



PROCEDURE FOR OBTAINING A ZONING CERTIFICATE FOR COMMERCIAL OR 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**.
2. A \$100 fee is required to be submitted with the application. Subsequent building, fire, electrical and water inspections will be scheduled at this time.
3. The Plans Examiner in the Building Department will review and approve the interior layout of the proposed business.
4. The Zoning Department will review the application to ensure that the proposed use is permitted in that specific zoning district. If the proposed use is approved, the Zoning Department will issue the Change of Occupancy Certificate and forward it to the Building Department.
5. If you have any questions or need assistance, please call the Zoning Department at (330) 689-2819.

CHANGE OF OCCUPANCY RULES/REGULATIONS

1. 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.
2. 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.

BUILDING PERMIT APPLICATION
ONE, TWO AND THREE FAMILY RESIDENTIAL
COMMERICAL/INDUSTRIAL/MULTI-FAMILY
ZONING CERTIFICATE, CHANGE OF OCCUPANCY

CITY OF STOW
BUILDING DEPARTMENT
3760 DARROW ROAD
STOW, OH 44224
330-689-2729 Fax: 330-689-2739

Application # _____

Permit # _____

Receipt # _____

TR: _____

ZN: _____

RW: _____

ALL APPLICANTS MUST COMPLETE SECTION 1

SECTION 1. Estimated Cost (Structure) _____ Estimated Cost (Site) _____

Job Address: _____

Owner's Name: _____ Phone: _____

Owner's Address: _____

Tenant: _____ Phone: _____

Address: _____

Architect: _____ Phone: _____

Address: _____

Contractor's Name: _____ Phone: _____

Contractor's Address: _____ Cell: _____

Description of Work: _____

FOR OFFICE USE ONLY: (TO BE COMPLETED BY BUILDING INSPECTOR/PLANS EXAMINER)

Cert. of Occupancy Required? YES NO

Approved As: _____

Cert. of Completion Required? YES NO

Use Group: _____

Gross Floor Area

Construction Type: _____

Basement/Crawl Space _____

Occupant Load: _____

First Floor _____

Fire Sprinkler Systems:

Second Floor _____

Sprinkler Provided? YES NO

Garage _____

System Demand: GPM _____ PSI _____

Porch/Other _____

Hazard Rating: _____

Misc _____

Storage Configuration: _____

Occupancy Description: _____

Total Square Footage _____

OBC Edition: _____ RCO Edition _____

I/we hereby certify that all information contained in this application and its attachments are true and accurate to the best of my knowledge and belief. I/we hereby certify that I/we will abide by all rules, ordinances, and regulations of the Building Code of the City of Stow, the Zoning Ordinance of the City of Stow, and all applicable Ohio and U.S. codes and regulations governing the improvement for which this application is made.

CONTRACTOR'S SIGNATURE: _____

PLEASE PRINT NAME: _____ DATE: _____

RESIDENTIAL (1, 2 & 3 FAMILY DWELLINGS & ACCESSORY STRUCTURES)

****IF WORKING OUTSIDE CITY OF STOW, ADD
RESIDENTIAL MULTI JURISDICTION APPLICATION FEE: \$35.00**

\$ _____

RESIDENTIAL NEW CONSTRUCTION

BASE FEE: \$100.00
PLUS: \$.10 per 1 square foot gross floor area
PLUS: Add Plan Review Fee \$50.00
PLUS: Add Engineering Site Plan Review Fee \$50.00

\$ _____
\$ _____
\$ _____
\$ _____

RESIDENTIAL ADDITIONS

BASE FEE: \$80.00
PLUS: \$.05 per 1 square foot gross floor area added
PLUS: Add Plan Review Fee \$15.00

\$ _____
\$ _____
\$ _____

RESIDENTIAL ALTERATIONS/REPAIRS

BASE FEE: (Up to \$5,000 in estimated value): \$65.00
PLUS: \$5.00 per \$1,000 in estimated value over \$5,000 (or fraction thereof)
PLUS: Add Plan Review Fee \$15.00

\$ _____
\$ _____ (Max \$350.00)
\$ _____

RESIDENTIAL ACCESSORY STRUCTURES/INSTALLATIONS

Detached Accessory Structures (over 200 sq ft): \$75.00 PLUS: \$15.00 Plan Review
Decks/Gazebos (over 30" high): \$50.00 PLUS: \$15.00 Plan Review Fee
Foundation Waterproofing: \$50.00 Existing Electric Outlet? Yes ___ No ___
Fireplace (masonry or manufactured): \$50.00
Reroof / Siding: \$50.00 NOTE: If siding permit, per 2013 RCO 703.2, Water Resistive Barrier is Required.
Re-Inspection Fee: \$35.00
Owner Requested Inspection: \$35.00
Retaining Walls (over 4 feet high): \$75.00

\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

COMMERCIAL / MULTIFAMILY

****IF WORKING OUTSIDE CITY OF STOW ADD
COMMERCIAL MULTI JURISDICTION APPLICATION FEE: \$75.00**

\$ _____

COMMERCIAL/MULTI FAMILY NEW CONSTRUCTION / ADDITIONS

BASE FEE: \$120.00
PLUS: \$.15 per 1 square foot gross floor area
FOUNDATION ONLY: \$150.00

\$ _____
\$ _____
\$ _____

COMMERCIAL ALTERATIONS / REPAIRS

Gross Floor Area: (1-2,000 sf - \$125.00) (2,001-5,000 sf - \$150.00)
(5,001-10,000 sf - \$175.00) (over 10,000 sf - \$200.00)
Minor Repairs - \$50.00

\$ _____
\$ _____
\$ _____

COMMERCIAL RE-ROOF / SIDING

BASE FEE: \$100.00
PLUS: \$.02 per 1 square foot gross roof/wall area

\$ _____
\$ _____

FIRE SUPPRESSION (NEW CONSTRUCTION / ADDITIONS)

BASE FEE: \$120.00
PLUS: \$.02 PER 1 square foot sprinklered area

\$ _____
\$ _____

OTHER

Fire Pump - \$100.00
Hood Suppression - \$100.00 (per hood)
Fire Alarm System: \$100.00

\$ _____
\$ _____
\$ _____

SUBTOTAL \$ _____

**PLEASE ADD THE FOLLOWING:
COMMERCIAL: 3% OBBS/ RESIDENTIAL: 1% OBBS**

TAX \$ _____

TOTAL \$ _____

Item	Fee Amount	Bond Amount	Inspections Required
Building			Footer, before concrete
Zoning			Foundation, before covering
Landscaping			Rough Electric before covering
Engineering			Rough Heating/Plumbing before covering
Right of Way Permits			Rough Framing, before covering
Excavate Sanitary			Insulation
Excavate Water			Final Electric
Storm Sewer Tap-In			Final Heat
Approach + Curb Cut			Final Plumbing
Sidewalk			Final Before Occupancy
TOTAL			All of the Above

Approval contingent upon the following: _____

Date Approved: _____ Plans Examiner: _____