Building Division or its agent(s) is hereby authorized to enter upon the property for which this occupancy is sought. Any such inspection shall be conducted between the hours of 9 a.m. and 4 p.m. on any day of the week and shall be coordinated with the Owner and/or Authorized Agent. I further understand that any misrepresentation of data or facts or violations of the Ordinances of the City of North Royalton are cause for refusal, suspension or revocation of this license if issued.

Signature, Printed Name and Title

Date

For Office Use Only

Inspection Date

Occupancy

Approved for processing by Building Commissioner

Date

Notes:
