

CERTIFICATE OF USE COMPLIANCE

CITY OF BEAVERCREEK, OHIO
1368 Research Park Drive
937-427-5512
FAX 937-427-5544

Date: _____ Permit _____
Permit Fee \$50.00 _____

1. Address of Property _____ Zoning District _____
2. Lot No. _____ Subdivision _____ Book/Page/Parcel _____
3. Name of Property Owner _____ Phone _____
4. Business Name (DBA) _____ Phone _____
5. Business Owner _____ Phone _____
6. Address _____
7. Proposed Activity or Use _____
Type of Use: Office _____ Office/Research _____ Commercial _____ Industrial _____
Other _____
8. Gross Floor Area _____
9. Number of parking spaces allocated for this use. _____

I certify that all information and attachments to this application are true and correct to the best of my knowledge.

Applicant's Signature: _____

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This application is _____ approved _____ disapproved _____
Planning Department Date

Remarks: _____

NOTE: ADDITIONAL PERMITS WILL BE REQUIRED BY GREENE COUNTY BUILDING REGULATIONS. SUBMIT ONE COMPLETE SET OF PLANS TO THE BEAVERCREEK FIRE DEPARTMENT.

Certificate of Use Compliance

When is a Certificate of Use Compliance required?

A Certificate of Use Compliance is required prior to the occupancy of a new commercial or industrial building, or the re-occupancy of an existing commercial or industrial building.

What do I have to do to receive a Certificate of Use Compliance?

To receive a Certificate of Use Compliance, an application must be completed in full and submitted to the Planning and Zoning Department along with the application fee. The applicant is encouraged to contact the Beavercreek Fire Dept. to discuss the application.

How long will it be until I receive notification?

The application will be reviewed in one to two business days and you will be notified by telephone when the application has been approved and the permit has been issued.

What's the next step?

A Greene County occupancy permit is required after you receive a Certificate of Use Compliance from the City.

If you have any questions, a staff member in the Planning and Zoning Department is available to assist you Monday through Friday from 7:30 a.m. to 5:00 p.m.