

## CERTIFICATE OF OCCUPANCY INSPECTION FOR EXISTING BUILDINGS 20 ITEM GENERAL CHECKLIST

The Ohio Building Code Section 111.1 states that no commercial building shall be occupied without a current Certificate of Occupancy issued by the Building Official.

Therefore, if a building is either: 1) changing use, 2) changing occupancy, 3) an addition, 4) renovations, or 5) change of ownership, an application must be made to the Building Department for a current Certificate of Occupancy prior to occupancy.

The following is a list of issues most frequently observed during a mandatory on-site inspection prior to issuance of a current Certificate of Occupancy. This is, however, not to be construed as the only issues that may be addressed during an inspection. Each use group or occupancy has a different list of requirements but this is intended to provide the applicant an overview of the major items. Every existing building is unique and often requires different challenges to gain compliance.

- 1) Identify construction changes from previous C of O. If major revisions, drawings will be required.*
- 2) Identify proposed occupancy load vs. existing load posted on previous C of O.*
- 3) Identify hazardous conditions related to new C of O. List materials being produced or stored.*
- 4) Adequate means of egress throughout and to exits based upon requested occupancy loads.*
- 5) Area of the building requesting a current C of O vs. entire building as it relates to adjacent uses.*
- 6) If multiple tenants, identify tenant separation wall ratings in hours.*
- 7) Structural floor, roof, and walls must be in sound condition. (Design loads required)*
- 8) Building must be free from roof or water leaks with no signs of need for repairs.*
- 9) Required exit signs and emergency lights at all exit doors including exterior remote emergency light.*
- 10) If sprinkler system exists, it must be tested or have a current certificate. Current fire extinguishers required.*
- 11) Must have required number of plumbing fixtures based upon use and occupancy levels.*
- 12) Must have a working and adequate HVAC system and proper natural or mechanical ventilation.*
- 13) Must have a janitor's service sink and most occupancies require a drinking fountain.*
- 14) Proper door hardware and locks required based upon type of occupancy being proposed.*
- 15) If fire alarm system is required or exists, confirm it has been tested.*
- 16) All lighting must be working including all electrical systems. No open devices or abandoned wiring.*
- 17) If food service is involved, the Health Department must approve.*
- 18) Confirm no tripping hazards exist, nor wall, floor, or ceiling finishes create any fire or health hazard.*
- 19) Confirm required accessible parking spaces exist and required spaces based upon occupant loads.*
- 20) If partial or phased occupancy is requested, each application will be reviewed accordingly but will be difficult to achieve.*