



132 NORTH ELMWOOD AVENUE
MEDINA, OHIO 44256
T 330-722-9030 F 330-764-4385

NON-RESIDENTIAL OCCUPANCY PERMIT APPLICATION

(Reviewed by Planning, Building and Fire Department)

Date of Application: _____

Address/Location: _____

Permanent Parcel Number: _____ City Lot Number: _____

Business Name: _____ No. of Employees: _____

Business Owner: _____
(Please Sign and Print)

Mailing Address: _____

Phone: _____ E-mail: _____

Building Owner: _____
(Please Sign & Print)

Mailing Address: _____

Phone: _____ E-mail: _____

Previous Use (if known): _____

Please submit three (3) copies of the following:

- Letter of intent describing the proposed use(s) of the facility.
- Floor plan of the space including the general use areas.

Signature of Applicant: _____
(Please Sign & Print Your Name)

MCO 1305.11 FINAL INSPECTIONS OF ALL BUILDINGS AND STRUCTURES; EXCEPTIONS.

- (a) The Building Inspector shall upon application by the owner, make or cause to be made a final inspection of all buildings or structures hereafter erected, constructed, equipped, altered, repaired, added to, ***or reoccupied***. No building shall be offered for rent or sale or occupied in whole or in part, which does not fully comply with the provisions of this Building Code except as follows...(Excerpt of Ordinance No. 175-00, October 23, 2000, of the Codified Ordinances of the City of Medina)

(OVER)

Inspectors use only: (comments, check list, violations, at time of inspection)

Date of Inspection: _____

Square Footage of Tenant Space: _____ of Building: _____

Fire Separations? Yes _____ No _____

OBC Use Group(s): _____ Construction Type: _____

Occupancy Load: _____ Zoning District: _____ Live Load: _____

Fire Suppression: Yes _____ No _____

Smoke Detectors: Yes _____ No _____

Alarm System: Yes _____ No _____

Emergency Lighting / Exit Signs: Yes _____ No _____

Fire Extinguishers: Yes _____ No _____

Means of Egress: Front: Yes _____ No _____

Rear: Yes _____ No _____

Comments:

Approved: _____ Denied: _____

Planning Director: _____ Date: _____

Fire Marshal/Fire Inspector: _____ Date: _____

Building Inspector: _____ Date: _____

(This Form Complies with Ohio Building Code (OBC) Sections 111.2 and 3406.2)

City of Medina Building Department, Dan Gladish 330-722-9030 -
City of Medina Planning & Zoning, Jonathan Mendel, 330-722-9023 -
City of Medina Fire Department, Fire Marshal, Mark Crumley - 330-725-1772