

Other Considerations

Prior to signing a lease or purchase contract

It is strongly recommended that 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 installing a sign whether the sign is permanent or temporary. Please 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. Please contact the City for information on obtaining contractor licenses.

All applications may be obtained by visiting the Planning Department at the address below, by scanning the following QR code or by visiting:

centervilleohio.gov/planning



Staff Contacts

Planning Department
(937) 428-4760

Building Department
(937) 428-4786

Washington Twp. Fire Marshal
(937) 433-3083

Economic Development Administrator
(937) 428-4762



PLANNING DEPARTMENT

📍 100 W. Spring Valley Road
Centerville, OH 45458

☎ (937) 433-7151

✉ planning@centervilleohio.gov

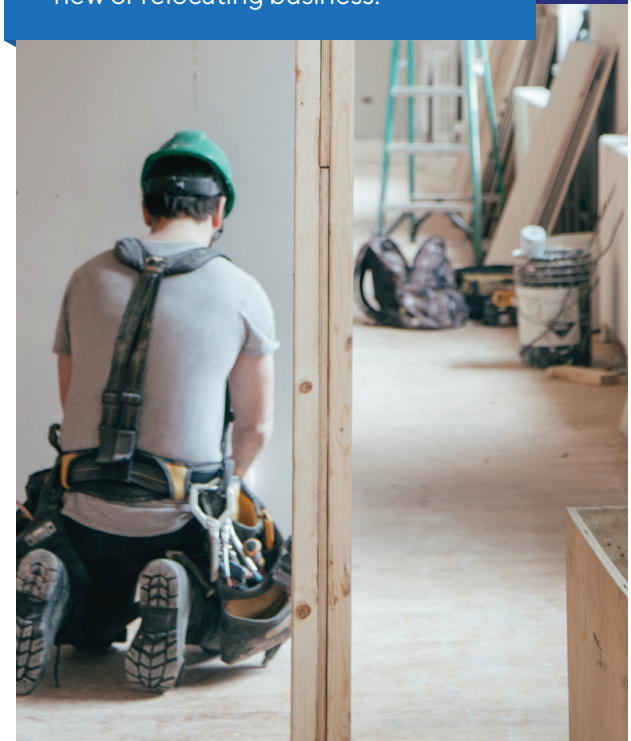
🌐 centervilleohio.gov

*This brochure is for informational purposes only and is not a substitute for the Unified Development Ordinance or Building Code of the City of Centerville.

Planning, Zoning & Building

New Business Occupancy

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



centervilleohio.gov

Greetings!

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

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 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 the State of Ohio. Once zoning and occupancy permits are granted, the business may operate in perpetuity provided it does so in accordance with 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, email or stop by the Municipal Building.

Sincerely,



Brooks Compton, Mayor

Our Customer Service Philosophy guides our operations.

We deliver prompt and courteous service to all customers. Since we are only as good as our last customer service experience, we relentlessly pursue innovation, problem solving and value for our community.

Step-By-Step Guide

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



Step One: Choose a Location

The first step is finding a location to suit 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 tenant space.



Step Two: Is the Use Permitted?

Once you choose a location, contact the City to determine if the proposed use is permitted. If the use is permitted, you may continue with the permit process. If not, you must choose an alternate location or business use.



Step Three: Pre-application Meeting

You should 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.

Often, 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
4. Descriptive narrative including business type, hours of operation, number of employees, number of parking spaces and other pertinent information

City staff may request additional information. Once reviewed and approved, staff will issue a Certificate of Zoning Compliance.



Step Five: Building Occupancy Inspection

The final step requires a "Safe and Sanitary" inspection by the Fire and Building Departments. *It is the applicant's responsibility to schedule the inspection.* Once inspected and approved, the Building Department will issue a Certificate of Use and Occupancy.