

**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 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).

**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.

**Greenville City Planning & Zoning
Department**
100 Public Square
Greenville, OH 45331
P: (937) 548-4930

Darke County Building Regulations
520 South Broadway
Greenville, OH 45331
P: (937) 547-7379

Greenville City Fire Dept.
100 Public Square
Greenville, OH 45331
P: (937) 548-3040

Miami County Building Regulations
510 West Water Street, Suite #120
Troy, OH 45373-2984
P: (937) 440-8066

Greenville City Income Tax Dept.
100 Public Square
Greenville, OH 45331
P: (937) 548-5747

Ohio Division of Safety & Hygiene
Dayton Regional Office
8120 Washington Village Drive
Dayton, OH 45458-9919
P: (800) 962-7768

Greenville Utility Office
122 West Main Street
Greenville, OH 45331
P: (937) 548-1815

Darke County Health Department
300 Garst Avenue
Greenville, OH 45331
P: 937-548-4196

**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 administrative 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 _____

**CITY OF GREENVILLE, OHIO
NEW BUSINESS INFORMATION FORM**

General Information

Name of Business:

Business Physical Address:

Business Phone:

Alternate Phone:

Fax:

E-mail:

Business Owner's Name(s):

Owner's Mailing Address:

Income Tax Information

Federal ID Number:

Approx. Number of Employees:

Opening Date:

Zoning Information

Business Description:

Going Into New or Existing Structure?

Utility Information

Who will be responsible for paying water, sanitary and storm utility bill?

City of Greenville Department Checklist for New Businesses

Your Certificate of Zoning Compliance will NOT be issued until this checklist is filled out, signed and returned to the Planning & Zoning Department.

I hereby confirm that applicant _____ for the business _____ has been to the City of Greenville Utilities Office and has completed all requirements set forth by this department.

Utilities Department Representative

Date

I hereby confirm that the applicant for the above mentioned applicant has made contact with the City of Greenville Fire Department and has completed all requirements set forth by this department.

Fire Department Representative

Date

I hereby confirm that the applicant for the above mentioned applicant has made contact with the City of Greenville Tax Department and has completed all requirements set forth by this department.

Tax Department Representative

Date

I hereby confirm that the applicant for the above mentioned applicant has made contact with the City of Greenville Planning & Zoning Department and has completed all requirements set forth by this department.

Planning & Zoning Department Representative

Date