

Application for New Business or Change in Use



APPLICABILITY

Section 1243.02(b)(1) When Required. Regardless of whether or not a building permit is required for construction activities, any change of use, establishment of a new use or new business occupancy must be reviewed and issued a Certificate of Zoning Compliance.

Sections 246.16/248.04 Notification of Change in Business Owner. Whenever a business, commercial or industrial space or building changes occupants, that new occupant is required to inform both the Police and Building Departments of his or her new occupancy to enable more reliable emergency response and hazard inspection.

APPLICANT: Excluding signage, are you proposing any exterior changes to the building or property? Examples include building façade changes, parking lot reconfiguration, landscaping changes, lighting changes, etc. **If so, DO NOT submit this form.** Planning review is required for your project. Contact the Planning and Development Department for information about the development plan review process and submission requirements.

BUSINESS INFORMATION

Business name

Business address

Business owner

Business owner email

Business owner home address

City, state, zip

Business owner phone number

Emergency phone number

PROPERTY OWNER INFORMATION

Property owner name

Property owner address

City, state, zip

Property owner phone

Property owner email

USE INFORMATION

Previous use/occupant

Building/unit area (square feet)

Describe proposed use*

*Based upon the proposed use, the City may require the additional submission of a site plan showing lot configuration, building locations, provision of adequate parking and loading, driveways, etc. If a proposed use is determined to be a conditional use in a particular zoning district, development plan review and Planning Commission approval is required.

AUTHORIZATION AND ACKNOWLEDGEMENT

Applicant signature

Property owner signature

Submit this application to the Building Division with the \$50 application fee.

I hereby authorize the City of North Ridgeville to view the premises and consent to their entry onto the property for the purpose of observing site conditions related to review of my application.

OFFICE	PPZ No.	Date Received	Amount Paid