

APPLICATION RE-OCCUPY AN EXISTING BUILDING OR TENANT SPACE

CITY OF MENTOR
ENGINEERING/BUILDING AND ECONOMIC & COMMUNITY DEVELOPMENT DEPARTMENTS
8500 CIVIC CENTER BOULEVARD, MENTOR, OHIO 44060
440-255-1100

This application is to establish the proposed use for compliance with the ZONING CODE (Title 11) and the BUILDING CODE (Title 13). If the Zoning Administrator determines that the use conforms to the Mentor Zoning Ordinances, and the Chief Building Official determines that the use had previously existed and is not a danger to the public safety and welfare, an occupancy certificate may be issued in accordance with the Mentor Code of Ordinances and the Ohio Building Code. **Buildings to be altered in whole or in part require a building permit and this application is not appropriate. Buildings changed in whole or in part from one use to another will require a building review and/or permit and must conform to the requirements for the new use, and this application is not appropriate.**

LOCATION OF RE-OCCUPANCY: _____
Parcel: _____ Ward: _____ Census Tract: _____
Company Name: _____
President/General Manager Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____ Fax Number: _____

Property Owners Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____ Fax Number: _____

BUILDING TYPE: BRICK, STEEL, WOOD, CONCRETE: CHECK ALL APPLICABLE
PREVIOUS USE: _____
NEW BUILDING USE GROUP(S): (see reverse side): _____
DESCRIBED PROPOSED USE: _____
LOT SIZE: _____ SINGLE OR MULTI-TENANT BLDG.: _____
BUILDING SIZE: _____ SIZE OF TENANT SPACE: _____
INTENDED NO. OF OCCUPANTS: (EMPLOYEES & CUSTOMERS): _____
PRESENT PAVED PARKING: (NO. OF SPACES): _____ UNPAVED PARKING AREA: _____

I do hereby certify that I have read and understand the purpose of the application to re-occupy and that the above is accurate information and that the referenced premises will be used only for the stated purpose, and hereby agree to maintain the above premises in compliance with the Ordinances of the CITY OF MENTOR. The receipt for this application is not a Certificate of Re-Occupancy. A Certificate of Occupancy may be granted upon inspection approvals

APPLICANT'S NAME (PRINT) SIGNATURE DATE

OFFICE USE ONLY

Fee is \$75.00 to be paid upon submittal of application. Make check payable to: CITY OF MENTOR
FEE RECEIPT NO.: _____ CONST. TYPE: _____ OCC. LOAD: _____
ZONING USE: _____ ZONING USE REVIEW: _____
BLDG. USE: _____ BLDG. USE REVIEW: _____

(REVISION 01/2010 ALL OTHER VERSION ARE OBSOLETE)

302.1 General: All buildings and structures shall be classified with respect to use in one of the use groups listed below.

1. Use Group A Assembly (see Section 303.0)
2. Use Group B Business (see Section 304.0)
3. Use Group E Educational (see Section 305.0)
4. Use Group F Factory & Industrial (see Section 306.0)
5. Use Group H High hazard (see Section 307.0)
6. Use Group I Institutional (see Section 308.0)
7. Use Group M Mercantile (see Section 309.0)
8. Use Group R Residential (see Section 310.0)
9. Use Group S Storage (see Section 311.0)
10. Use Group U Utility & miscellaneous (see Section 312.0)

303.1 Use Group A-1, Theaters: This use group shall include all theaters, or similar uses usually with fixed seating, for viewing the performing arts.

Use Group A-2, structures: This use group shall include all buildings and places of public assembly, designed for use as dance halls, night clubs, restaurants, and banquet halls

Use Group A-3 structures: including art galleries, exhibition halls, museums, lecture halls, libraries, courtrooms, churches and other similar religious uses, and recreation centers; and buildings designed for other similar assembly purposes including passenger terminals.

Use Group A-4 structures: This use group shall include all indoor sport facilities with spectator seating, including arenas, skating rinks, swimming pools, tennis courts and similar purposes.

Use Group A-5 structures: This use group shall include all facilities for viewing outdoor sport facilities including amusement park structures and bleachers.

**304.1
USE GROUP B BUSINESS USES**

Airport traffic control towers	Fire stations
Animal hospitals, kennels, pounds	Florists & nurseries
Automobile and other motor vehicle Showroom	Laboratories, testing & research
Banks Laundries,	pickup & delivery stations & self-service
Barber Shops	lice stations
Beauty Shops	Post offices
Car wash Po	rint Shops
Civic administration	Professional services; attorney, dentist, Physician, engineer,
Clinic, outpatient P	Telephone exchanges
Dry cleaning, pick-up & delivery Stations & self-service	
Electronic data processing	
Education above the 12 th grade	

305.1 Use Group E: All buildings and structures, or parts thereof, other than those used for business training or vocational training, shall be classified in use Group E which are used by more than five persons at one time for educational purposes.

305.2 Day-care facilities: A child day-care center for a facility not the permanent residence of the administrator or provider, for six or more children with no more than five children, two and one-half years of age or less, may be classified as Use Group E, where five or more are less than two and one-half years of age shall be use group I-2.

306.1 Use Group F-1: Factory and industrial uses which are not otherwise classified as low hazard Use Group F-2, shall be classified as moderated hazard factory and industrial, Use Group F-1.

307.1 Use Group H: All buildings and structures, or parts thereof, shall be classified in Use Group H which are used for the manufacturing, processing, generation or storage of corrosive, highly toxic, highly combustible, flammable or explosive materials that constitute a high fire or explosion hazard, including hose combustible fibers, dust and unstable materials.

308.1 Use Group I: All buildings and structures, or parts thereof, shall be classified in use Group I in which people suffering from physical limitations because of health or age are harbored for medical or other care or treatment, in which people are detained for penal or correction purposes, or in which the liberty of the inmates is restricted.

309.1 Use Group M: All buildings and structures or parts thereof, shall be classified in use Group M which are used for display and sales

purpose involving stocks of goods, wares or merchandise incidental to such purposes and accessible to the public; including, among others, retail stores, motor fuel service stations, shops and salesrooms anin control areas that do not exceed the limits in Table 414.2.4(1), otherwise the use shall comply with the requirements for Use Group H.

310.1 General: All buildings and structures, or parts thereof, shall be classified In Use Group R in which families or households live, or in which sleeping accommodations are provided for individuals with or without dining facilities, excluding those that are classified as institutional buildings.

311.1 General: All buildings and structures, or parts thereof, shall be classified in Use Group S which are used primarily for the storage of goods, wares or merchandise, except those of Use Group H that involve highly combustible or explosive products or materials; including, among others, warehouses, storehouse and freight depots.

**311.2
USE GROUP S-1 STORAGE USES, MODERATE HAZARD**

Bags, cloth, burlap & paper	Livestock shelters
Bamboo & rattan	Lumber yards
Baskets Motor	vehicle repair shops
Belting, canvas & leather	Petroleum warehouse for storage of lubricating oils with a flash point of 200 degrees F (93.33 degrees C) or higher
Books & paper in rolls or packs	Photo engraving
Boots & shoes	Public garage (Group I) & stables
Buttons, including cloth covered, pearl or bone	Silk
Cardboard & cardboard boxes	Soap
Clothing, woolen wearing apparel	
Cordage	
Furniture	
Furs Sugar	
Glue, mucilage, paste & size	Tobacco, cigars, cigarettes & snuff
Horn & combs, other than Celluloid	Upholstering & mattress manufacturing
Leather, enameling or japanning	Wax candles
Linoleum	

**311.3
USE GROUP S-2 STORAGE USES, LOW HAZARD**

Asbestos Gypsum	board
Beer or wine up to 12% alcohol in metal, glass or ceramic containers	Inert pigments
Cement in bags Meta	Ivory
Chalk & crayons	Meats
Dairy products in non-waxed coated paper containers	I cabinets
Dry cell batteries	Metal desks with plastic tops & trim
Electrical coils M	Metal parts
Electric Motors	Metals
Food products	irrorrs
Foods in noncombustible containers	New empty cans
Fresh fruits & vegetables in Non-plastic trays or containers	Oil filled & other types of distribution transformers
Frozen Foods Stoves	Open parking structures
Glass Talc	Porcelain & pottery
Glass bottles, empty or filled with noncombustible liquids	Public garages (Group 2) & sandstone
	Washers & dryers

312 Utility Uses- Retaining Walls, Towers, Tanks And Miscellaneous

OFFICE USE ONLY

Inspection	D	ate	By
Zoning	___	___	___
FNS	___	___	___
Fire Prevention	___	___	___
HVAC	___	___	___
Electrical	___	___	___
Plumbing	___	___	___
Building	___	___	___