



CITY OF TOLEDO

Department of Inspection

Division of Building Inspection

One Government Center, Suite 1600 • Toledo, OH 43604 • Phone (419) 245-1220 • Fax (419) 245-1329 • onestopshop@toledo.oh.gov

REQUEST FOR CERTIFICATE OF OCCUPANCY

Please complete this form in full and return it to **Building Inspection, One Government Center, Suite 1600, Toledo, OH 43604**. To avoid delays, submit this request **7** work days before the expected occupancy date. Any questions may be directed to the Occupancy Clerk at (419) 245-1226 or emailed to onestopshop@toledo.oh.gov. All inspections must be completed and approved for each trade before a Certificate of Occupancy can be issued. Each trade's contractor must call for his own final inspection. You cannot occupy your building until a Certificate of Occupancy is issued. **Occupying your building before the Certificate of Occupancy is issued is illegal which exposes you to a penalty of \$1000.**

Building Address	Date of application	Date of expected occupancy
Tenant Name and Space No.	Applicant Name	
Tenant Address, other than building address	Applicant Address	
Tenant City/State/Zip	Applicant City/State/Zip	
Tenant Phone No.	Tenant Fax No.	Applicant Phone No.
Tenant Email Address	Applicant Fax No.	
Tenant Email Address	Applicant Email Address	

NOTE: Upon receipt of this request, we contact Fire Prevention and inform them of your expected occupancy date.

APPLICANT MUST FILL IN SUBCONTRACTORS NAMES AND/OR PERMIT NUMBERS BELOW			
TRADE	CONTRACTOR NAME	PERMIT #	FOR OFFICE USE ONLY. DATE APPROVED
BUILDING			
ELECTRICAL			
PLUMBING			
HEATING			
AIR CONDITIONING			
REFRIGERATION			
PRESSURE PIPING			
BOILER			

FOR OFFICE USE ONLY - ADDITIONAL APPROVALS REQUIRED	
DEPARTMENT NAME & INFO	
FIRE Clerk removes fire paperwork from notebook. If paperwork is not in notebook, locate plans & copy approval sheet. Complete yellow occupancy form. Fax or email both to Fire Inspection. If Sprinkler Permit issued - FS Permit # _____	Date Approved
Landscaping. Landscape plans and bond are removed from the Landscape file. Schedule a building inspector to make an inspection. Forward landscape site plans to Chief Inspector. Inspection Date _____. Staple bond to this occupancy request. Inspector will return plans to clerk after his inspection with his approval on them.	Date Approved
ENGINEERING SERVICES (Commercial Site) with Minor or Major Site review, or an SUP, staff must email Engineering Services upon receipt of occupancy request. SUP PT# _____ <input type="checkbox"/> Major <input type="checkbox"/> Minor Site Plan PT# _____ O-T-C PT# _____	Date Emailed
ENGINEERING SERVICES (Residential Site) Over the Curb Payment PT# _____ Staff will inspect sidewalks and curbs and contact Engineering Services only if there appears to be an irregularity in them	Date Emailed
TRANSPORTATION (Commercial Site) If project had an SUP, Major or Minor Site Review, contact Transportation	Date Emailed

The occupancy clerk should print & attach the building and sprinkler permits to this occupancy application for reference. The information on the permits will be needed to type the occupancy certificate.

Additional Comments _____