



## MIAMI COUNTY DEPARTMENT OF DEVELOPMENT

Serving Miami, Darke, Mercer, Shelby, & Auglaize Counties

*Dan Suerdieck*  
Director

# Certificate of Occupancy

Obtaining a Certificate of Occupancy from the Department of Development is easy. We will need the following information and a few days to process your request.

1. Color picture of your building.
2. Floor plan sketch or print with total square footage of the building or lease space along with exit locations. Daycare type occupancies will need to show square footage of each room and exit locations as well as ages of children in each room.
3. Use of the building (Print shop, office etc.)
4. Is the structure sprinkled? Does it have a fire alarm?
5. You may upload this information in PDF format via the following link:  
<http://miamicounty.portal.iworq.net/portalhome/miamicounty>
6. Cost will be \$169.95.
7. For more information, please see Certificate of Occupancy flowcharts.

Feel free to reach out with any questions. Any of our staff can assist with occupancy questions by calling 937-440-8121 Option 1

Rob England  
Chief Building Official ~ Miami County Ohio