

**COMMERCIAL / INDUSTRIAL
CERTIFICATE OF ZONING COMPLIANCE
APPLICATION INFORMATION
City of Greenville, Ohio**

For all prospective commercial or industrial uses in existing or new structures, it will be necessary to obtain a “Certificate of Zoning Compliance” from the City of Greenville, prior to use or occupancy of the building or premises. Further, a “Zoning Permit” will be also necessary to obtain if the building / premises is thereafter created, erected, changed, converted, or wholly or partly altered or enlarged in its use or structure.

In beginning this process, the first office you will need to visit is the Planning & Zoning Department, located in the Greenville Municipal Building, 100 Public Square. There you will be informed of any regulations or requirements related to the intended use of the structure and of the feasibility as to changing any component of the building footprint. It may also be necessary to submit an engineered plan to the City to be approved by the Planning & Zoning Director and Planning & Zoning Commission. Both processes will be explained in further detail within this department. Finally, if you intend to replace or re-face an existing sign or erect a new sign on the premises, the sign requirements and permit process will be explained.

During your visit to the Municipal Building it may be necessary to register with the Greenville City Income Tax Department. Water and sanitary service account information and payment can be set up in the Greenville City Utilities Department.

Following the receipt of your approved “Zoning Compliance” permit, the next necessary approval will come from the Miami County Department of Development, located at 510 West Water Street, Suite 120, Troy, Ohio. Their phone number is (937) 440-8121. This is the office that issues the “Certificate of Occupancy”. This department will assist you in all necessities regarding structural, electrical or heating & cooling alterations within your facility, as well as directing you toward compliance with State of Ohio Fire Code Regulations and Darke County Health Department regulations. The Miami County Department of Development will also appraise you of any additional State of Ohio Regulations, including but not limited to “Safety and Hygiene Inspection”, “Plumbing Inspection”, and “Food Handling Permit”, as applicable.

All inspections will need to be performed or proven not applicable by the associated departments in order to conduct operations. The “Certificate of Zoning Compliance” will not be issued until all requirements have been met, and it will be unlawful to occupy or use the building or premises until this certificate has been obtained. Any unlawful operation or use of a premise will generate an immediate “Stop Work Order” requiring that all work on the site cease immediately. Any continuance of work on the site, without approval of the Planning & Zoning Director or representative thereof will constitute a criminal offense (Codified Ordinance 1034.02).

**COMMERCIAL OR INDUSTRIAL BUSINESS
WELCOME TO GREENVILLE, OHIO
www.cityofgreenville.org**

If you are locating in an existing structure or building new*:

From the **CITY** you will need:

- Zoning Permit if you are enlarging the exterior or building new.
- Sign Permit if you are installing any type of sign, including new sign face.
- Zoning Compliance Certificate
- If downtown, Architectural Review approval for any sign or external alterations.
 - Get the above permits from the City Planning & Zoning Office, 937-548-4930.
- Register with City Income Tax Department, 937-548-5747.
- Set up your Water/Sanitary/Storm Utilities account, 937-548-1815.
- Fire Department Inspection, 937-548-3040

From **DARKE COUNTY** you may need:

- Plumbing Inspection
- Food Handling Permit
 - Get the above permits from Darke County Health Department, 937-548-4196.

From the **STATE** you may need:

- Structural, Electrical, and Heating & Cooling Inspections
 - ***Must contact prior to ANY structural, electrical, or heating & cooling alterations or change of occupancy/use group.***
 - Miami County Department of Development
 - 510 W Water Street, Suite 120, Troy, OH 45373
 - Phone 937-440-8121 (Rob England)
 - Phone 937-547-7379 (Jason Cantrell or John Filby)
- Safety & Hygiene Inspection
 - Dayton Regional Office, 800-962-7768

* If you are building a new structure, there will be additional approvals through the City of Greenville.

**COMMERCIAL/INDUSTRIAL APPLICATION FOR
CERTIFICATE OF ZONING COMPLIANCE
City of Greenville, Ohio**

It shall be unlawful to use or occupy or permit the use of occupancy of any building or premises, or both, new or existing, or part thereof thereafter created, erected, changed, converted, or wholly or partly altered or enlarged in its use or structure until a Certificate of Zoning Compliance has been issued therefore by the Zoning Enforcement Officer stating that the proposed use of the building or land conforms to the requirement of this Ordinance. Such Certificate of Zoning Compliance may be part of the zoning permit.

Date of Submittal _____

Occupant/Business Owner _____

Occupant/Business Name _____

Street Address _____

Mailing Address _____

Business Phone Number _____

Alternate / Emergency Phone Number _____

Have you registered with the Greenville City Income Tax Department? _____

Have you transferred/obtained utility service and paid all tap fees? _____

(Please note that documentation for all above requirements must be submitted with this application)

Applicant Signature _____ **Date** _____

(For administration use only)

Type of Business/Use _____ **Zoning Designation** _____

Is the proposed use a permitted use in its zoning district? _____

If not, has this use been approved by the Planning & Zoning Commission? _____

Has the plan achieved approval from the Planning & Zoning Director? _____

If new construction, has zoning permit been issued? _____ **Permit #** _____

Has sign permit been issued? _____ **Permit #** _____

List additional requirements / Dates fulfilled _____

Approved _____

Not Approved _____

DEPARTMENTAL CONTACTS
RE: CERTIFICATE OF ZONING COMPLIANCE

This list of contacts has been generated for the prospective client in the event that particular attention may be necessary in one or more areas while working towards your Certificate of Zoning Compliance.

City of Greenville
100 Public Square
Greenville, OH 45331
www.cityofgreenville.org

Greenville City Planning & Zoning Dept.
P: (937)548-4930
jcross@cityofgreenville.org
chenry@cityofgreenville.org

Greenville City Fire Department
P: (937)548-3040
dmcdermitt@cityofgreenville.org
mwolf@cityofgreenville.org

Greenville Income Tax Department
P: (937)548-5747
rhenry@cityofgreenville.org
dspitler@cityofgreenville.org

Greenville Utility Office
P: (937)548-1815
bsmith@cityofgreenville.org
kmonnin@cityofgreenville.org

Darke County Building Regulations
520 S Broadway
Greenville, OH 45331
P: (937)547-7379
<http://mydarkecounty.com/services/building-regulations/>
buildingregulations@co.darke.oh.us

Darke County Health Department
300 Garst Ave
Greenville, OH 45331
P: (937)548-4196
<http://mydarkecounty.com/services/health-department/>
marilyn.holman@odh.ohio.gov

Miami County Department of Development
510 W Water St, Ste 120
Troy, OH 45373-2984
P: (937)440-8121
miamicountyohio.gov
rengland@miamicountyohio.gov

Ohio Division of Safety & Hygiene
Dayton Regional Office
812- Washington Village Dr
Dayton, OH 45458-9919
P: (800)962-7768
<http://codes.ohio.gov/oac/4123%3A1>