



**UNIVERSITY HEIGHTS  
BUILDING DEPARTMENT**

2300 Warrensville Center Road, University Heights, Ohio 44118

TEL: 216-932-7800 FAX: 216-932-5239

<http://www.universityheights.com/departments/building/>

For help in completing this form please contact the Building Department

OFFICE USE ONLY			
Date:			
Cash:		Check:	
Amount:			
Receipt #:			
Issued by:			
App #:			

**Application For**  
**Home Occupancy**

*This application is for requesting a Change in Occupancy of an existing dwelling to allow a Home Occupancy.*

This is a fillable PDF form that can be downloaded at <http://www.universityheights.com/departments/building/building-forms/>, and saved on your computer.

It is preferable for the applicant to first request this form be emailed to them and then returned via email to the Building Commissioner for processing. This will allow the Building Department to complete certain required fields of the form of which the applicant would have no knowledge

If not submitting via email, please complete this fillable application and print it out prior to submitting it for a permit. The required \$10.00 fee must be received by the Building Department before the application will be processed.

**Complete this application in its entirety.**  
**Incomplete forms may not be processed.**

Address of Home  
Occupancy:

*Legal (PPN) Street Address*

Apartment / Unit #:

Name of Business:

*Enter the name of the business here. Enter a description of the business activity on Page 3 of this application.*

OFFICE USE ONLY			
University Heights District Zone:	<input type="text" value="U-1"/>	Orders or Special Use Permit on this property:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<i>Attach copy of violation orders and/or Special Use Permit conditions to this application</i>			

Application by Property Owner: ☐

Application by Dwelling Unit Occupant: ☐

APPLICANT INFORMATION				
Applicant Name:				
Mailing Address:				
City:		State:		Zip Code:
Phone:		Fax:		
Work Phone:				
Applicant email:				

<b>Provide the following information on the square footage use of the dwelling unit for the home occupancy:</b>			
Total square footage of floor space of the dwelling unit (excluding from such computation 50% of any basement area not otherwise used for utility purposes:			Sq. Ft.
Total square footage of floor space of the dwelling unit used for the home occupancy:			Sq. Ft.
Percentage of dwelling used for the home occupancy (total square footage divided by the square footage used for the home occupancy:			Percent
<b>Answer all the following 15 questions: (Click on Yes or No)</b>			
1)	Does the business provide services and activities which are conducted entirely within the dwelling unit?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
2)	Is the business being conducted solely by the residents or inhabitants of the dwelling unit, together with no more than one employee on the premises?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
3)	Does the business activity change the residential character thereof;	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
4)	Is the business clearly incidental and secondary to the use of the premises as a residence?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
5)	Does the business activity create any fire or safety risks or dangers?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
6)	Does the business activity require the use or storage of any dangerous or hazardous or polluting substance?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
7)	Does the business activity create noise or air pollution in addition to the normal conditions of the residential area	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
8)	Does the business increase pedestrian or vehicular traffic or parking upon or around the premises considering the extent, degree, frequency and hours of activity to the extent that such activity disturbs the owners or occupants of abutting or neighboring dwelling units within 200 feet of the premises?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
9)	Does the business occupy any area of the dwelling unit used or designed for utilities or laundry or kitchen or bath or lavatory or boiler or heating/air conditioning plant or power source?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
10)	Does the business occupy any secondary or appurtenant structure other than for the purpose of storing motor vehicles and tools?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
11)	Does the business operations involve or require loading, unloading, receiving, delivery, transport and/or shipping of products, merchandise or equipment?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
12)	Does the business receive occasional deliveries of materials, supplies and/or office equipment during normal business hours, defined as 8:00 a.m. to 5:00 p.m.?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
13)	Does the delivery activity make or produce disturbing noise or sounds	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
14)	Does the business activity require or involve wholesale purchases for resale, or wholesale or retail sales or manufacture or assembly or storage or inventories or display of any products, merchandise or goods?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
15)	Does the business involve the posting of any sign upon the premises publishing or advertising such home occupation?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>

**Description of Home Occupancy Activity:** *(provide a description of the home occupancy activity)*

\* FEE

☐ **Application Fee:** Ten dollars (\$10.00) this fee is due at time of application submittal.

I hereby affirm that, to the best of my knowledge, the information provided in this application for a Home Occupancy to be true, correct, and complete.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Note to Applicant:** Based on the information provided in the application the building commissioner may require the submission of an affidavit stating such information is true, and he or she may cause a general inspection of the structure or premises to be made. If this application is approved, a *Certificate of Business Occupancy for a Home Occupancy* will be issued. There is fee of \$10.00 for the certificate. The certificate is renewed annually for the same fee.