



Department of Public Works
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City of Youngstown, Ohio

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EXISTING COMMERCIAL STRUCTURES GUIDELINES FOR OCCUPANCY

December 21, 2011

1. **ZONING** - Contact the Zoning Specialist, Youngstown City Hall, 5th Floor. (330.742.8840) The existing Zoning and Use of the structure will be determined and the proposed use will either be approved or denied based upon the City of Youngstown Zoning Ordinance. If approved, obtain a Zoning Permit.
2. **BUILDING DEPARTMENT** - Contact the City of Youngstown Building Department, Youngstown City Hall, 5th Floor. (330.742.8890) You must schedule a preliminary building inspection with the Chief Enforcement Officer or Chief Building Official.
3. **FIRE DEPARTMENT** - 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. If possible, coordinate inspection time with Building and Fire Departments.
4. **HEALTH DEPARTMENT** – If the new use is E-Educational, I-Institutional, M-Mercantile, R-Residential, S-Storage involving food, or includes a swimming/therapy pool, contact the Health Department, 345 Oak Hill Avenue. (330-743-3333)
5. **WASTEWATER TREATMENT** - 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)
6. **WATER DEPARTMENT** - 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)
7. **RENOVATIONS** – If more than minor building renovations are determined to be required by the inspectors for the proposed use or occupancy, you must then follow the Guidelines for New Construction, Additions and Renovations. These guidelines are available at the Building Department or online at www.cityofyoungstownoh.com.
8. **PERMITS** - If only minor renovations are required, or if no renovations are required, you will be given 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. The cost of the permit will be based upon the cost of any minor renovations plus a base fee. At this time you will receive a Final Inspection Report. Perform any minor renovations required after obtaining the permit.
9. **FINAL INSPECTION AND CERTIFICATE OF OCCUPANCY** – When any minor renovations are complete and you are 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 CONTRACTORS SHALL BE REGISTERED WITH THE CITY OF YOUNGSTOWN