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.