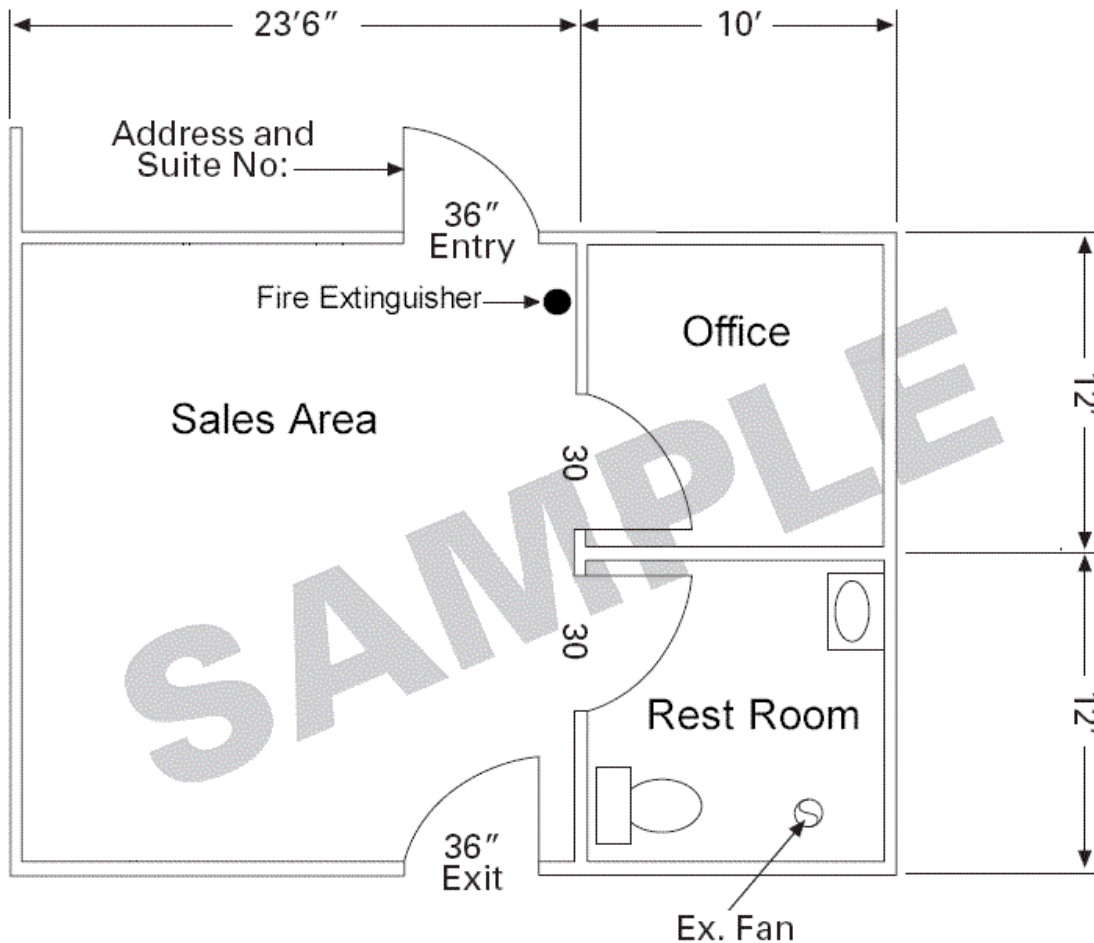




Sample Floor Plan and Information Required for a Certificate of Occupancy



Please Provide the Following Information:

1. Address, building number and or suite number (display on or near entry door in a minimum size of 6" letters with contrasting background).
2. Label the intended use of rooms or spaces.
3. Location of walls and partitions with measurements and square footage.
4. Location of rest rooms with fixtures.
5. Location and size of doors. Show illuminated exit signs and emergency lighting if provided.
6. Location of fire extinguisher(s): For businesses located in Montgomery County, call Washington Twp, Fire Safety Div. at (937) 433-3083 or for businesses located in Sugarcteeek Twp, call Sugarcreek FD at (937) 848-7344 for questions on number required, location and type.
7. Additional sheets will be required if basements or upper stories exist.
8. Provide a vicinity plan if your space is part of a multi tenant building.