



Haskins Village – Where to Live!

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Kenneth W. Fallows – Mayor ~ Lisa D. Heft – Clerk/Treasurer ~ Scott A. Frank – Village Administrator

OCCUPANCY CERTIFICATE CHECKLIST OVERVIEW

Section 1101.3 of the Haskins Codified Ordinance states; *“It shall be unlawful to use/occupy or permit the use/occupancy of any building or premises, or both, without an Occupancy Certificate issued by the Zoning Inspector. The Occupancy Certificate shall not be transferable when a building or premises changes owners, operators and/or uses. Occupancy Certificates shall be issued only in conformity with the provisions of this Ordinance.”*

The purpose of this process is to ensure that a building or premise is suitable to occupy from a health and safety point of view and that such use or occupancy is in compliance with all applicable portions of both the Haskins Zoning Ordinance (HZO) and the Haskins Codified Ordinance (HCO).

Upon the completion of the proper application, the Zoning Inspector will contact you to arrange for an inspection of the building/premises and for the completion of the Occupancy Certificate Checklist. During the checklist, the Zoning Inspector will be checking the following:

Requirement	Description
HZO (Ord O-2002-9)	Does the current/proposed use of property comply with the applicable portions of the Zoning Ordinance?
HCO 521.01	Is the premises free from abandoned refrigerators and airtight containers?
HCO 521.03	Is the premises free from abandoned excavations?
HCO 512.06/521.04 HCO 901.01	Are the sidewalks properly constructed, in good repair and not encumbered?
HCO 901.01	Does the curb or sidewalk have the required nonslip ramp where applicable?
HCO 521.07	Are fences properly constructed and in good repair?
HCO 521.09	Is the premises free from noxious or offensive odors?
HCO 505.08	Is the premises free from nuisance conditions related to animals?
HCO 701.01	If the use of the building or premises requires a business license as per section 701.01 of the HCO, has such a permit been obtained?
HCO 705	If the use of the building or premises requires a commercial amusement license, has such a license been obtained?
HCO 905.03	Are trees maintained in such a manner as to comply with section 905.03 of the HCO?
HCO 921.04	Is the premises free from any privy, privy vaults, septic tanks or cesspools that are foul, filthy or offensive?
HCO 921.05	Has the required public sewer tap-in been completed?
HCO 1301.04	Has the owner or other person so constructing a building been granted a building permit?
HCO 1305.01	Is the building or premises free from any nuisances specified in section 1305.01 of the HCO?
HCO 1305.03	Is the building or premises free from unclean and unsanitary conditions?
HCO 1305.04	Is the premises free from noxious weeds and rank vegetation?

Feel free to contact our Zoning Inspector, Scott Frank, with any questions you may have. He can be reached during business hours at (419) 823-1911 or by email at scottfrank@haskinsvillage.org.