



**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 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:	Crystal Stair	(614) 885-5380 x 1011
Schedule Inspections:	Inspection Line	(614) 802-1200 or website
CBO:	Kevin Moran	(614) 885-5380 x 1013
Zoning/Development:		(614) 885-5380 X 1033
Liberty Twp. Fire Dept.:	Lt. Tom Saunders/Lt. Tim Jensen (740) 938-2027	

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