



# City of Macedonia

## The Crossroads of Northeast Ohio

9691 Valley View Road • Macedonia, Ohio 44056  
(330) 468-8360 • FAX (330) 468-8396

Building/Engineering/Zoning/Planning Department

### OCCUPANCY PERMIT APPLICATION

#### TO BE COMPLETED BY APPLICANT

- New Tenant     Existing Tenant (addition, reduction, relocation)     Existing Tenant (change in business name)  
 Building Owner change     Other \_\_\_\_\_

Business Name: \_\_\_\_\_ Tax I.D. \_\_\_\_\_

Business Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Description of proposed use of site:** (Any materials being warehoused/stored, outdoor storage, retail activity being proposed, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total square feet to be occupied: Proposed or Altered: \_\_\_\_\_

Construction Type: \_\_\_\_\_

Use Groups: \_\_\_\_\_

Number of Occupants: \_\_\_\_\_

Primary Use: \_\_\_\_\_

Accessory: \_\_\_\_\_

Mixed Uses: \_\_\_\_\_

Fire Sprinkler Systems: \_\_\_\_\_

Hazard Classification: \_\_\_\_\_

System Type & Location: \_\_\_\_\_

Storage Height & Aisle Width: \_\_\_\_\_

Sprinkler: \_\_\_\_\_

Outdoor Storage: \_\_\_\_\_

By signing below the applicant certifies that the information presented in this application is true and accurate. The Building and Fire Department inspections of the premises will be schedule after the applicant signs a completed application, the permit fee is paid, and zoning approval has been granted.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



Service



Commitment



Pride



**BUILDING DEPARTMENT USE ONLY**

Date Received at City: \_\_\_\_\_

**PERMIT FEES:** Building/Zoning Certificate: \$100.00

Occupancy Permit: \$50.00 for first 1,000 sq. ft. plus 1 cent for each sq. ft. beyond the first 1,000 sq.

ft. Total Fee Paid: \_\_\_\_\_

**ZONING DEPARTMENT USE ONLY**

**Zoning Classification:**

- B-1 Convenience Business     B-2 Community Shopping     B-3 General Business
- B-4 Highway Business         B-O Business Office
- G-I General Industrial         L-I Limited Industrial

- Use Group:**     Assembly         Business         Education         Factory         High Hazard
- Institutional     Mercantile       Storage         Utility / Miscellaneous

Zoning Approval:     Yes     No

Planning Commission Approval Needed:     Yes     No

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Zoning Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVALS AND INSPECTIONS- CITY USE ONLY**

Performed by: \_\_\_\_\_ Fire Inspection: \_\_\_\_\_  
Signature

Performed by: \_\_\_\_\_ Building Inspection: \_\_\_\_\_  
Signature

Performed by: \_\_\_\_\_ Planning Commission: \_\_\_\_\_  
Signature