



# VILLAGE OF WOODMERE

## BUILDING DEPARTMENT

27899 Chagrin Boulevard  
Woodmere Village, OH 44122  
Phone: 216.831.1234 X1233 Fax: 216.292.4109

Rick Loconti, 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**

Big. 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: \_\_\_\_\_