

# City of Fairlawn Zoning, Housing & Residential Building Department

## Commercial Occupancy Change Informational Packet (No Construction)

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ALL COMMUNICATIONS REGARDING THIS APPLICATION SHOULD BE DIRECTED TO  
THE CITY OF FAIRLAWN ZONING DEPARTMENT

### I. Plan Submission:

- A. Required Drawings:
  - 1. **Three (3) sets of floor plans** showing locations of exit lights, fire exits, emergency lights, lock box locations.
- B. Submit a **narrative statement** describing the type of business and operations to be conducted and the name of a contact person.
- C. Complete and submit attached **Application Form** with floor plans and narrative statement.
- D. Plans will be reviewed by the Fairlawn Zoning Dept. and Fairlawn Fire Dept.

### II. Fees:

- A. \$140.00 Zoning Use Fee
- B. Projects begun prior to a zoning permit being issued for any structure other than 1 to 3 unit residential dwellings, shall cost 300% of the applicable fee provided in this section.
- C. Fees and procedures are subject to change without notice.

### III. Inspections:

- A. Fairlawn Fire Department will perform a fire safety inspection before occupancy. Please call at least seven (7) days prior to occupancy to schedule inspection.
- B. Fairlawn Zoning Department may perform an inspection before occupancy. Please call at least seven (7) days prior to occupancy to schedule inspection.

#### Items to be inspected include, but are not limited to:

- 1) Requirements of the City Codified Ordinances are in compliance, i.e.,
  - a. Exit Lights
  - b. Emergency Lights
  - c. 911 Registration
  - d. Fire Extinguishers in place
- 2) Address numerals are installed
- 3) Fire lanes, when required, are marked on the site

# City of Fairlawn Zoning, Housing & Residential Building Department

## Commercial Occupancy Change Application (No Construction)

Project Name \_\_\_\_\_

Project Address \_\_\_\_\_ Suite # \_\_\_\_\_

Estimated number of new non construction jobs to be added by the project: \_\_\_\_\_

Emergency Contact 1 \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Contact 2 \_\_\_\_\_ Phone \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

Property Owner Address (if different than above) \_\_\_\_\_

Give brief description of type of business to be operated at this location \_\_\_\_\_

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**Fee: \$140.00**

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Three (3) sets of floor plans must be included with this application showing locations of all exit lights, emergency lights and fire prevention. The undersigned (if not property owner) hereby states that authority has been granted by the owner to apply for this permit. The undersigned shall comply with all rules and regulations of the City of Fairlawn, the adopted zoning codes, and the laws of the State of Ohio.

**Non-Compliance:** Projects begun prior to a zoning certificate being issued for shall cost 300% of the applicable fee.  
Work required by emergency repairs shall be exempt from this fee provided the permit is applied for within seventy-two hours of initiating the emergency repairs.

Please allow 7 – 10 days for review of this application.

Company Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Fax: \_\_\_\_\_

**3487 S. Smith Rd. · Fairlawn, OH 44333 · 330-668-9500 / (Fax) 330-668-9546**  
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