



**APPLICATION TO RE-OCCUPY
AN EXISTING BUILDING OR TENANT SPACE**

CITY OF MENTOR
ENGINEERING & BUILDING AND DEPARTMENT OF PLANNING AND DEVELOPMENT
8500 CIVIC CENTER BOULEVARD, MENTOR, OHIO 44060
440-255-1100

This application is to establish the proposed use for compliance with the ZONING CODE (Title 11) and the BUILDING CODE (Title 13 reference to the Ohio Building Code) of the Mentor Code of Ordinances. If the Planning Director determines the use of the facility conforms to the Zoning Code, and the Chief Building Official determines the level of activity proposed in the facility can be achieved without alterations and is not a danger to the public safety and welfare, a Certificate of Occupancy may be issued in accordance with the Zoning Code and the Ohio Building Code upon completion of inspections. If alterations are proposed or if alterations are required to achieve compliance with the Zoning Code or the Ohio Building Code, this application is not applicable. Contact either department for further assistance.

LOCATION OF RE-OCCUPANCY _____
Parcel Number(s): _____ Zoning District: _____
Ward: _____ Census Tract: _____

Name and Address of Business: (Please Print)

Company Name: _____
Contact Person: _____ Title: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____ Email Address: _____
Email Address: _____

Name and Address of Property Owner: (Please Print)

Property Owner's Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____ Email Address: _____

Building Type: Brick, Steel, Wood, Concrete: Check All Applicable Multi-Tenant Bldg.: Yes No
Previous Use: _____
New Building Use Group(s): (see reverse side): _____
Described Proposed Use: _____
Lot Size: _____ Building Size: _____ Size of Tenant Space: _____
Number of Employees: _____ Intended No. of Occupants: (Employees & Customers): _____
Present Paved Parking: (No. of Spaces): _____ Unpaved Parking Area: _____

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, and hereby agree to maintain the above premises in compliance with the Mentor Code of Ordinances. The receipt for this application is not a Certificate of Occupancy.

APPLICANT'S NAME (PRINT) _____ SIGNATURE _____ DATE _____

OFFICE USE ONLY

Fee is \$100.00 to be paid upon submittal of application. Make check payable to: CITY OF MENTOR
FEE RECEIPT NO.: _____ CONST. TYPE: _____ OCC. LOAD: _____
ZONING USE: _____ ZONING REVIEW BY: _____ DATE _____
BLDG. USE: _____ BLDG. REVIEW BY: _____ DATE _____

(REVISION 01/2022 ALL OTHER VERSION ARE OBSOLETE)

APPLICATION TO RE-OCCUPY AN EXISTING BUILDING OR TENANT SPACE

302.1 General: All buildings and structures shall be classified with respect to use in one of the use groups listed below.

- 1. Use Group A Assembly (see Section 303.0)
- 2. Use Group B Business (see Section 304.0)
- 3. Use Group E Educational (see Section 305.0)
- 4. Use Group F Factory & Industrial (see Section 306.0)
- 5. Use Group H High hazard (see Section 307.0)
- 6. Use Group I Institutional (see Section 308.0)
- 7. Use Group M Mercantile (see Section 309.0)
- 8. Use Group R Residential (see Section 310.0)
- 9. Use Group S Storage (see Section 311.0)
- 10. Use Group U Utility & miscellaneous (see Section 312.0)

303.1 Use Group A-1, Theaters: This use group shall include all theaters, or similar uses usually with fixed seating, for viewing the performing arts.

Use Group A-2, structures: This use group shall include all buildings and places of public assembly, designed for use as dance halls, night clubs, restaurants, and banquet halls

Use Group A-3 structures: including art galleries, exhibition halls, museums, lecture halls, libraries, courtrooms, churches and other similar religious uses, and recreation centers; and buildings designed for other similar assembly purposes including passenger terminals.

Use Group A-4 structures: This use group shall include all indoor sport facilities with spectator seating, including arenas, skating rinks, swimming pools, tennis courts and similar purposes.

Use Group A-5 structures: This use group shall include all facilities for viewing outdoor sport facilities including amusement park structures and bleachers.

304.1

USE GROUP B BUSINESS USES

Airport traffic control towers	Fire stations
Animal hospitals, kennels, pounds	Florists & nurseries
Automobile and other motor vehicle	Laboratories, testing & research
Showroom	Laundries, pickup & delivery stations & self-service
Banks	Police stations
Barber Shops	Post offices
Beauty Shops	Print Shops
Car wash	Professional services; attorney, dentist, physician, engineer,
Civic administration	Telephone exchanges
Clinic, outpatient	
Dry cleaning, pick-up & delivery	
Stations & self-service	
Electronic data processing	
Education above the 12 th grade	

305.1 Use Group E: All buildings and structures, or parts thereof, other than those used for business training or vocational training, shall be classified in use Group E which are used by more than five persons at one time for educational purposes.

305.2 Day-care facilities: Use Group E or I-4

306.1 Use Group F-1: Factory and industrial uses which are not otherwise classified as low hazard Use Group F-2, shall be classified as moderated hazard factory and industrial, Use Group F-1.

307.1 Use Group H: All buildings and structures, or parts thereof, shall be classified in Use Group H which are used for the manufacturing, processing, generation or storage of corrosive, highly toxic, highly combustible, flammable or explosive materials that constitute a high fire or explosion hazard, including hose combustible fibers, dust and unstable materials.

308.1 Use Group I: All buildings and structures, or parts thereof, shall be classified in use Group I in which people suffering from physical limitations because of health or age are harbored for medical or other care or treatment, in which people are detained for penal or correction purposes, or in which the liberty of the inmates is restricted.

309.1 Use Group M: All buildings and structures or parts thereof, shall be classified in use Group M which are used for display and sales purpose involving stocks of goods, wares or merchandise incidental to such purposes and accessible to the public; including, among others, retail stores, motor fuel service stations, shops and salesrooms and in control areas that do not exceed the limits in Table 414.2.4(1), otherwise the use shall comply with the requirements for Use Group H.

310.1 General: All buildings and structures, or parts thereof, shall be classified in Use Group R in which families or households live, or in which sleeping accommodations are provided for individuals with or without dining facilities, excluding those that are classified as institutional buildings.

311.1 General: All buildings and structures, or parts thereof, shall be classified in Use Group S which are used primarily for the storage of goods, wares or merchandise, except those of Use Group H that involve highly combustible or explosive products or materials; including, among others, warehouses, storehouse and freight depots.

311.2

USE GROUP S-1 STORAGE USES, MODERATE HAZARD

Bags, cloth, burlap & paper	Livestock shelters
Bamboo & rattan	Lumber yards
Baskets	Motor vehicle repair shops
Belting, canvas & leather	Petroleum warehouse for storage of lubricating oils
Books & paper in rolls or packs	with a flash point of 200 degrees F (93.33 degrees C) or higher
Boots & shoes	Photo engraving
Buttons, including cloth covered, pearl or bone	Public garage (Group I) & stables
Cardboard & cardboard boxes	Silk
Clothing, woolen wearing apparel	Soap
Cordage	Sugar
Furniture	Tobacco, cigars, cigarettes & snuff
Furs	Upholstering & mattress manufacturing
Glue, mucilage, paste & size	Wax candles
Horn & combs, other than Celluloid	
Leather, enameling or japanning	
Linoleum	

311.3

USE GROUP S-2 STORAGE USES, LOW HAZARD

Asbestos	Gypsum board
Beer or wine up to 12% alcohol in metal, glass or ceramic containers	Inert pigments
	Ivory
	Meats
Cement in bags	Metal cabinets
Chalk & crayons	Metal desks with plastic tops & trim
Dairy products in non-waxed coated paper containers	Metal parts
Dry cell batteries	Metals
Electrical coils	Mirrors
Electric Motors	New empty cans
Food products	Oil filled & other types of distribution transformers
Foods in noncombustible containers	Open parking structures
Fresh fruits & vegetables in Non-plastic trays or containers	Porcelain & pottery
Frozen Foods	Public garages (Group 2)
Glass	Stoves
Glass bottles, empty or filled with noncombustible liquids	Talc & sandstone
	Washers & dryers

312 Utility Uses- Retaining Walls, Towers, Tanks And Miscellaneous

OFFICE USE ONLY

INSPECTION	REQUIRED	DATE	BY
Zoning	_____	_____	_____
FNS	_____	_____	_____
Fire Prevention	_____	_____	_____
HVAC	_____	_____	_____
Electrical	_____	_____	_____
Plumbing	_____	_____	_____
Building	_____	_____	_____

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