

OTHER CONSIDERATIONS

Prior to Signing a Lease or Purchase Contract

It is strongly recommended the zoning and occupancy process be substantially completed **PRIOR TO SIGNING A LEASE OR PURCHASE CONTRACT**. This protects you from legal or financial damages if zoning or occupancy cannot be obtained.

Sign Permit

A SIGN PERMIT IS REQUIRED PRIOR TO PLACING A SIGN, whether such sign is permanent or temporary. Contact the Planning Department for information on sign regulations. New sign installations may also require a Building Permit (see below).

Building Permit

A BUILDING PERMIT IS REQUIRED TO CONDUCT THE FOLLOWING ACTIVITIES:

- New construction (internal or external).
- Remodeling or wall erection.
- Plumbing (including gas).
- Electrical.
- HVAC.

CERTAIN CONTRACTORS PERFORMING WORK IN THE CITY OF CENTERVILLE MUST BE LICENSED THROUGH THE BUILDING DEPARTMENT, which is valid for one year from issuance. Contact the Building Department for information on obtaining Contractor's licenses.

All Applications may be obtained by visiting the Municipal Building at the address below or by navigating to the City's website:

www.centervilleohio.gov

STAFF CONTACTS

Planning

(937) 428-4762

Building Department

(937) 428-4786

Washington Twp. Fire Marshal

(937) 433-3083

Economic Development Administrator

(937) 428-4766

CITY OF CENTERVILLE

100 W. Spring Valley Road
Centerville, OH 45458

Phone: (937) 433-7151

Fax: (937) 428-4718

E-mail:

information@centervilleohio.gov

Disclaimer: Brochure for informational purposes only and is not a substitute for the Unified Development Ordinance or Building Code of the City of Centerville.

CITY OF CENTERVILLE

NEW BUSINESS OCCUPANCY

A step-by-step guide to obtaining zoning and occupancy permits for a new or relocating business.



March, 2015

TEL: (937) 433-7151

GREETINGS AND WELCOME

Welcome. Whether a new or relocating business within the community, thank you for choosing the City of Centerville for your business location. Our entire Staff is ready and able to assist in any way possible to ensure your business is successful.

To that end, this brochure provides new or relocating business owners with a step-by-step guide to obtaining zoning and occupancy permits from the City of Centerville. Each business within the city limits is required to obtain both permits to ensure a business is operating within the laws set forth by the City of Centerville and State of Ohio. Once zoning and occupancy permits are granted, the business may operate in perpetuity provided it does so in accordance with the permit documents.

Once again, thank you for making Centerville your business location of choice. If there is anything we can do to assist, please feel free to call, e-mail, or stop by the Municipal Building.

Sincerely,



Brooks A Compton, Mayor

STEP-BY-STEP GUIDE

Please use the following steps to guide you through the zoning and occupancy permit process. Please feel free to contact the Planning or Building Department with questions or concerns.

Step One: Choose a Location.

The first step is finding a location which suits your needs. Centerville is home to a wide variety of commercial and industrial spaces. You are encouraged to engage a commercial real estate professional to help you choose the best location. You may also contact the City for assistance in finding a space.

Step Two: Is the Use Permitted?

Once a location is chosen, it is recommended the City be contacted to determine if the proposed use is permitted. If the use is permitted, you may continue with the permit process. If not, then an alternative location must be chosen.

Step Three: Pre-application Meeting

It is recommended you contact the City to schedule a Pre-Application Meeting. This meeting is intended to provide prospective Applicants with guidance in completing the necessary applications and gathering required documentation.

Oftentimes, a pre-application meeting can be conducted over the phone. More complicated projects may require an in-person meeting.

Step Four: Application Submittal

At minimum, the following documents are required:

1. Certificate of Zoning Compliance Application.
2. Building Application for Plan Approval.
3. Building/tenant space floor plan (drawn to scale) showing all internal walls, restrooms, and entrances/exits. [3 copies]
4. Descriptive narrative, including business type, hours of operation, number of employees, number of parking spaces and any other pertinent information. [1 copy]

Additional information may be requested. Once reviewed and approved, a Certificate of Zoning Compliance will be issued.

Step Five: Inspection

The final step requires a "Safe & Sanitary" inspection by the Fire and Building Departments. It is the responsibility of the applicant to schedule these inspections. Once inspected and approved, a Certificate of Use and Occupancy will be issued by the Building Department.