

City of Bexley  
Building Department  
2242 E. Main Street  
Bexley, Ohio 43209  
(614) 559-4240

## Change of Occupancy/Use

Date: \_\_\_\_\_

Filing fee: \$90

Property address: \_\_\_\_\_ Zoning District: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone : \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

1. Is there a current Certificate of Occupancy for the business previously located at this property address?     No     Yes (If yes, please provide a copy).

2. Write a short narrative on the **Existing Business Use** of the building or space: \_\_\_\_\_

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3. Write a short narrative on the **Proposed Business Use** of the building or space: \_\_\_\_\_

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4. Is the current use and the proposed use the same?  Yes  No

If "Yes" - Submit this form with the following information:

Certificate of zoning approval with signed consent from the property owner (This form is attached and requires you to verify with the Development Department, that the proposed business meets the requirements of the Zoning District)

A copy of the certificate of occupancy.

Site plan indicating existing parking spaces, walkways, and building exits.

Floor plan, indicating proposed furniture plan, exit signs and emergency lighting. (hand drawn if you cannot locate prints)

Signed affidavit by the owner giving consent to occupy.

5. Do you propose any alterations or additions to the existing building or space?  Yes  No

If yes, explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Do you proposed any additions or alterations to the existing mechanical systems, i.e. electric, plumbing, HVAC, egress, fire protection?  Yes  No

If yes, explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. If the answer to questions 5. or 6. is yes, you will need to file a permit application. The following information is required:

Site plan to scale, indicating parking spaces.

Floor plan to scale including means of egress

Construction plans to scale with details in accordance with OBC

Electrical plans (including service location and lighting).

Fire protection systems (if applicable)

Plumbing plans (isometric) and HVAC plans

Accessibility plans