

It is our goal to effectively, expeditiously, professionally, and accurately service all of our customers in everything we do.

To expedite the processing of your certificate of occupancy, please be sure to provide our staff with current, detailed information.

If you require additional information or assistance regarding the Certificate of Occupancy process, you may contact the Records Administration staff of the Department of Building and Housing at (216) 664-2825



CITY OF CLEVELAND
Mayor Frank G. Jackson

Telephone Directory

Permit Applications
216-664-2910

Plan Examination
216-664-2910

Contractor Registration
216-664-2912

Certificate of Disclosure
216-664-2826 or 664-2930

Rental Registration
216-664-2827

Complaint Center
216-664-2007



Everything you need to
know about your
Certificate of Occupancy

City of Cleveland
Mayor Frank G. Jackson

Department of Building & Housing
Director Edward W. Rybka

This brochure was designed to assist you, our customer, in understanding the Certificate of Occupancy process. It contains the most frequently asked questions regarding Certificates of Occupancy.

What is a Certificate of Occupancy?

A Certificate of Occupancy is a legal document issued by the Department of Building and Housing. The Certificate of Occupancy certifies compliance with the Ohio Building Code and the City of Cleveland Building Code. It outlines the legal use of an establishment, the occupant load, the allowable load, and any special conditions relating to the use of the establishment.

When is a Certificate of Occupancy required?

According to Cleveland Codified Ordinance section 3105.10, a Certificate of Occupancy is required for all existing construction; new construction; change in the use or occupancy of a building/establishment; any additions, extensions, alterations or renovations that exceed \$15,000; and repairs to fire damaged and condemned structures.



How do I obtain a Certificate of Occupancy?

If you are requesting a Certificate of Occupancy based on existing use, go to Records Administration, City Hall Room 517. The Records Administration staff will research existing records and advise you of the next step in completing the “*Application for Existing Building*” and obtaining a Certificate of Occupancy based on existing use.

If you are obtaining a Certificate of Occupancy through the permit construction process, (securing a current building permit) you will need to obtain a **Golden Rod** sign off sheet with all of the required building and mechanical approvals and signatures. If you are required to obtain separate permits for *heating, electrical, plumbing, sidewalks, and/or water pollution control*, you will need to obtain approvals for this work first.

Please note your final Certificate of Occupancy will not be issued until all required approvals and signatures are obtained.

When can I apply for a Certificate of Occupancy based on existing use?

If you are not changing or altering the current use of the establishment/structure, you may apply for a Certificate of Occupancy based on existing use. This process is also contingent on if the Department of Building and Housing has an existing permit on file for the intended use. If there are existing permits on file, the Records Administration staff will proceed with the application process and advise you of the next steps.

What is a permit?

A permit is an approval from the City of Cleveland authorizing specific work to the structure/establishment. The applicant agrees to perform the work in compliance with the Ohio Building Code using the proper material and supplies.

What is a sign off sheet?

The sign off sheet is the **Golden Rod** form that is distributed to the applicant when the permit is secured or when the existing use application is completed.

The sign off sheet instructs the applicant of all of the required approvals and signatures that must be obtained before the Certificate of Occupancy can be issued. It is imperative that you retain the sign off sheet until all required approvals have been secured. The sign off sheet must be returned to Records Administration prior to any issuance of a Certificate of Occupancy.

What is the cost of a Certificate of Occupancy?

The cost of a Certificate of Occupancy is \$60.00 and must be paid **at the time of application**.

Do I need to obtain a Certificate of Occupancy yearly?

No. As long as there are not any changes, alterations, changes in use, and/or fire damage to the structure/establishment, the Certificate of Occupancy remains active.

What is the process to obtain a Time Limited Certificate of Occupancy?

A Time Limited Certificate of Occupancy may be issued by the Chief Building Official for the use of a portion or portions of a building/structure prior to final completion of the project. The portion or portions of the building/structure must be safe to occupy and **not pose any dangerous, life-threatening violations**. An extension of time request must be submitted in writing to the Chief Building Official for approval.

What is the cost of a Time Limited Certificate of Occupancy and an extension of time?

A Time Limited Certificate of Occupancy and an extension of time are each \$60.00 per 30 day period and must be paid when you apply.