



# CITY OF PICKERINGTON

## New Tenant

### Permit Process

All new tenants will need zoning approval and a building permit for occupancy.

### Zoning Department

- Complete zoning certificate application for *change of use/new tenant*.
- Provide a site plan showing the location of the business.
- Fee: \$175.00 - due at time of submittal

### Building Department

**Occupancy Permit** (If no work is being done) This permit can be issued as soon as zoning is approved.

- Complete building permit application.
- Provide a layout of the space and square footage.
- \$180.25

*Note: A change of use will require a building permit. Example: residential use to commercial use. The applicant would need to provide plans sealed by design professional that show that the house meets the current Ohio Building Code for the new use.*

**Building Permit** – Change of Use or If any work is being done (structure, electric, hvac, plumbing) then a building permit will be required and the certificate of occupancy will be issued after the work and inspections are complete.

- Complete building permit application.
- \$100.00 processing fee due at time of submittal.
- 4 sets of plans, sealed by a design professional.
- Fee: fees will be based on the scope of the work and the square footage. All permit fees are due when the permit is picked up.
- Plans are sent out for review – allow up to 30 days for the review process.
- A blanket permit will be issued which covers structure, electric.
- Separate permits will be required for plumbing, fire protection and signage.
- Plumbing plans will need to be submitted to Franklin County Public Health for review and approval. After the plans are approved the permit will be issued by the Pickerington Building Department.
- Licensed/Registered contractors are required. All required contractors must be registered before the permit can be released.