



MIAMI COUNTY DEPARTMENT OF DEVELOPMENT

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

Kelly Fackel
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 the front 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:
<https://miamicounty.portal.iworq.net/portalhome/miamicounty>
Or you may drop it off in person at our office 1506 One Stop Court, Suite 6 / Troy, Ohio
6. Cost will be \$169.95

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

Rob England
Chief Building Official Miami
County Ohio