



Engineering, Planning and Zoning  
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Marysville, Ohio 43040-1641  
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[www.marysvilleohio.org](http://www.marysvilleohio.org)

## Notice

12/19/2023

To Whom It May Concern,

The City of Marysville's Division of Engineering and the Union County Building Department have collaborated on the implementation of a final inspection process for new residential and commercial projects in order to ensure compliance with the City's Planning, Zoning and Engineering requirements.

This new process will take effect January 1, 2024.

Prior to obtaining the Final Certificate of Occupancy from the Union County Building Department, a Final Certificate of Compliance must be obtained from the City of Marysville. This new process only affects projects within the City of Marysville Corporation Limits.

The steps to obtain the Final Certificate of Occupancy are outlined below:

1. Zoning Permit Approval
2. Plan approval and Building Permit
3. Commence Construction
4. Complete Construction/Pass Inspections
5. Schedule Final Certificate of Compliance Inspection with City of Marysville, receive Final COC
6. Schedule Final Certificate of Occupancy Inspection with Union County, receive Final CO

\*\*\*City inspections should be scheduled at least one week in advance.\*\*\*

For reference, a copy of the City's Final COC application(s) and checklist(s) are included with this notice.

Temporary COC's are available for projects that, due to seasonal constraints, are not complete.

Temporary COC's will only be issued if;

- Numerical address of the building in Arabic numbers not less than three inches in height are displayed;
- Water curb box is installed, set to grade and properly functional;
- Manholes (if applicable) are set to grade and have passed inspection.

A surety check of \$5000 and a \$150 application fee is required for Temporary COC's.

Sincerely,

Zach Andrews

Zach Andrews  
Zoning Administrator  
City of Marysville  
937-645-7362  
[zandrews@marysvilleohio.org](mailto:zandrews@marysvilleohio.org)



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**FINAL CERTIFICATE OF COMPLIANCE**

Single Family Detached    Single-Family Attached    Multi-Family    Commercial

Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Builder/Developer Company Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Telephone Number: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*By submitting this application for Final Certificate of Compliance Inspection, you are indicating that the below checklist items have been installed/constructed in accordance with the City of Marysville Standard Drawings and Development Code. In the event of outstanding items, such as the installation of sod, street trees or other landscaping items, a Temporary Certificate of Compliance may be required. \*\*\***

Water	Sewer	Asphalt and Concrete	Misc.
Water - curb box	Sewer – Sanitary and/or Storm casting structure (if applicable)	Concrete/Asphalt Condition (driveway and/or parking lot)	House Number Installation (min 3” in height)
Water – Valve	Sewer – Sanitary and/or Storm manhole grading (if applicable)		Concrete – Curb/Sidewalk/Approach
	Sewer – Chimney Seal (if applicable)	Other Landscape Plantings (foundation, vehicular use area, etc.)	
Water Line Trench	Sewer – Sanitary and/or Storm Manhole Cover (if applicable)	Concrete – ADA ramp (if applicable)	Street Light(s) (if applicable)
	Sewer – Sanitary and/or Storm Trench (if applicable)		Grading – debris/rocks/broken concrete
Water – Fire Hydrant (if applicable)	Sewer – Storm Inlet Grade (if applicable)	Concrete – Sidewalk Expansion Joint	Grading – Consistent with plat plan
	Sewer – Storm Curb Inlet Protection (if applicable)		Grading – Erosion Control/Sod or Seed

City of Marysville Engineer	Date



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**TEMPORARY CERTIFICATE OF COMPLIANCE REQUEST**

**\*\*\* IMPORTANT INFORMATION – Please read before completing the application \*\*\***

The following items must be completed, prior to a Temporary Certificate of Compliance being issued:

- Surety check of \$5000.00 must be submitted along with this request.
- Administrative fee check of \$150.00 must be submitted with this request.
- The structure shall display the numerical address of the building in Arabic numbers not less than three inches high.
- Water curb box shall be installed, set to grade and properly functional.
- Any manholes shall be set to grade.

Single Family Detached    Single-Family Attached    Multi-Family    Commercial

(Please print clearly)

Address for Temporary Certificate of Compliance: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Builder/Developer Company Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Telephone Number: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Please list the work that still remains to be completed for which the Temporary Certificate of Compliance is being requested;

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**There is a required surety check of \$5,000 for all lots that must be submitted along with this request and will be held until the Final Certificate of Compliance is issued. The following amounts below have been set by the City**

- It is the responsibility of the Builder to schedule any inspections with the City for any work that is required to be inspected prior to completion. (utilities / sidewalks / drive apron or approach)
- The Builder must schedule a final Certificate of Compliance inspection with the City. A Final Certificate of Occupancy will be issued once all work is completed and approved.
- The Builder can schedule final Certificate of Compliance inspection **without sod being installed only**. Landscaping, permanent driveway and other exterior requirements must be installed. Builder is still responsible for sod installation after final Certificate of Compliance.
- The Builder will have to pay \$50.00 per inspection after two (2) failed inspections.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Check #: \_\_\_\_\_ Check Amount: \_\_\_\_\_