

**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](http://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  
Inspector.....(614) 885-5380 x 1014

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

**Visit our web site at [www.cityofpowell.us](http://www.cityofpowell.us) for information, fee schedule, scheduling inspections and applications.**