

**INTERPRETATIONS, POLICIES AND PROCEDURES**  
**BUTLER COUNTY, OHIO DEPARTMENT OF DEVELOPMENT**  
**BUILDING & ZONING**

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To: Any owner or authorized agent  
From: Dennis Dickard, Building Official  
Date: Tuesday, August 25, 2015  
Re: Partial Occupancy

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*Dennis Dickard B.O. #367*

If it is the owner's intent to request a partial occupancy as outlined under OBC 111.1.1, the owner or the owner's representative submits a new application requesting a partial occupancy to use a building or structure in whole or in part as it pertains to the construction documents where a certificate of plan approval exists. Please complete the checklist as accurately as possible. If an item is not applicable, check the box and mark N/A to the right of the box. Once this new application is reviewed, verified by inspection, and approved, a partial occupancy will be granted. The certificate will indicate the extent of the areas approved for occupancy and any time limits for completion of the work.

- Is the Partial Occupancy Checklist completed? Include it at the time of your application. Plus,
  - Attach additional documents and requested information listed below. Provide 2 complete sets. Schedule and pay \$500.00 for field verification and Partial Occupancy. Includes 1 inspection.
- Use the building application form. Request partial Occupancy to original building application number.
- Building Application Form:
  - Provide Occupants Name under Item 4.
  - Note the original building application number in Item 8.
  - Note "requesting Partial Occupancy" in Item 8.
  - Give general idea of extent of the partial occupancy in Item 8.
  - Provide proposed date to occupy in Item 8.
  - Fill out contractor, building owner, applicant, and registered design professional information.
- Provide documents (drawings) showing extent of areas for occupancy versus areas under construction.
- Letter from the designer of record addressing the following items:
  - Notify the Building Department that the work performed under contract has been reviewed and found, to the designer's best knowledge, information and belief to be complete in the area designated for occupancy.
  - What safety measures are necessary to make the requested space safe during construction?
  - Clarify, how the fire suppression and fire alarm systems, if required, are operational for the requested space and areas used for means of egress to exit the structure or building?
  - Explain how egress will not be impacted or impeded by the remaining work to be completed.
  - Indicate the time frame for the anticipated completion of the work to obtain the Certificate of Occupancy.
- Coordination & Notification:
  - Check the boxes where inspections remain outstanding for the areas wanting to occupy.
    - Frame, Fire blocking, Protection of joints and penetrations in fire-resistance-rated assemblies.
    - Fire Alarm, HVAC, Electrical, Fire Suppression
    - Other(s) \_\_\_\_\_
  - What other agencies have been notified. Provide their contact information.
  - Note any concerns or problems that either the Building Official or Building Inspector should be made aware of.