

CITY OF POWELL
COMMERCIAL BUILDING DEPARTMENT



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

CHECKLIST FOR SUBMISSION FOR COMMERCIAL BUILDING PERMIT

FOR CHANGE OF OCCUPANCY ONLY
(Within the municipal boundaries of the City of Powell)

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

- _____ City of Powell Commercial/Industrial Zoning Certificate Application 1 copy
- _____ City of Powell 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 2011 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: \$203.00 Payable to the City of Powell
Fee breakdown: \$100.00 Zoning Fee
\$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
Plans Examiners: Doug Wenzel, CBO..... (614) 885-5380 x 1015
Architecture! Ohio..... (614) 885-5380
Inspectors: Brian Donovan..... (614) 885-5380 x 1013
Doug Wenzel (614) 885-5380 x 1015
Liberty Twp. Fire Dept.: Lt. Sally McCann-Mirise..... (740) 938-2027
City of Powell Zoning: David Betz (614) 885-5380 x 1033
City of Powell Engineering: Robert Rice..... (614) 885-5380 x 1043