



Business Occupancy Permit Application (Revised July 2008)

Date Stamp

CITY OF FAIRBORN Building Inspection Division

44 W. Hebble Ave • Fairborn, OH 45324 • •937-754-3050 • fax 937-754-3051 • Email: bldginsp@ci.fairborn.oh.us

Project Address _____

Lot # _____ Parcel ID # _____ Subdivision _____

Zoning District _____ Flood Plain Yes No Wetlands Yes No

Contact Name/ Applicant Name _____ Phone _____

Address _____ Alternate Phone _____

City, State and Zip Code _____

Business Name _____ Phone _____

Nature of Business _____ Email _____

EMERGENCY CONTACT _____ **EMERGENCY PHONE** _____

Tax ID. # _____ Former Business at this Address _____

Square Footage of Space _____ Do you: Rent Lease Own

Is the power on in the building/space? Yes No If not, a separate permit may be required for reconnection

Property Owner

Name _____ Phone _____

Address _____

City, State and Zip Code _____ **EMERGENCY PHONE** _____

EXPLANATION AND PERMIT PROCESS

Building or spaces within buildings are not allowed to be occupied without a current Certificate of Occupancy issued in the name of the tenant occupying that building or space. All life safety requirements shall be in compliance before a building or space may be occupied.

The Following items must be submitted with this application for occupancy:

1. Letter of explanation stating scope of business operation, hours of operation, number of employees, etc.
2. Scaled floor plan for all occupied areas under tenant control.
3. Location and number of assigned parking spaces.
4. \$45.00 FEE

THIS IS AN APPLICATION AND NOT A PERMIT TO OCCUPY THE BUILDING. Call for an on-site inspection after review and issuance of a permit. Occupancy inspections are conducted by appointment Monday through Friday, 9:00 a.m. to noon or 1:00 p.m. to 4:00 p.m. Minimum 24 hour notice is required for an inspection. If any defects are noted at the on-site inspection, a re-inspection can be scheduled and occupancy approval may be granted after corrections. A second inspection may be required to confirm compliance with safety issues.

Occupancy will be issued at final and approval of all permits.
The certificate of occupancy will be mailed to the contractor, owner or tenant as preferred.

APPLICANT AGREEMENT AND SIGNATURE

I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all City Ordinances and State Laws regulating zoning and building construction, electric installation and/or heating and air conditioning installation. I agree to comply with approved drawings and keep approved drawings on the job site. I understand that any deviation from the approved plans must be authorized by the approval of the revised plans, subject to the same procedure established for the examination of the original plans, and that an additional fee may be charged, predicated on the extent of the variation from the original plans. I also acknowledge I am the property owner, or am authorized to act as the owner's agent in obtaining this permit. I acknowledge that permits with no inspection activity for 6 months shall be expired. Subsequent inspections will not be performed until permit has been renewed and payment of any additional fees has been completed. I understand that it is the responsibility of the owner/owner agent to call for all required inspections and that 24 hours notice is required for all inspections.

Signature _____ Printed Name _____

Date _____