



**BUILDING DEPARTMENT**

47 Hall Street | Powell, OH 43065 | 614.885.5380 | [cityofpowell.us](http://cityofpowell.us)

**FOR CHANGE OF OCCUPANCY ONLY**

***A Change of Occupancy application can only be used if NO ALTERATIONS are part of the project.***

- \_\_\_\_\_ City of Powell Commercial/Industrial Zoning Certificate Application **1 copy**
- \_\_\_\_\_ City of Powell Commercial Building Permit Application **1 copy**
- \_\_\_\_\_ Floor plan to scale showing complete layout of business with dimensions, door sizes, exits, restroom facilities & room uses. **2 copies**
- \_\_\_\_\_ Your plans will be reviewed under the 2019 Ohio Building Code - OBC (with updates)
- \_\_\_\_\_ Description of business **2 copies**
- \_\_\_\_\_ Once the Change of Occupancy permit has been issued and your business is set up, but before you open for business, you will need to schedule an inspection with the Liberty Township Fire Department and the City of Powell Building Department. See below for information on scheduling inspections. Once both inspections have been approved, a certificate of occupancy will be issued.
- \_\_\_\_\_ Fees due: \$203.00 Payable to the City of Powell  
Fee breakdown: \$100.00 Zoning Fee, \$100.00 Building Fee, \$3.00 3% State Surcharge

All signage will require a separate permit. Please go to our website at [www.cityofpowell.us](http://www.cityofpowell.us) for a sign application and submittal requirements.

**PERMIT INFORMATION:**

Permit Coordinator: Suzie Smiley (614) 885-5380 x 1012  
Schedule Inspections: Inspection Line (614) 802-1200 or website  
Liberty Twp. Fire Dept.: Lt. Tom Saunders/Inspector Shad Gilbert (740) 938-2027

Please visit our web site [www.cityofpowell.us](http://www.cityofpowell.us) for information, fee schedule, and scheduling inspections.