

Portage County Building Department

449 South Meridian Street, Ravenna, Ohio 44266-1217
Phone (330) 297-3530 Fax (330) 297-3896

Bldg Permit # _____

Elect Permit # _____

DATE _____

Application for Change of Business Occupancy Certificate for Existing Buildings

Business Owner's Name _____	Phone _____
Address _____	Township/Village _____
Business Name _____	Phone _____
Business Address _____	
Building Owner's Name _____	Phone _____
Address _____	Township/Village/City _____

Indicate the type of business previously at this address _____

Indicate type of new business or operation _____

Number of Occupants / Employees _____ Fire Suppression _____ yes _____ no

Number of exits _____ Number of stories _____ Zoning Certificate _____

Describe items to be stored _____

- *Structural alterations shall require plans to be submitted for review and approval. Such plans shall be authored by an Ohio Registered Architect or Engineer.*
- *If no structural alterations are planned, submit a basic floor plan of the area.*

Applicant Signature

Date

Fees: \$ 60.00 Building & Mechanical \$ 40.00 Electrical + 3% percent state fee

Check # _____ Cash _____ Receipt # _____