

# COMMERCIAL OCCUPANCY APPLICATION

Mayfield Village Building Department  
6622 Wilson Mills Rd, Mayfield Village, Ohio 44143  
Ph: 440-461-2213  
Fax: 440-442-5077

DATE \_\_\_\_\_ FEE \$ 10.00 \_\_\_\_\_

LOCATION / UNIT \_\_\_\_\_ SQ.FT. \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_ PHONE \_\_\_\_\_

NAME OF BUSINESS TO OCCUPY \_\_\_\_\_

BUSINESS CONTACT PERSON \_\_\_\_\_

PHONE NO. \_\_\_\_\_

EMERGENCY PHONE NO. \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

FEDERAL I.D. NUMBER \_\_\_\_\_

TYPE OF BUSINESS \_\_\_\_\_

NUMBER OF EMPLOYEES \_\_\_\_\_

MATERIALS STORED/USED IN BUILDING \_\_\_\_\_

HAZARDOUS \_\_\_\_\_ IF YES, WHAT TYPE \_\_\_\_\_

HOW WILL MATERIALS BE STORED? \_\_\_\_\_

ALARM CO. \_\_\_\_\_ TYPE \_\_\_\_\_ PHONE NO. \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_

## FOR VILLAGE USE ONLY

ELECTRICAL \_\_\_\_\_ PLUMBING \_\_\_\_\_

AISLE CLEARANCE \_\_\_\_\_ EXIT LIGHTING \_\_\_\_\_

EXTINGUISHERS \_\_\_\_\_ DATE OF OCCUPANCY \_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_  
Daniel Russell, Building Commissioner

**Note: Building Safety/Fire Inspections are required on change of tenant and a Certificate of Occupancy issued prior to occupancy.**

cc: Mayor, Director of Administration, Economic Development Director, Council, Clerk of Council, Finance Director, Police Chief, Fire Chief and Fire Marshall