

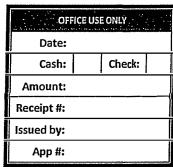
UNIVERSITY HEIGHTS BUILDING DEPARTMENT

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



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 Hon Occupanc	E .								
Occupanc		PN) Street	Address						
Apartment / Unit	#:								
Name of Busines	Enter the	name of the		s here. Ente	er a description o	f the busin	ess activ	rity or	
				SE ONLY	**************************************				
University Heights District Zone: U-1			Orders o	r Special Use	Permit on this pro		YES	✓	NO
	Atta	ach copy of 1	violation o	rders and/or	r Special Use Pern	nit condition	is to this	applic	cation
Application by	Property Ow	ner:	Ap	plication	by Dwelling U	Init Occu	pant: [
APPLICANT INFOR	MATION								
Applicant Name:									
Mailing Address:									
City:				State:		Zip Code	:		
Phone:				Fax:					
Work Phone:									
Applicant email:									

	ovide the following information on the square footage use of the dwellin supancy:	g unit for	the I	nome	
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:					
Total square footage of floor space of the dwelling unit used for the home occupancy:					
Percentage of dwelling used for the home occupancy (total square footage divided by the square footage used for the home occupancy:					
Answer all the following 15 questions: (Click on Yes or No)					
1)	Does the business provide services and activities which are conducted entirely within the dwelling unit?	YES:		NO:	
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:		NO:	
3)	Does the business activity change the residential character thereof;	YES:		NO:	
4)	Is the business clearly incidental and secondary to the use of the premises as a residence?	YES:		NO:	
5)	Does the business activity create any fire or safety risks or dangers?	YES:		NO:	
6)	Does the business activity require the use or storage of any dangerous or hazardous or polluting substance?	YES:		NO:	
7)	Does the business activity create noise or air pollution in addition to the normal conditions of the residential area	YES:		NO:	
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:		NO:	
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:		NO:	
10)	Does the business occupy any secondary or appurtenant structure other than for the purpose of storing motor vehicles and tools?	YES:		NO:	
11)	Does the business operations involve or require loading, unloading, receiving, delivery, transport and/or shipping of products, merchandise or equipment?	YES:		NO:	
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:		NO:	
13)	Does the delivery activity make or produce disturbing noise or sounds	YES:		NO:	
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:		NO:	
15)	Does the business involve the posting of any sign upon the premises publishing or advertising such home occupation?	YES:		NO:	

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.					
ereby affirm that, to the best of my knowledge, the information provided in this application for a Home Occupancy 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.