

STARTING A BUSINESS IN DOWNTOWN GERMANTOWN

Congratulations on wanting to start a business in Germantown! The Municipality is providing this new business guide as a service to you to detail all the steps necessary to start a successful business within our downtown. (All newly built businesses outside of our downtown will need to follow a different set of regulations.)

GERMANTOWN PERMITS AND REGULATIONS

The first step in the process of opening a business in Germantown is contacting the Planning and Zoning Department, 75 North Walnut Street, (937) 855-7255 for a Business Permit. The Planning and Zoning Department will issue you a Business Permit if the business you are proposing meets two requirements:

1. The proposed business will be located within the Downtown Business District.
2. The business is a permitted use within the Downtown Business District. *

*You can inquire ahead of time as to whether or not the proposed business is a permitted use in our Downtown Business District by calling the Planning and Zoning Department and requesting a copy of the regulations for that district.

A Business Permit must be obtained before any more permits from Germantown can be issued!!!!

The Business Permit is \$30.00.

Mechanical Permit

This permit would be required when any furnace, ventilation, or heating/air conditioning ducting is installed, modified, etc.

Electrical Permit

This is required when any change or addition of electrical wiring is proposed. (Example-Installation of strip lighting, replacing wiring to a furnace or changing of electrical panels.)

Plumbing Permit

A permit is required when any new sanitary drains, gas lines, and any new plumbing is proposed. Also, any time you open a domestic or already existing sanitary or water line will require this permit.

Fire Alarm Systems

This requirement is based on what type of business will exist and how it is arranged. (Examples-Educational facilities, nursing homes, places of assembly will all require fire alarm systems.) Mainly this requirement depends on the number of people that can be accommodated and how the structure is built.

Fire Suppression Systems

This is usually required for commercial cooking systems.

Pressure Piping Permit

This permit is required if you will be utilizing a boiler system or commercial steam heating system. This is an annual permit that must be renewed every year.

The Municipality generally will not require a permit if one isn't necessary. You always need to show any changes being made to a structure. If they are incidental or minor changes, it has been our experience that small changes will not need a permit-but you still need to make the inspector aware of the changes that are proposed.

BUILDING PERMIT COSTS

You can contact the Municipality of Germantown for the charges for each of their permits-they are not listed here because the cost could vary depending on the proposed business.

RELEVANT PHONE NUMBERS AND WEB SITES

Municipality of Germantown
75 North Walnut Street
Germantown, Ohio 45327

Planning and Zoning
(937) 855-7255

Income Tax Department
(937) 855-7258

Fire Department
(937) 855-7259

National Inspection
(937) 433-4642

Montgomery County
451 West Third Street
Dayton, Ohio 45402

Auditor's Office-Business Tax
(937) 225-4315

Health Department
(937) 225-4395

**MUNICIPALITY OF GERMANTOWN
APPLICATION FOR BUSINESS PERMIT**

75 North Walnut Street
Germantown, Ohio 45327

Phone: (937) 855-7270 Fax: (937)855-3215
<http://www.ci.germantown.oh.us>

Date: _____

Property Address: _____ Property ID Number: _____

Property Owner: _____ Phone Number: _____

Applicant (if other than property owner): _____

Applicant's Address: _____ Phone Number: _____

PROPOSED BUSINESS NAME: _____

DESCRIPTION OF BUSINESS (Be detailed): _____

1. If the business is retail, specifically what items will you be selling? _____

2. If the business is repair oriented, what types of items will you be repairing? _____

3. If the business is service oriented, what services are you providing? _____

4. Will the business be using any chemicals or potentially hazardous materials? Yes No

4.a If "Yes," What types? _____

5. Will you be doing any structural remodeling? Yes No (if "No," skip to #6)

5.a Did you include 3 sets of detailed drawings of the changes? Yes No

5.b Did a registered architect prepare the plans? (Recommended) Yes No

MUNICIPALITY OF GERMANTOWN
APPLICATION FOR ZONING PERMIT

75 North Walnut Street
Germantown, Ohio 45327

Phone (937) 855-7255 Fax (937) 855-3215

Date: _____

Property Address: _____ Property ID Number: _____

Property Owner: _____ Phone Number: _____

Applicant (if other than property owner): _____

Applicant's Address: _____ Phone Number: _____

Proposed Construction and/or Use: _____

Provide a detailed diagram or plot plan showing all dimensions of the lot, location of existing buildings, and location of proposed construction. Show distances existing buildings and proposed buildings are from all lot lines. A scaled diagram may be required along with additional information as the Municipal Manager or designee deems necessary. The property owner understands that the application, diagram and other information presented for the above construction and/or use shall be located entirely upon the property location indicated above and further understands that the property owner shall be liable for substantiating same. **The property owner and/or applicant further understands that a Certificate of Zoning Compliance is required before the commencement of any use or occupation of any building. This permit will expire within one year of issuance if construction has not commenced.**

Signature of Property Owner

Signature of Applicant

OFFICE USE ONLY

Zoning District: _____

Date Reviewed: _____

Lot in Floodplain: Yes () No ()
(If Yes, is use exempt?) Yes () No ()

Approved () Disapproved ()

Easement on Property: Yes () No ()
(If Yes, does it affect application?) Yes () No ()

Permit No: _____

Zoning Fees: _____

Water Tap-in Fees: _____

Sewer Tap-in Fees: _____

Signature of Zoning Compliance Officer

*If applicable, reason application was denied: _____