



CITY OF SIDNEY

www.sidneyoh.com

USE COMPLIANCE CERTIFICATION

Business Name (DBA) \_\_\_\_\_

Facility (Site) Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ E-mail: \_\_\_\_\_

FEIN (Federal Employer Identification Number) \_\_\_\_\_

Property Owner (if different than Business) \_\_\_\_\_

Leasing Agent / Property Manager \_\_\_\_\_ Phone \_\_\_\_\_

Previous Business Name and Use at this address \_\_\_\_\_

Business Operation Information

Are you relocating within the City? .....  Yes  No

Are you expanding to an additional location? .....  Yes  No

Are you a new business in the City? .....  Yes  No

Anticipated date of opening / occupancy:..... \_\_\_\_\_

Building Information

Does this business occupy the entire building? .....  Yes  No

Number of stories above ground:..... \_\_\_\_\_

Will the basement be used for storage or work area? .....  Yes  No

Is this a multi-tenant building? .....  Yes  No

Are you currently occupying the building? .....  Yes  No

If yes, what date did you begin? ..... \_\_\_\_\_

Number of square feet this business occupies: ..... \_\_\_\_\_

Proposed Use Group (check all that apply)

Assembly A1 A2 A3 A4 A5

Business Office B

Educational E1

Factory F1 F2

High Hazard H1 H2 H3 H4 H5

Institutional I1 I2 I3 I4

Mercantile M1

Storage S1 S2

Utility U

Residential R1 R2 R3 R4

Daycare A3 E I1 I4 R3

\*Please request "Occupancy and Use Classification" document if you are unsure of your use group

Describe IN DETAIL the type of business, including its function, special equipment, materials and processes, etc:

[Empty box for business description]

\*Will you be installing or changing signs? .....  Yes  No

\*Will you be using any temporary signs? .....  Yes  No

\*Will you store equipment or materials outside? .....  Yes  No

\*Will you be storing vehicles outside for repair or sale? .....  Yes  No

Will you display merchandise outside? .....  Yes  No

Will you have a specific delivery or loading area? .....  Yes  No

Will you have a large trash container outside? .....  Yes  No

Does an enclosure already exist for the trash container? .....  Yes  No

Typical time of operation: open at \_\_\_\_\_ close at \_\_\_\_\_

How many shifts (typical)?  1  2  3

Does this building have a basement? .....  Yes  No

Will the basement ever be used by the public? .....  Yes  No

\*If yes, a separate permit is/may be required in addition to the Use Compliance Certificate

NOTE: If you are doing any interior or exterior construction or modification of the electrical, mechanical or plumbing systems a permit may be required.

Existing Fire Protection System
Sprinklers:  Full NFPA 13  Limited Area  Hood
 Other sprinkler \_\_\_\_\_
Alarm:  Automatic  Manual  Access Control

Utilities (Water, Sanitary, and Storm Sewer) System
\*What is your Standard Industrial Classification (SIC) Code? \_\_\_\_\_
\* If industrial, a Data Disclosure Form is required
Do you produce / manufacture a product? .....  Yes  No
A copy of the most recent Backflow Certification is required to be submitted with this application.

**Applicant Certification**

Application is hereby made for a USE COMPLIANCE CERTIFICATION for occupancy of a commercial or industrial property. All activities shall be completed in accordance with the requirements of all city, state, and federal regulations. Furthermore, the undersigned attests that no easement, covenant or deed restriction exists which legally prevents occupancy.

I HEREBY CERTIFY THAT THE ABOVE INFORMATION AND ATTACHMENTS ARE ACCURATE TO THE BEST OF MY KNOWLEDGE. I ALSO ACKNOWLEDGE THAT PROVIDING INNACURATE INFORMATION ON THIS APPLICATION OR ATTACHMENTS MAY INVALIDATE THE APPLICATION OR SUBSEQUENTLY APPROVED CERTIFICATION.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Contact Person (for this application) \_\_\_\_\_ Phone \_\_\_\_\_

Title \_\_\_\_\_ E-mail \_\_\_\_\_

Please check this box if you would like an initial response within 5 business days. The initial response from City staff will include "red flag" issues only and does not constitute a complete review and approval of the occupancy.

Business website (optional) \_\_\_\_\_

**City Contacts:**  
 Barbara Dulworth (Zoning) 937-498-8131; [bdulworth@sidneyoh.com](mailto:bdulworth@sidneyoh.com)  
 Chad Hollinger (Fire) 937-498-8186; [chollinger@sidneyoh.com](mailto:chollinger@sidneyoh.com)  
 Jeff Gardner (GIS) 937-498-8744; [jgardner@sidneyoh.com](mailto:jgardner@sidneyoh.com)  
 Gary Clough (Public Works/Utilities) 937-498-8141; [gclough@sidneyoh.com](mailto:gclough@sidneyoh.com)  
 Lesley Schweitzer (Income Tax) 937-498-8707; [lschweitzer@sidneyoh.com](mailto:lschweitzer@sidneyoh.com)  
 William Blakely (Underground Utilities) 937-498-8152; [wblakely@sidnyoh.com](mailto:wblakely@sidnyoh.com)

*Office Use Only*

Application Number: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ Fee Paid (\$10.00) \_\_\_\_\_ Receipt #: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Section Reference: \_\_\_\_\_ Backflow Certificate attached:

**APPROVALS:**

COMMUNITY DEV DEPT _____ <div style="display: flex; justify-content: space-between; width: 90%; margin-left: 20px;"> <span>Initials</span> <span>Date</span> </div>	GIS DEPT: _____ <div style="display: flex; justify-content: space-between; width: 90%; margin-left: 20px;"> <span>Initials</span> <span>Date</span> </div>
FIRE DEPT: _____ <div style="display: flex; justify-content: space-between; width: 90%; margin-left: 20px;"> <span>Initials</span> <span>Date</span> </div>	PUBLIC WORKS DEPT: _____ <div style="display: flex; justify-content: space-between; width: 90%; margin-left: 20px;"> <span>Initials</span> <span>Date</span> </div>
UTILITIES DEPT: _____ <div style="display: flex; justify-content: space-between; width: 90%; margin-left: 20px;"> <span>Initials</span> <span>Date</span> </div>	

PERMIT # \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_

**DISTRIBUTION LIST:**

Revenue Collections – Office Supervisor	911 Dispatch Center
Fire Dept – Deputy Chief	Public Works - Director
Police Dept – Chief	