Guide to Change of Occupancy Permits

PURPOSE
When a business wishes to locate, or relocate into an existing building or space a change of occupancy permit is required prior to taking occupancy. The purpose of a change of occupancy permit is to ensure the business/proposed use is permitted at the proposed location. The City of Marysville Zoning Department will ensure the business is permitted at the site and if the parking requirements can be met. The Union County Building Department will ensure the business/proposed use can operate safely within the proposed building or space.

LIMITATIONS
It is not feasible for this guide to include every scenario that could occur when a new business wishes to occupy an existing building. We suggest that perspective business owners meet with the building and zoning departments early in the planning process to become familiar with the codes that may affect them.

- A change of occupancy permit is required for a business that wishes to move into an existing building or space “as is”.
  - The business can perform interior cosmetic changes such as painting or new floor finishes, however there can be no alterations or additions of any type to the interior or exterior of the building without building and zoning permits.
  - Exterior changes* are subject to the City Design Review Board’s approval.
  - If an alteration or addition is planned by the business they must seek a registered design professional, such as an architect or engineer, and apply for a building permit.

- The Ohio Building Code may require building improvements for changes in use if the new business has specific code requirements. Such alterations require a building permit rather than a change of occupancy permit.

For Example:
- If a beauty shop moves into a space previously occupied by an insurance office, there will be additional plumbing and ventilation requirements for this new use.
- If a restaurant wishes to occupy a building or space that was previously used as a reality office, the code will require kitchen exhaust hoods, electrical and HVAC work, possibly additional plumbing for restrooms, an evaluation of exits for an increased occupant load and other code requirements.
- Converting a house to a commercial use requires an evaluation of design floor loads, second floor occupant loads, ADA entrance, restrooms and other code requirements.

* Exterior changes include work such as painting, window and door replacements, façade changes, new siding, roof replacements, changes to steps, sidewalks etc...
APPLICATION REQUIREMENTS
An original signature is required for zoning and building permit applications - faxed or emailed applications are not acceptable.

City Zoning Permit
No building or other structure shall be erected, moved, added to, structurally altered, nor shall any building, structure or land be established or changed in use without a permit issued by the Zoning Inspector. Zoning permits shall be issued only in conformity with the provisions of the Zoning Ordinance. The application for zoning permit shall be signed by the owner or applicant attesting to the truth and exactness of all information supplied on the application.

County Change of Use Permit
- Completion of an application form furnished by the building department.
- Two (2) sets of plans of sufficient clarity to indicate how the proposed business intends to utilizing the building or space. (see plan requirements)
- Two (2) copies of a site plan showing the exact location of the space to be occupied as well as the parking and common areas. The site plan submission requirement may be waived under certain circumstances.

ACTION ON THE APPLICATION
City Zoning Permit
Within fifteen days after the receipt of an application, the Zoning Inspector shall either approve or disapprove the application. All zoning permits shall, however, be conditional upon the commencement of work within six months. One copy of the plans shall be returned to the applicant by the Zoning Inspector, after the Zoning Inspector has marked such copy either as approved or disapproved.

County Change of Use Permit
- The building department will examine the application and plans of the proposed change of occupancy within two weeks or ten working days.
- If the application and plans of the proposed change of occupancy conform to the building codes, the applicant is notified. The applicant shall pick up one set of the approved plans and schedule an inspection.
- If the application and plans of the proposed change of occupancy do not conform to the building codes, the applicant is notified and the reasons for the disapproval will be given in writing.

PLAN REQUIREMENTS
Union County Building Department - Two Sets of Floor Plans – The floor plan shall be drawn to a scale and show all relevant information such as rooms and their designated use, doors, windows, display fixtures, counters, cabinetry, bathrooms, drinking fountains, mop sink, and whether or not building entrance is handicap accessible. Rooms, spaces, and aisles or exit passageways shall be dimensioned. (Please see the attached sample floor plan)

City of Marysville Zoning – If an exterior alteration or addition is planned by the business, two sets of plans are required to be submitted to the City Zoning Department. One set will be given to the Fire Safety Officer, one kept with the zoning permit. Exterior changes* are subject to the City Design Review Board’s approval if the building is located in the historic design review district.
CHANGE OF OCCUPANCY FEES

City Zoning
- $50 Zoning fee
- $25 Fire Safety Inspection if no interior alterations are proposed
- $50 Fire Safety Inspection if interior alterations are proposed

County Change of Use Permit
- $60

These fees are collected at the time of the application.

SIGN PERMIT FEES
If a business wishes to change existing signage or install a new sign, a sign permit will have to be obtained in addition to the change of occupancy permit.

- $60 to $160 building fee and electrical fee (if illuminated) plus 3% State of Ohio Assessment Fee. Permit is obtained through the Union County Building Department.
- $50 zoning fee (for each sign). Additional fees may apply if your building is located in the historic design review district. Permit is obtained through the City of Marysville.

INSPECTIONS
After the plans for the change of occupancy have been approved, the building will need to have an inspection jointly between the building and fire department safety officer. This inspection will generally be on Thursdays unless the owner would like to schedule a different day. If other than Thursday, the owner will be responsible for coordinating between the building and fire department safety inspector. This inspection shall occur prior to the opening of the business.

HAVE QUESTIONS OR NEED HELP?

- If you have building code questions, call Mary Sampsel, Union County Chief Building Official at 937.645.3132.
- If you have questions regarding zoning issues call Barb McCoy, City of Marysville Zoning Inspector at 937.645.1028

Union County Building Dept
233 West Sixth St
Maryville, Ohio 43040
www.co.union.oh.us

City of Marysville Zoning Dept
125 East Sixth St
Maryville, Ohio 43040
www.marysvilleohio.org