



**DEPARTMENT OF COMMUNITY DEVELOPMENT  
Certificate of Occupancy**

The undersigned applies for a Zoning Permit for the following use. Said permit to be issued on the basis of the information contained within this application. The applicant hereby certifies that he/she/it has the authority to make this application, that all information and attachments to this application are complete and accurate, and that the proposed use will be constructed as shown.

**LOCATION**

\_\_\_\_\_  
Please include address, street, city, and zip code

\_\_\_\_\_  
Subdivision

\_\_\_\_\_  
Lot #

\_\_\_\_\_  
Parcel ID #

\_\_\_\_\_  
Tenant Name, if applicable

**CONTACT INFORMATION**

	PROPERTY OWNER	CONTRACTOR
Name		
Company		
Address		
City, State, Zip		
Phone		
Fax		
Email		

**DESCRIPTION**

Explain Use in Detail (please include square footage, number of employees and intended use)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE REVIEW AND CHECK THE FOLLOWING.**

- |                              |                             |  |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Will alcoholic beverages be served on site?  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Will sexual oriented materials be sold on site?  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Is the proposed use an Adult Entertainment facility as defined in the Deerfield Township Zoning Resolution?  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Is the existing structure being enlarged or altered? If yes, a separate zoning permit must be filed.   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Will there be any outdoor storage of equipment, boxes, material etc.?  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Included is a drawing stamped by a registered architect that includes the proposed tenant space as well as a floor plan depicting details such as table, office and aisle locations. |

\*Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

\*Applicant hereby affirms that he/she is a duly authorized agent for the subject property owner.

# CERTIFICATE OF OCCUPANCY

## A. APPLICABILITY

1. A certificate of occupancy shall be required for any of the following:
  - a. Occupancy of a new nonresidential building or structure after completion of construction;
  - b. Occupancy or change of occupancy of an existing nonresidential building or structure;
  - c. Change of use in any nonresidential building.
2. A certificate of occupancy shall not be required for agricultural uses.

## B. REVIEW PROCEDURES

### 1. Step 1 – Application

The applicant shall submit an application for a certificate of occupancy after completion of construction or prior to occupancy of a building or structure. Such application shall include:

- a. The certificate of occupancy application and applicable forms available from the township offices;
- b. All such forms, maps, and information as may be prescribed for that purpose by the zoning inspector to assure the fullest practicable presentation of the facts for the permanent record;
- c. A certificate from the Warren County Building Department indicating compliance with the Warren County Building Code;
- d. A certificate from the Warren County Engineer indicating compliance with the provisions of the Warren County Subdivision Regulations;
- e. A certificate from the Warren County Combined Health District indicating compliance with all the requirements of said department; and
- f. All required fees as established in the Deerfield Township fee schedule.

### 2. Step 2 – Review

The zoning inspector shall review the application for conformance with the provisions of this zoning resolution.

### 3. Step 3 – Decision

- a. Within 10 business days after the application (Step 1), the zoning inspector shall either approve and issue the certificate of occupancy or deny the application and, in so doing, state in writing the reasons for the action taken. Such statement of denial shall include, but not be limited to, a list of regulations that would be violated by the proposed use, and shall transmit one copy thereof to the applicant along with one copy of the application, signed, dated and noted as denied.
- b. In conducting the review of the application, the zoning inspector may consult with any department, agency, public body, official, company, or individual necessary to determine whether the application complies with the regulations of this zoning resolution. Any costs of review shall be borne by the applicant, as stated in the Deerfield Township fee schedule.
- c. Upon approval, the zoning inspector shall return one signed copy of the application and maintain the second copy of the application for township records.
- d. If the application is denied, the applicant may appeal the decision to the BZA in accordance with Section 3.08: Appeals, Variances, and Conditional Uses.

## C. REVIEW CRITERIA

All applications for a certificate of occupancy shall demonstrate conformity with the provisions of this zoning resolution and any plans approved by the township related to the application.