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.**