



VILLAGE OF WOODMERE

BUILDING DEPARTMENT

27899 Chagrin Boulevard

Woodmere Village, OH 44122

Phone: 216.831.9511 ext 235 Fax: 216.292.7023

Robert McLaughlin, Chief Building Official

APPLICATION FOR COMMERCIAL OCCUPANCY CERTIFICATE

DATE:	Base Fee - (under 3,000 SF Gross Floor Area)	\$ 150.00
	Each Additional 1,000 SF or part thereof	\$ 10.00

Bldg. Permit #: _____ Date Issued: _____ Occupancy Permit # _____

Business Name: _____ Suite/Unit#: _____

Address: _____ Phone #: _____

Nature of Business: _____

Parcel #: _____ Size of Unit being Occupied: _____ SF

Property Owner: _____ Phone #: _____

Owners Address: _____ City/State: _____

Mixed Use (Check all that apply): Retail Office Restaurant Other: _____

Please select one of the following:

New Business Change of Business New Building Ownership Change Temporary

Date business opened/will open: _____ Date of Event (if applicable): _____

Applicant's Name (Please Print): _____

Applicant Signature _____ Date _____

**A "Floor Plan must be submitted with this application .
Failure to do so will result in the rejection of this application.**

**All fees must in the form of a company check, certified check, cash or money order.
We DO NOT accept personal checks or credit cards.**

THIS IS NOT A PERMIT. BEFORE THE SUBJECT PROPERTY CAN BE USED AS APPLIED FOR, A TEMPORARY CERTIFICATE OF OCCUPANCY (VALID FOR THE INTERIM PERIOD) AND/OR A FINAL OCCUPANCY PERMIT MUST BE SECURED FROM THE VILLAGE OF WOODMERE BUILDING DEPARTMENT.

THIS AREA IS FOR OFFICIAL USE ONLY

Date Received: _____

Approved

Rejected

Check #:: _____

Mail-In

Walk-In

CO #: _____

Processed by: _____
