



**LIBERTY TOWNSHIP
COMMERCIAL BUILDING DEPARTMENT**

Through the City of Powell

CHECKLIST FOR SUBMISSION FOR COMMERCIAL BUILDING PERMIT

FOR CHANGE OF OCCUPANCY ONLY
(Within the boundaries of Liberty Township)

A Change of Occupancy application can only be used if NO ALTERATIONS are part of the project.

- _____ Copy of the Certificate of Compliance through Liberty Township Zoning Office at 10104 Brewster Lane. (740) 938-2010 1 copy
- _____ Liberty Township Commercial Building Permit Application 1 copy
- _____ Floor plan to scale showing complete layout of business with dimensions, door sizes, exits, restroom facilities & room uses. 3 copies
Your plans will be reviewed under the 2007 Ohio Building Code - OBC (with updates)
- _____ Description of business 3 Copies
- _____ Once the Change of Occupancy permit has been issued and your business is set up, but before you open for business you will need to schedule an inspection with the City of Powell Building Department and the Liberty Township Fire Department. Once both inspections have been approved a certificate of occupancy will be issued.
- _____ Fees due: \$103.00 Payable to the City of Powell
Fee breakdown: \$100.00 Change of Occupancy Building Fee
\$ 3.00 State of Ohio 3% Surcharge
- _____ All signage will require a separate permit. Please go to our website at www.cityofpowell.us for a sign application and submittal requirements

SUBMIT APPLICATION TO:
City of Powell Building Department
47 Hall Street
Powell, OH 43065

Office: (614) 885-5380
Fax: (614) 885-5339
www.cityofpowell.us

PERMIT INFORMATION:

Permit Coordinator: Maureen Brady..... (614) 885-5380 x 1011
Schedule Inspections: Inspection Line..... (614) 885-5380 x 3012
Building Dept. Coordinator: Vicki Halley (614) 885-5380 x 1012
Plans Examiners: Doug Wenzel, CBO..... (614) 885-5380 x 1015
Architecture! Ohio..... (614) 885-5380
Inspectors: Brian Donovan..... (614) 885-5380 x 1013
Len Baldwin..... (614) 885-5380 x 1014
Liberty Twp. Fire Dept.: Lt. Sally McCann-Mirise..... (614) 923-0135
City of Powell Zoning: David Betz (614) 885-5380 x 1033
City of Powell Engineering: Robert Rice..... (614) 885-5380 x 1043

Visit our web site at www.cityofpowell.us for information, fee schedule and applications

Revised 01/01/2009