

CITY OF TOLEDO



BUILDING INSPECTION

CERTIFICATE OF OCCUPANCY FOR EXISTING BUILDINGS

The following is the procedure and check list for obtaining a Certificate of Occupancy for an existing building.

If you have a property where there is no work being done, you may request a Certificate of Occupancy. We will research if the property already has one on file, but depending on the age of the structure, there may not be any records of one previously issued.

In order to get a new Certificate of Occupancy, plans must be submitted and reviewed for life safety and exiting. This would also include the following requirements:

1. Code Summary in accordance with applicable codes
2. Building Construction Type
3. Use Group
4. Occupant Load Analysis (Dimensioned floor plans for the building showing all exits, room names, and occupant loads)
5. Fire Safety Equipment
6. Fire Exits

Additional documentation may be required depending on the scope of work.

Current adopted codes are the 2017 Ohio Building Code, 2017 Ohio Plumbing Code, 2017 Ohio Mechanical Code, 2017 NFPA 70 National Electric Code, and other applicable codes. Your plans cannot be approved until all of the information specified above is submitted and reviewed.

Plans can only be prepared by an Ohio licensed design professional such as an Architect or Professional Engineer as required by the Ohio Building Code. We must receive payment of applicable fees with plans that have been sealed and signed by an Ohio licensed design professional prior to any safety inspections. Inspections are conducted by the following trades to determine the safety of the structure and identify any unsafe code violations:

1. Building
2. Heating, Ventilation, and Air Conditioning (HVAC)
3. Plumbing
4. Electrical
5. Fire Prevention Bureau
6. Health Department (if Applicable)

You may have to contact the Health Department at (419) 213-4100

We are required to have this information and approvals from our inspectors prior to the issuance of a new Certificate of Occupancy. Any pending **violations of law or orders of the building official may prohibit the issuance of a Certificate of Occupancy.**

Please be aware that an existing building with proposed change of occupancy, alterations, or addition, according to Section 3408 of Ohio Building Code, is not qualified for this application.

Any demolition, renovation, construction work, or change of use requires that you obtain a Building Permit prior to beginning any work. Please contact our office to find out what work requires a permit. You may also contact our office and discuss your submittal requirements with any of our Permit Technicians at (419) 245-1220 or email us at one.stop@toledo.oh.gov.

REF: 2017 Ohio Building Code Section 111.1, Section 111.2, Section 111.4

Special Inspections are required to determine the present condition of the building as they relate to the Toledo Municipal Code and the Ohio Building Code. The fee payable upon an application shall be \$150.00 per type of inspection required, plus state surcharges (no charge for Fire at the time of application – if any charges, Fire will invoice you). Additional fees, if required, shall be based on additional inspection time of \$75.00 per hour or fraction thereof, payable upon issuance of Certificate of Occupancy. If a Certificate of Occupancy is to be issued as a result of the above inspections, a fee of \$75 for a commercial building or \$65 fee for a residential home must be paid for the certificate.