

# GEAUGA COUNTY

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**Building Department • Daniel W. Spada CBO**  
**12611 Ravenwood Dr. Suite 360 • Chardon, Ohio 44024**

## APPLICATION RE-OCCUPANCY AN EXISTING BUILDING OR TENANT SPACE

BUILDING TO BE ALTERED IN WHOLE OR IN PART REQUIRE A BUILDING PERMIT.  
BUILDINGS CHANGED IN WHOLE OR IN PART FROM ONE USE TO ANOTHER WILL REQUIRE  
A BUILDING REVIEW.

**LOCATION OF RE-OCCUPANCY ADDRESS:** \_\_\_\_\_

**CITY/TOWNSHIP:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**OWNER/GENERAL MANAGER NAME:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**PROPERTY OWNERS NAME:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY/TOWNSHIP:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**PREVIOUS USE:** \_\_\_\_\_ **NEW BUILDING USE:** \_\_\_\_\_

**DESCRIBE PROPOSED USE:** \_\_\_\_\_

**SQUARE FOOTAGE OF OCCUPANCY:** \_\_\_\_\_ **FLOORS TO BE OCCUPIED :** \_\_\_\_\_

**INTENDED NO. OF OCCUPANTS: (EMPLOYEES & CUSTOMERS):** \_\_\_\_\_

I do hereby certify that I have read and understand the purpose of the application to re-occupy and that the above is accurate information and that the referenced premises will be used only for the stated purpose. The receipt for this application is not a Certificate of Re-Occupancy. A Certificate of Occupancy may be granted upon inspection approvals.

**APPLICANTS NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**EMAIL** \_\_\_\_\_