

**CHANGE OF OCCUPANCY APPLICATION**

**Mayfield Village Building Department**  
6622 Wilson Mills Rd, Mayfield Village, Ohio 44143  
Phone 440-461-2213 Fax 440-442-5077 Office Hours 8:00 A.M. - 4:00 P.M.

DATE \_\_\_\_\_ FEE \$ 10.00 \_\_\_\_\_

LOCATION/UNIT \_\_\_\_\_ SQ.FT. \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_ PHONE \_\_\_\_\_

NAME OF OCCUPANT \_\_\_\_\_

TYPE OF BUSINESS \_\_\_\_\_

MATERIALS STORED/USED IN BUILDING \_\_\_\_\_

HAZARDOUS \_\_\_\_\_ IF YES, WHAT TYPE \_\_\_\_\_

HOW WILL MATERIALS BE STORED? \_\_\_\_\_

COMPANY CONTACT PERSON \_\_\_\_\_

PHONE NO. \_\_\_\_\_ EMERGENCY PHONE NO. \_\_\_\_\_

ALARM CO. \_\_\_\_\_ TYPE \_\_\_\_\_ PHONE NO. \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**FOR VILLAGE USE ONLY**

ELECTRICAL \_\_\_\_\_ PLUMBING \_\_\_\_\_

AISLE CLEARANCE \_\_\_\_\_ EXIT LIGHTING \_\_\_\_\_

EXTINGUISHERS \_\_\_\_\_

DATE OF OCCUPANCY \_\_\_\_\_

\_\_\_\_\_  
FIRE DEPARTMENT APPROVAL

\_\_\_\_\_  
JOHN MARRELLI, BUILDING COMMISSIONER

COMMENTS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Note: Building Safety/Fire Inspections are required on change of tenant and a Certificate of Occupancy issued prior to occupancy.**

cc: Office of the Mayor  
Police Department  
Fire Marshall