



Community Development Department
Certificate of Compliance - Zoning Permit Application
BUSINESS OCCUPANCY

66 Mentor Avenue,
Painesville Ohio 44077
painesville.com/permits
PO Box 601 Painesville
Ohio 44077

Application #: _____

Zoning District: _____

Design Review District:

- | | |
|--|--|
| ☐ Historic Downtown | ☐ Richmond Street |
| ☐ Mentor Avenue | ☐ Bank Street |
| | ☐ Railroad Street |

Occupant/Applicant Information

Applicant Name:	
Proposed Business Address:	Parcel #:
Business Owner(s):	
Phone:	Email:
Applicant Signature (Required):	Date:

Description of Proposed Business Use

Business Name:	New Business?: Yes: ☐ No: ☐
Website:	New Owner?: Yes: ☐ No: ☐ Relocating? From where?:
Please describe in detail what type of business this is/services, goods you will be providing to the community?:	

Site Information

If any answer yes, a plan review may be required.

Will there be any interior changes?	☐ Yes ☐ No	If yes, a plan review is required.
Will there be any changes to the parking area?	☐ Yes ☐ No	If yes, a plan review is required.
Will there be any changes to the building exterior?	☐ Yes ☐ No	If yes, a plan review is required.
Will there be any other site changes?	☐ Yes ☐ No	If yes, a plan review is required.
Will there be any changes to the signage?	☐ Yes ☐ No	If yes, a plan review is required.

Property Owner Information

Property Owner Name:	
Property Owner Address:	
Property Owner Email:	Phone Number:
Owner Signature (Required):	Date:

Office Use Only

Date submitted: _____	Date Issued: _____
Zoning Approval: _____	Initials: _____
Fire Approval: _____	

****SPECIAL SECTION FOR DESCRIPTION OF USE Incomplete applications will not be accepted or processed**

Applications may be rejected if the description of the proposed use is considered to be vague, overly generalized, misleading or incomplete relative to major components of common business activities such as;

- ☐ Descriptive listing of goods and/or services to be made available to the public at or on the premises (*ex. Rather than indicating a use such as "retail clothing sales", differentiate the description of clothing to include categories such as men's, women's, children's, toddlers, infants, including/excluding footwear, etc.*)
- ☐ Descriptive listing of business property to be stored on premises and location of storage according to category of business property;
- ☐ Descriptive listing of business equipment, supplies and/or merchandise which will be stored or placed outside the exterior walls of the building and the length of time per day such placement is anticipated;
- ☐ Descriptive listing of all business activities anticipated to be performed outside the exterior walls of the premises and the length of time per day such activities are anticipated to occur;
- ☐ Descriptive listing of sales and merchandising activities intended for the specified premises (*also indicate location*);
- ☐ Listing of machinery, equipment, fixtures, vending machines or other items which are or will be rented or leased from others and which are or will be placed on the specified premises (*also indicate location*);
- ☐ Listing of any items which are or will be accepted by the business enterprise on a "consignment" basis and are or will be placed on the specified premises (*also indicate location*);
- ☐ A statement whether or not the business enterprise has the authority and/or intention of leasing, sub-leasing or renting to others all or part of the specified premises.

Descriptions of the proposed use are also expected to include some discussion concerning hours of operation, number of employees on premises at any given time, anticipated and/or maximum customer load (how many customers/visitors may possibly be on the premises at any one time) and parking arrangements/capacity for both employees and customers.

When an application is submitted for a Zoning Permit, the statements herein are made a part thereof. It is understood and agreed by the applicant, that any error, misstatement or misrepresentation of fact or expression of fact, either with or without intention on the part of the applicant, such as might, or would, operate to cause the issuance of a permit in accordance with this application, shall constitute sufficient ground for the revocation of such permit at any time.

All provisions of the City of Painesville Codified Ordinances, State of Ohio's Building Codes, Lake County Health Department, and the City of Painesville Fire Department shall be complied with whether specified herein or not. This application, when approved, shall cause the issuance of a Certificate of Compliance (Zoning Permit) and shall be attached to and made a part of such certificate.

Permits issued will expire one (1) year after date of issuance. Land and/or premises must be put to the permitted use prior to the expiration date. Applicants must notify the Zoning Administrator when a use or a business is discontinued. Permits shall not be transferable to any new owner, occupant/or applicant.

Application Fee (due at time of submission/nonrefundable)\$100.00