



# Commercial and Business Change of Occupancy Procedure

**STEP 1.** Apply for a zoning application with the Village for approval for:

- a. Type of business
- b. Signage
- c. Parking Plan

A copy of the commercial zoning application and sign application forms can be found on our website at [Forms | cburg \(centerburgoh.org\)](#)

**Once approval is received from the Zoning Administrator then proceed to STEP 2**

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**STEP 2.** Apply to the Central Ohio Joint Fire District (COJFD) for an inspection

The COJFD does not issue building permits but they do have a formal plans review program that is required for commercial properties in conjunction with The State of Ohio Commerce, Building Code Compliance Office since Knox County, Townships, or Villages do not have a building code official. All agencies have zoning officials and regulations.

If you have a question you can submit it to: [prevention@cojfd.org](mailto:prevention@cojfd.org)

The COJFD fee schedule is located in the "FILES" tab on their website at [FILES | Central Ohio Joint Fire District \(cojfd.org\)](#).

This process is for new businesses or a change to businesses coming into the village. Please refer to the COJFD website for information on fire inspections other than for a new business or change to a business. Thank you for planning ahead!

**Once approval is received from the COJFD then proceed to STEP 3**

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**STEP 3.** Apply to the Department of Commerce for an Application for Change of Occupancy - [Application for Change of Occupancy | Ohio Department of Commerce](#)

**Section 202 OBC** defines change of occupancy as “a change in the purpose or level of activity within a structure that involves a change in the application of the requirements of the code”.

Not only the change of use and occupancy classification but also a change in the level of activity while maintaining the same use group will constitute the “change of occupancy”. A change in the level of activity may include an increase in occupant loads or path of travel distance to exits, or changes in equipment, appliances, or systems, etc., that will raise the level of hazard based on life and/or fire risk.

**Please note that a change of occupancy permit CAN NOT be processed through “Application for certificate of use and occupancy” (Form DIC 3019) for existing buildings. The link to the Department of Commerce application is listed above.**

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**Once approval is received from the Department of Commerce then proceed to STEP 4**

**STEP 4.** Return a copy of all documents to the Village Zoning Administrator for final review