



**County Engineer
Environmental Engineer**
233 W. Sixth Street
Marysville, Ohio 43040
P 937. 645. 3021
F 937. 645. 3161

www.unioncountyohio.gov/engineer

Building Department
233 W. Sixth Street
Marysville, Ohio 43040
P 937. 645. 3018

Marysville Operations Facility
16400 County Home Road
Marysville, Ohio 43040
P 937. 645. 3017
F 937. 645. 3111

Richwood Outpost
190 Beatty Avenue
Richwood, Ohio 43344

Application for Certificate of Occupancy

Public Service with integrity

- **Introduction:**

Section 111.1 Ohio Building Code states that no building or structure, in whole or in part, shall be used or occupied until the building official has issued an approval in the form of a Certificate of Occupancy. The Certificate of Occupancy shall indicate the conditions under which the building shall be used. The building owner shall only use the structure in compliance with the Certificate of Occupancy and any stated conditions. The structure and all approved building service equipment shall be maintained in accordance with the approval. When a building or structure is entitled thereto, the building official shall issue a Certificate of Occupancy provided there are no violations of law or orders of the building official pending or as permitted in this section.

- **Certificate of Occupancy Qualifications:**

- **EXISTING BUILDING CERTIFICATE OF OCCUPANCY:** According to the Ohio Building Code Section 111.4, the owner of an existing building may request the issuance of a Certificate of Use and Occupancy. Upon written request from the owner, the building official shall issue a Certificate of Occupancy, provided there are no violations of law or orders of the building official pending, and it is established after inspection and investigation that the alleged occupancy of the building or structure has heretofore existed. **Please be aware that an existing building with proposed change of occupancy, alterations, or addition, according to the Ohio Building Code, is not qualified for this application.**

- **How to Apply for the Certificate of Occupancy:**

- Apply online through web portal: unioncountyoh.portal.opengov.com. If you have not created an account in the portal, you will create one with an email address and password. Once you are logged in, you can follow the screen instructions to apply for the Certificate of Occupancy and upload all required supporting documents (in PDF format) in the attachment tab.

- **Required Supporting Documents for an Existing Building Certificate of Occupancy:**

1. Completed application for Certificate of Occupancy. unioncountyoh.portal.opengov.com.
2. Payment for application [fees](#) (3% state surcharge, application fee, Certificate of Occupancy fee)
3. Floor plan drawn to scale, including basic information (interior wall locations, toilet rooms/fixtures, exit locations, emergency lighting/exit signs, fire extinguisher locations, any other pertinent information relevant to the proposed occupancy)
4. Fire safety report showing no violations of law or orders pending (as applicable)
 - *A design professional may be required to determine information noted above if not known*

- **Inspection and Certificate Issuance Procedures:**

- Once documentation has been reviewed and the application has been processed, you will receive notification via the application website, Opengov, that the appropriate structural and/or electrical safety inspections can be scheduled. Once ALL required inspections are completed, a Certificate of Occupancy will be issued via Opengov. The Certificate of Occupancy can be downloaded through the web portal.

11/20/2024