

**CITY OF POWELL
COMMERCIAL BUILDING DEPARTMENT**



CHECKLIST FOR SUBMISSION FOR COMMERCIAL BUILDING PERMIT

FOR CHANGE OF OCCUPANCY ONLY

(Within the municipal boundaries of the City of Powell)

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. **3 copies**
Your plans will be reviewed under the 2011 Ohio Building Code - OBC (with updates)
- _____ Description of business **3 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 City of Powell Building Department and the Liberty Township Fire 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 for a sign application and submittal requirements.

SUBMIT APPLICATION TO:

City of Powell Building Department
47 Hall Street
Powell, OH 43065

Office: (614) 885-5380
Fax: (614) 885-5339

PERMIT INFORMATION:

Permit Coordinator: Jason Marquez..... (614) 885-5380 x 1011
Schedule Inspections: Inspection Line (614) 802-1200 or website cityofpowell.us
CBO: Kevin Moran CBO.....(614) 885-5380 x 1013
Department Assistant: Crystal Stair.....(614) 885-5380 x 1012
Inspectors: Ed Loper(614) 885-5380 x 1015
Kevin Wilson.....(614) 885-5380 x 1014

Liberty Twp. Fire Dept.: Lt. Tom Saunders/Lt. Tim Jensen.....(740) 938-2027
City of Powell: David Betz.....(614) 885-5380 x 1033
Zoning/Development
City of Powell: Chris Huber(614) 885-5380 x 1043
Engineering:

Visit our web site at www.cityofpowell.us for information, fee schedule, scheduling inspections and applications.