



## MIAMI COUNTY DEPARTMENT OF DEVELOPMENT

Serving Miami, Darke, Mercer, Shelby, & Auglaize Counties

*Dan Suerdieck*  
Director

# Certificate of Occupancy

Obtaining a Certificate of Occupancy from the Department of Development is easy. We will need the following information and a few days to process your request.

1. Color picture of your building.
2. Floor plan sketch or print with total square footage of the building or lease space along with exit locations. Daycare type occupancies will need to show square footage of each room and exit locations as well as ages of children in each room.
3. Use of the building (Print shop, office etc.)
4. Is the structure sprinkled? Does it have a fire alarm?
5. You may upload this information in PDF format via the following link:  
<http://miamicounty.portal.iworq.net/portalhome/miamicounty>
6. Cost will be \$169.95.
7. For more information, please see Certificate of Occupancy flowcharts.

Feel free to reach out with any questions. Any of our staff can assist with occupancy questions by calling 937-440-8121 Option 1

Rob England  
Chief Building Official ~ Miami County Ohio

# CERTIFICATE OF OCCUPANCY FLOW CHART

EXISTING BUILDING WITH SAME USE AS PREVIOUS BUSINESS

## EXISTING BUILDING: PERMIT NOT REQUIRED

### • Replacement of finishes:

- Paint
- Tile
- Carpet

### • Routine maintenance & repairs

Submit  
**Building Occupancy**  
Permit Application

### MUST INCLUDE:

- Scaled floor plans  
(NOT REQUIRED TO BE FROM  
ARCHITECT OR ENGINEER)

Application & Associated  
Plans Reviewed

If Approved

If Rejected

Inspection  
Conducted

Corrective  
Action Issued

Pass  
Inspection

Fail  
Inspection

Final Review by  
Chief Building Official

Make Corrections  
(AS REQUIRED)

★ Certificate of ★  
Occupancy Issued



# CERTIFICATE OF OCCUPANCY FLOW CHART

## EXISTING BUILDING WITH CHANGE OF USE

### EXISTING BUILDING: PERMIT NOT REQUIRED

- Replacement of finishes:
  - Paint
  - Tile
  - Carpet
- Routine maintenance & repairs

Obtain Zoning Approval

Submit **Building Occupancy** Permit Application

**MUST INCLUDE:**  
• Professional scaled floor plans (FROM ARCHITECT OR ENGINEER)

Application & Associated Plans Reviewed

If Approved

If Rejected

Permits Issued  
(AS REQUIRED)

Corrective Action Issued

Complete Work  
(AS REQUIRED)

Request Inspections  
(AS REQUIRED)

No Inspections in 12 Months

Inspections Conducted  
(AS REQUIRED)

Permits Expire

Pass All Inspections

Fail Inspections

Final Review by Chief Building Official

Fix Work  
(AS REQUIRED)

★ Certificate of Occupancy Issued



# CERTIFICATE OF OCCUPANCY FLOW CHART

## EXISTING BUILDING WITH CONSTRUCTION

### EXISTING BUILDING: CONSTRUCTION INCLUDES

#### ADDING, REMOVING OR ALTERING:

- Walls
- Doors (Includes door hardware)
- Windows
- Exits
- Stairwells or elevators
- Canopies or awnings
- Electrical systems (Includes light fixtures)
- Plumbing systems
- Mechanical systems (HVAC)
- Fire protection systems
- Etc.

Obtain Zoning Approval

Submit **Building & Zoning** Permit Application

#### MUST INCLUDE:

- Professional scaled floor plans (FROM ARCHITECT OR ENGINEER)

Application & Associated Plans Reviewed

If Approved

Permits Issued (AS REQUIRED)

If Rejected

Corrective Action Issued

Complete Work (AS REQUIRED)

Request Inspections (AS REQUIRED)

No Inspections in 12 Months

Inspections Conducted (AS REQUIRED)

Permits Expire

Pass All Inspections

Fail Inspections

Final Review by Chief Building Official

Fix Work (AS REQUIRED)

★ Certificate of Occupancy Issued



# CERTIFICATE OF OCCUPANCY FLOW CHART

## NEW CONSTRUCTION

