

SCOTT MESSER
Director

Construction Industry Communication #33

From: Amit Ghosh, Chief Building Official
Re: Certificate of Occupancy Replacement Procedure
Date: March 31, 2009

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 through our Citizen Access Portal or by paper with two (2) copies of the floor plan of the building with the following minimum building code information (the services of an architect/engineer may be required):

- Use group
- Construction type
- Room designations (names)
- 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)
- Exit door location(s) and size(s)
- Doors equipped with panic devices - required in "A and E" use groups.
- Exit sign/emergency lighting locations
- 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.
- 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

- Applicant applies for "Certificate of Occupancy for Existing Structure" (house CAP ID code: FCO) – See current fee schedule

Applicant must have a copy of the approved plans and inspection reports (if applicable) available for the building inspector's use during the inspection.

NOTE: All pending violations of law or orders of the building official must be resolved and it must be established after investigation of the City of Columbus building history and a site inspection that alleged occupancy of the building or structure has previously existed. If it is determined the occupancy has not previously existed, the applicant will be notified that a building permit for a Change of Occupancy is required.

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