



City of Columbus
Mayor Michael B. Coleman

Department of Development

Boyce Safford, III - Director

Building Services Division

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DATE March 31, 2009

Revised: January 5, 2010

Construction Industry Communication #33

From: Keith Wagenknecht, Chief Building Official

Re: Certificate of Occupancy Replacement Procedure

Background: To help streamline the issuance of the replacement of Certificates of Occupancy.

Memorandum: PERMIT APPLICATION AND DESCRIPTION OF USE:

Applicant must submit a completed building permit application and three (3) copies of the floor plan of the building with the following minimum building code information (the services of an architect/engineer may be required):

- a.) Use group
- b.) Construction type
- c.) Room designations (names)
- d.) Occupant load (Daycares must identify each room or space with number of children and the ages, either 2 ½ years and younger or older than 2 ½)
- e.) Exit door location(s) and size(s)
- f.) Doors equipped with panic devices - required in "A and E" use groups.
- g.) Exit sign/emergency lighting locations
- h.) Fire Alarm Systems: drawings should identify if the building has a fire alarm system. Fire alarm system must be checked and tagged by a licensed fire alarm company within the past twelve (12) months.
- i.) Fire Suppression System(s) - drawings should identify if the building has a fire suppression system. All suppression systems must be checked and tagged by a licensed fire suppression company within the twelve (12) months, i.e. sprinkler systems, kitchen hoods, stand pipes, fire pumps etc.

REQUIRED FEES AND INSPECTIONS

- i. Applicant applies for "Certificate of Occupancy when not associated with building permit" (in-house CAP ID code: FNCO)
- \$125.00
- ii. Independent plan review - \$300.00/hour
- iii. Inspection (1 @ \$150/hr. - minimum): \$150.00

Total fee due at application submittal = \$575.00

Applicant must have a copy of the approved plans, building card and inspection reports (if applicable) available for inspectors use during the inspection.

NOTE: If the City of Columbus' building history database does not indicate the current use as pre-existing, the application for a Certificate of Occupancy will be denied. The applicant will be notified that a building permit for a "Change of Use" is required.

**PERMITS AND ADDITIONAL INSPECTIONS ARE REQUIRED TO
CORRECT SERIOUS HAZARDS IDENTIFIED DURING THE INSPECTION
PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY.**