



# Application for Zoning Certificate – Tenant Change

## DEPARTMENT OF COMMUNITY DEVELOPMENT

697 Neeb Road, Cincinnati, Ohio 45233  
Phone: (513) 922-2705 Email: [zoning@delhi.oh.us](mailto:zoning@delhi.oh.us)

**\*\* PLEASE READ BEFORE COMPLETING THE APPLICATION \*\***

- When a business wishes to locate or relocate into an existing building or space a Tenant Change Zoning Certificate is required to be obtained prior to taking occupancy.
- Tenant changes may also require permits from Hamilton County Buildings & Inspections and Delhi Township Fire. For details, please contact:
  - Hamilton County Buildings & Inspections (513) 946-4550.
  - Delhi Township Fire Inspections (513) 922-2011.
    - It is the responsibility of the applicant to file all necessary application materials with the previously listed agencies, if required.
    - The listed agencies are notified of all approved Zoning Certificates.
- Signs also require a Zoning Certificate from Delhi Township and a Building Permit from Hamilton County Buildings & Inspections.
- All projects related to this Zoning Certificate shall be conditional upon the commencement of work within six (6) months, and may be revoked if work has not been substantially completed within eighteen (18) months.
- Applicant shall call for an inspection once the project(s) complete. Minimum 24-hour notice is required.
- Failure to submit a complete application, including fees, may result in the delay or denial of the application.
- Delhi Township is not responsible for structures placed within any easement.
- Applications shall be either approved or denied within three (3) to five (5) business days after receipt of a complete application.

**Applicant Information** (Please print clearly)

Applicant: \_\_\_\_\_ Owner Agent Tenant Other  
 Company: \_\_\_\_\_  
 Applicants Street Address: \_\_\_\_\_  
 City, State, and Zip Code: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Site Information** (Please print clearly)

Address for Permit: \_\_\_\_\_ Property Zoning District: \_\_\_\_\_  
 Owner of Property: \_\_\_\_\_  
 Owner's Street Address: \_\_\_\_\_  
 City, State, and Zip Code: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
 Description of Project: \_\_\_\_\_

Work to begin on or about \_\_\_\_\_ and will require approximately \_\_\_\_\_ days.

**In addition to completing the information on page one (1) of this application, you are required to submit the following:**

**Tenant Change:**

- Four (4) or six (6) complete sets of drawings (that number required by Hamilton County, plus one set for the Township), including site plans, floor plans and construction drawings.
- Site plans shall include the actual dimensions and shape of the lot, show the location and setbacks from all property lines for existing structures and the location of the subject tenant space within the structure, and the location and number of designated off-street parking spaces for the use.
- Floor plans shall include and identify room locations, walls, counters, doors, windows, etc. of the subject tenant space, and note the square footage and existing uses of all tenant spaces.
- Construction drawings (as warranted).

**Total Cost of Improvements: \$ \_\_\_\_\_**

**Applicants Notes:**

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**The applicant agrees to comply with:**

- **The information contained on the approved permit.**
- **The plans submitted in accordance with the approved permit.**
- **All modifications, restrictions and/or regulations as assigned by Delhi Township Department of Community Development, Delhi Township Fire, and Hamilton County Buildings & Inspections.**
- **Making request for a Final Inspection of approved improvements toward the issuance of Certificate of Compliance and grants to the Township permission to access the subject property so as to make inspections.**

**Applicant understands that any violation of the Delhi Township Zoning Resolution, any false information on this application, and any occupancy before final inspection has been made and a Certificate of Compliance is issued will result in penalties as provided in the Delhi Township Zoning Resolution.**

I hereby attest to the truth and exactness of all information supplied on and with this application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

**Received Stamp:**

**Fees:**

Tenant Change                      \$150 \_\_\_\_\_

*Fees Doubled (per Section 22.6, G)*     

**Total Fees Due:** \_\_\_\_\_

**Zoning Reviewer Notes:**

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**Permit Approved:** \_\_\_\_\_      **Permit Denied:** \_\_\_\_\_

**Reason for Denial (if applicable):**

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Permit Issued By:

\_\_\_\_\_  
Date: