



Village of Walton Hills  
7595 Walton Road • Walton Hills, Ohio 44146

**APPLICATION FOR COMMERCIAL OCCUPANCY PERMIT**

Permit # \_\_\_\_\_

Fee: \$100.00

Administrative Fee: \$10.00

**Property Owner:**

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

Address: (include street & suite no.) \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Federal Identification No.: \_\_\_\_\_ (Or Soc. Sec. No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_)

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**Business Occupant:**

Business Name: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_

Business Address (include suite no.): \_\_\_\_\_

Business Phone: (\_\_\_\_) \_\_\_\_\_

Federal Identification No.: \_\_\_\_\_ (Or Soc. Sec. No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_)  
(This information is necessary for tax purposes)

Proposed usage and hours of operation: \_\_\_\_\_

Number of employees (including owner or manager): \_\_\_\_\_

Estimate of peak number of users (e.g. visitors & customers) and of time when peak would usually take place:  
\_\_\_\_\_

Please include the following:

- A floor plan showing the location of furniture and merchandise
- A sketch showing number and placement of parking spaces to be made available to prospective occupant

Reason for change of occupancy (check block and initial):

Sale: \_\_\_\_\_  Lease: \_\_\_\_\_  Rental: \_\_\_\_\_  Change of Use: \_\_\_\_\_

Date that Board of Zoning Appeals approved (if applicable): \_\_\_\_\_

**Pursuant to Walton Hills Ordinance Section 1442.02 this building may not be occupied until the occupancy is approved.**

X \_\_\_\_\_  
Print name

\_\_\_\_\_ Date

X \_\_\_\_\_  
Signature

## 1442.02 CERTIFICATES OF OCCUPANCY.

(a) No building or structure shall be occupied by an owner, agent or tenant or used in whole or in part until a certificate of occupancy has been issued by the Inspector of Buildings.

(b) No newly-constructed, altered or repaired tenant space in a multi-tenant building shall be occupied by an owner, agent or tenant or used in whole or in part until a certificate of occupancy has been issued by the Inspector of Buildings.

(c) No change of occupancy shall be made in a building or structure that is not consistent with the last issued certificate of occupancy for such building or structure, unless a new certificate of occupancy is issued by the Inspector of Buildings.

(d) An application for a certificate of occupancy required by the provisions of this section shall be made by supplying the necessary information to determine compliance with applicable laws, ordinances, rules and regulations for the existing use or occupancy or the intended use or occupancy on forms, supplied by the Inspector of Buildings. Upon completion of such application, compliance with the following sections and submission of the required fee, the Inspector of Buildings shall issue a certificate of occupancy. There shall be no fee for the annual renewal of the certificate of occupancy.

(1) The Inspector of Buildings may cause a general inspection of the building and premises to be made.

(2) If it is found that a building and premise is in compliance with the provisions of these Codified Ordinances, and all other laws and ordinances applicable thereto, the Inspector of Buildings shall issue a certificate of occupancy for such building and rental units thereon which shall contain the following information:

- A. The street address of the building and/or accessory buildings, if any.
- B. The name and street address of the owner/tenant.
- C. The number of employers.

(3) The certificate of occupancy shall be valid for a period of twelve months and be posted at the entrance of the building or unit.

(4) The Inspector of Buildings shall have the power to revoke a certificate of occupancy if any false statement is made by the applicant in connection with the issuance of such certificate, or for the noncompliance of a building or rental unit thereof with the requirements of this section or the owner, agent or person in charge of a building or rental unit thereof shall refuse to comply with any provision of this section.

(e) Whoever violates any provision of this section or any rule or regulation promulgated thereunder or fails to comply therewith or with any written notice or written order issued thereunder shall be on a first offense, a minor misdemeanor; a second offense shall be a fourth degree misdemeanor and any subsequent offenses shall be a first degree misdemeanor. The imposition of any penalty as provided for in this section shall not preclude the Director of Law from instituting an appropriate action or proceeding in a court of proper jurisdiction to prevent an unlawful repair or maintenance, to restrain, correct or abate a violation, to prevent the occupancy of a building, or premises, or to require compliance with the provisions of this section or other applicable laws, ordinances, rules or regulations or in the orders or determinations of the Inspector of Buildings.

(Ord. 1985-22. Passed 8-5-85; Ord. 2001-14. Passed 9-18-01; Ord. 2017-2. Passed 3-21-17.)