



APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE EXISTING BUILDING

MUST BE COMPLETED BEFORE ANY BUILDING CAN BE OCCUPIED

If you are opening a commercial business within an existing building that is inside the corporation limit of the Village of Plain City, you must obtain an Occupancy Permit from the Village of West Jefferson Building Department and may also require an inspection from the Pleasant Valley Fire Department. A Certificate of Zoning Compliance is required before any building can be occupied as per the Codified Ordinances of the Village of Plain City Chapter 1135.03.

1. APPLICANT INFORMATION	
Name:	
Phone:	Email:
Address:	
New business name:	
Description of proposed use:	
Square footage of space that is to be occupied by this use:	

2. BUILDING INFORMATION	
Address:	
Description of previous use:	
Building owner same as applicant: <input type="checkbox"/> Yes <input type="checkbox"/> No (Please Fill Out Section 3)	

3. BUILDING OWNER (IF DIFFERENT THAN APPLICANT)	
Name:	
Address:	
Phone:	Email:

Cont. on Page 2

If there are changes to be made to the structure that require a Building Permit from the Village of West Jefferson Building Department, a temporary Certificate of Zoning Compliance may be issued by the Zoning Inspector for a period not exceeding one year, during the completion of alterations or during partial occupancy of a building pending its completion. Such temporary certificate shall not be construed as in any way altering the respective rights, duties, or obligations of the owners or of the tenants relating to the use or occupancy of the premises or any other matter covered by the Zoning Ordinance, and such temporary certificate shall not be issued except under such restrictions and provision as will adequately ensure the safety of the occupants.

Is this request for a Temporary Certificate of Zoning Compliance: Yes No

Upon expiration of the Temporary Certificate, a permanent one will need to be applied for.

The undersigned request issuance of a Certificate of Zoning Compliance by the Planning and Zoning for the premises as described in this application. I/we will also obtain an approved Occupancy Permit from the Village of West Jefferson Building Department and have the building inspected by qualified inspectors before occupancy. Failure to do so shall constitute a minor offence as per Chapter 1135.99 of the Codified Ordinances.

Applicant Signature: _____ Date: _____

Building Owner Signature: _____ Date: _____



FOR ZONING STAFF	
Date Received:	
Application Number:	
Status:	
If Denied, Reason:	

Zoning Inspector Signature: _____ Date: _____