



## **PROCEDURE FOR OBTAINING A ZONING CERTIFICATE FOR COMMERCIAL AND INDUSTRIAL CHANGE OF OCCUPANCY**

1. Complete an application and submit it along with a floor plan of the interior layout of the proposed location to the **Building Department**, along with the \$100 fee.
2. The Plans Examiner in the Building Department will review and approve the interior layout of the proposed business.
3. The Zoning Department will review the application to ensure that the proposed use is permitted in that specific zoning district.
4. The Fire Department will review the application and floor plan of the interior layout of the proposed location.
5. Once all departments have review and approved the floor plan, an inspection date and time will be set up with the Fire Department and Building Department for inspection.
6. Once the inspections have been obtained and approved, the Building Department will issue a Change of Occupancy Certificate and will mail it to you.
7. If you have any questions or need assistance, please call the Zoning Department at 330-689-2812.

### **CHANGE OF OCCUPANCY RULES/REGULATIONS**

All businesses in the City of Stow are required to obtain a Zoning Certificate approving occupancy in a new location. This is true even if a business is moving from one address to another within the City.

The primary purpose of this approval is to ensure that the proposed type of business is permitted within the target zoning district and should be obtained before occupying the commercial or industrial location.