



City of Lakewood
Department of Housing
and Building

City of Lakewood, Ohio
12650 Detroit Ave.
Lakewood, OH 44107
(216) 529-6270
building.permits@lakewoodoh.gov

New Business Opening

To open a new business, relocate or change the tenancy of an existing business, a Certificate of Code Compliance is required. To obtain this Certificate, the following information is needed with the attached for filled out.

1. New business use in existing buildings can trigger a “Change of Use” per the 2024 Ohio Building Code and 2024 Ohio Existing Building Code. This can add rather costly renovations including but not limited to additional ingress/egress requirements, ADA accessibility, fire alarm or sprinkler system requirements, or limitations on occupant load. Please call the Building Department prior to signing a lease to ensure your Business use fits into the existing space.
2. The address of the building you intend to occupy.
3. A floor plan of the unit you intend to occupy showing all equipment and materials pertinent to your occupancy. (Drawn to scale including square footage of occupiable space)
4. A detailed description of the business and/or service to be rendered, including the hours of operation.
5. The name of the business.
6. The name, address, business phone and residence phone of the building’s owner.
7. The name, address, business phone and residence phone of the new business owner.
8. The number of coin operated amusement devices to be installed if applicable. COAD License is required if one is present.
9. The name and phone number of the person we contact for entry to make the inspection for the Certificate of Code Compliance.
10. A \$75.00 inspection fee.

This information will be used to determine compliance with building, zoning and other applicable codes. **Please be accurate.** Incomplete or improper data could delay your application. You will also be advised by the Building Department of the procedure to follow in the event a variance to any ordinance is required.

If you intend to install a sign and/or alter the architectural exterior appearance of the building, an application will need to be submitted to the Board of Building Standards for their approval. Guidelines for preparing applications for signage and Architectural Board of Review are available upon request.

Permits for electrical, plumbing, HVAC and structural alterations are issued by this department to the contractor doing the work. If your contractor is not registered, please advise them to contact the undersigned to secure the necessary information regarding registering and/or licensing prior to starting work.

If your business is a food service or a food product operation, contact the Cuyahoga County Board of Health at 5550 Venture Dr. Parma, OH 44130, (216) 201-2000, to inquire if a food service license is needed.

A Certificate of Code Compliance will be issued when required inspections by all concerned city departments indicate compliance with all applicable ordinances. We suggest, to avoid any undue hardship, that you do not prematurely advertise an opening date; wait until the Certificate of Code Compliance has been issued.

This letter is a general reference guide. The type of business you are contemplating opening of unforeseen circumstances could vary the above statements. Please do not hesitate to call the Building Department with any questions.

REV 7/11/2025



Certificate of Code Compliance

To streamline the process and ensure timely processing, we kindly request that all applications for the Certificate of Code Compliance be submitted online. You may access your account and submit your application 24/7 through the following portal: citizenserve.com/lakewoodoh.

PLEASE NOTE: Effective May 2019, certificates of code compliance are required for any change of tenants of a retail unit and for any change in ownership of a rental dwelling (L.C.O. §§ 1173.01, 1306.53.) Inspections are required before these certificates may be issued. You have a right to refuse an inspection. If you refuse, the city will seek a warrant or otherwise inspect areas in plain view. (L.C.O. § 1306.50.)

Case No. _____

Date: _____

Purpose of Work:

Residential Rental (1, 2, and 3 Dwelling Units) - \$50.00

Condo - \$75.00

Multiple Units (4 and up) - \$75.00

Commercial Retail Property - \$75.00

Commercial Retail Property Sale - \$75.00

Address of Property to be Inspected: _____

Name of Property Owner: _____

Address of Property Owner: _____

Phone Number of Property Owner: _____ Business Residential Cell

Email Address of Property Owner: _____

Inspection Requested By: Tenant Agent Owner (Name): _____

Contact Name For Entry: _____

Contact Person's Address: _____

Contact Person's Phone Number: _____ Business Residential Cell

Contact Person's Email Address: _____

Commercial Retail Property: Required for a new retail tenancy or a change of retail tenancy. Please note: (a) This request must be accompanied by a scale drawing of the floor layout and a detailed description of the tenancy. (b) Inspection reports and correction notices require up to 10 days to process. (c) Inspection requests shall be made 48 hours in advance.

1. Tenant Name: _____

2. Trade/Fictitious Name(dba): _____

3. Description of the business and/or service to be rendered, including the hours of operation:

Rental Property Residential/Commercial: Required prior to sale of non-owner-occupied rental properties. Please note: (a) Inspections are valid for 30 days. (b) Inspection reports and correction notices require up to 10 days to process. (c) Inspection requests shall be made 48 hours in advance.

- 1. Anticipated title transfer date: _____
- 2. Is there a current housing license? **(If not, license is required)** Yes No
- 3. Housing License Number: _____
- 4. Will this property be owner-occupied? Yes No
- 5. Number of storefront units: _____
- 6. Number of dwelling units that are not owner-occupied: _____
- 7. Seller's agent, if any? _____
- 8. Seller's agent address: _____
- 9. Seller's agent phone: _____ Business Residential Cell
- 10. Seller's agent email address: _____
- 11. Buyer's Name: _____
- 12. Buyer's Address: _____
- 13. Buyer's Phone: _____ Business Residential Cell
- 14. Buyer's Email Address: _____

General Comments for All Applicants: This information will be used to determine compliance with building, zoning, and other applicable codes. Please be accurate. Incomplete or improper data could delay your application. You will also be advised, by Building Department personnel, of the procedure to follow in the event a variance to any ordinance is required. A certificate of code compliance will be issued when required inspections by all concerned city departments indicate compliance with all applicable ordinances.

For Retail Applicants: If you intend to install a sign and/or alter the architectural exterior appearance of the building, an application must be submitted to the Architectural Board of Review, or Board of Zoning Appeals for its approval. Guidelines for preparing applications for signage and Architectural Review are available upon request. Provide construction documents for plan review (fee associated with commercial plans). Permits for electrical, plumbing, heating and air conditioning, and structural alterations are issued by this department to the contractor doing the work. If your contractor is not registered, they may register at citizenserve.com/lakewoodoh. If your business is a food service or a food product operation, contact the Cuyahoga County Board of Health at (216) 201-2000, to inquire if a food service license is needed. If you intend to sell alcoholic beverages, please contact the Ohio Department of Liquor Control (614) 644-2455. We suggest, in an effort to avoid any undue hardship, that you do not prematurely advertise an opening date; wait until the certificate of code compliance has been issued.

Building Department Use Only

Inspector Assigned: _____
Inspector Phone: _____ Email Address: _____
Inspection Date: _____ Inspection Time: _____



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