



## Department of Public Works

CARMEN S. CONGLOSE JR., Deputy Director of Public Works

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# City of Youngstown, Ohio

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Mayor Jay Williams

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## **EXISTING COMMERCIAL STRUCTURES**

### **GUIDELINES FOR OCCUPANCY**

May 22, 2006

1. Contact the Zoning Department, Youngstown City Hall, 6<sup>th</sup> Floor. (330.742.8842) The existing Zoning and Use of the structure will be determined and the proposed new use will either be approved or denied based upon the City of Youngstown Zoning Ordinance. If approved, obtain a Zoning Permit.
2. Once a Zoning Permit is obtained, contact the City of Youngstown Building Department, Youngstown City Hall, 5<sup>th</sup> Floor. (330.742.8890) You must schedule a preliminary building inspection with the Chief Enforcement Officer.
3. Contact the City of Youngstown Fire Inspection Department, Main Station #1, 420 Martin Luther King, Jr. Boulevard (330.747.7403), to schedule a preliminary building safety inspection.
4. If the new use includes any type of industrial manufacturing, production or processes, contact the Industrial Pretreatment Department for any applicable EPA or local pretreatment regulations. (330.742.8820)
5. New occupants of existing buildings with existing water service must submit a water tap application along with tap and meter fees. Call the Water Department for further information. (330.743.5346)
6. If building renovations are determined to be required by the inspectors, you must then follow the Guidelines for New Construction, Additions and Renovations. These guidelines are available at the Building Department.
7. If renovations are not required, you will be given written approval to proceed from the Building Department and the Fire Inspection Department. Take the Zoning Permit to the Building Department to obtain a general Building Permit. At this time you will also receive a Final Inspection Report.
8. When ready to occupy the building, contact inspectors at the phone numbers listed on the Final Inspection Report to perform final building inspections. Once all signatures are obtained, return the Final Inspection Report to the City of Youngstown Zoning Department to obtain the Certificate of Occupancy.

#### **NOTE:**

All plumbing, mechanical, refrigeration and electrical work shall be performed by State licensed and City of Youngstown registered tradespeople.