



City of WHITEHALL

Opportunity is Here

360 South Yearling Road, Whitehall, Ohio 43213
(Phone) 614-237-8612 (Fax) 614-338-3119 www.whitehall-oh.us

APPLICATION FOR OCCUPANCY REGISTRATION

Application #: _____

Date & Time: _____

This application will help us determine how to proceed with making sure the building or space you wish to occupy is safe and complies with zoning, building and fire code requirements.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Site Location	City	State	Zip

Business name

Business Owners name	Business Owners address	City	State	Zip

Business Owners phone	Business Owners E-mail

Property Owners name	Property Owners address	City	State	Zip

Property Owners phone	Property Owners e-mail

Emergency Contact Name	Emergency Contact Phone	(For Fire Department Emergency Use)

Square Footage of the building or space you wish to occupy? _____ sq. ft.

Describe the business you are requesting: (please be detailed) _____

What kind of Business occupied the building or space before? _____

Have you, or do you plan to do any remodeling or construction in the building or space you wish to occupy? If yes, please describe: _____

BY SIGNING THIS APPLICATION, I FULLY UNDERSTAND THAT I CANNOT OCCUPY SAID LOCATION UNTIL IT HAS PASSED AN INSPECTION BY THE BUILDING OFFICIAL AND THE FIRE SAFETY INSPECTOR, AND A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED.

Owner or/Representative Signature

Date

Occupancy Permit will expire 6 months after approval if an inspection is not Scheduled.

OFFICE Use Only

Zoning Code Reference: _____

NOTES: _____

PERMIT FEE \$ _____ + 3% (state fee) \$ _____ = \$ _____ (check, money order and cash only)

Building Inspector

Date

Service Director

Date