

Welcome to Germantown

If you are a small business planning to locate in a downtown storefront or an existing business that needs to make space alterations, the city would like to work with you to have a successful project. Before you sign a lease or open a business, contact the city or visit the city's website to review the zoning and building permit process.

Germantown, like other Ohio cities, townships and counties, requires businesses to acquire zoning and building permits.

- **A Zoning Permit** ensures your planned use is appropriate for the area and the scale of the proposed building compliments the surrounding area.

- **A Building Permit** is for safety. Per State Law, construction is regulated by the Ohio Board of Building Standards. All communities in Ohio are required to adopt the Ohio Building Code to prevent serious fire hazards and structural problems.

The city welcomes meetings with businesses to discuss plans, application forms and the review process.

- City staff reviews all zoning permit applications
- National Inspection Corporation (NIC) reviews and approves building, electrical, mechanical and fire alarm/suppression systems projects.
- Montgomery County Health Department reviews and approves all plumbing work and all food service projects.

The city, NIC and the Health Department encourage phone calls to assist with questions:

- Germantown Planning and Zoning 937-855-7255
- National Inspection Corporation 937-433-4642
- Montgomery County Health Dept. 937-225-4395

The city welcomes
telephone calls or meetings
to discuss projects.

Summary of Permit Process

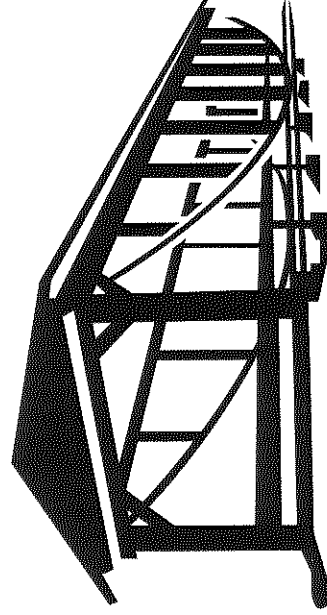
- Visit or call the Germantown Planning and Zoning Department to discuss project.
- Obtain and submit applications for required zoning, building and mechanical permits to the City of Germantown.
- Receive permit approval. If a plan is not approved, review comments and make revisions to the plan.
- Begin construction, after permits are approved.
- Call National Inspection Corporation (NIC) for required inspections.
- After all building and mechanical construction has been approved, a Certificate of Occupancy will be issued.

Important Telephone Numbers

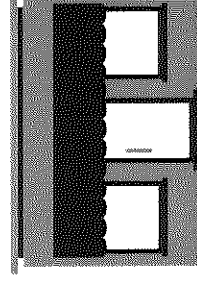
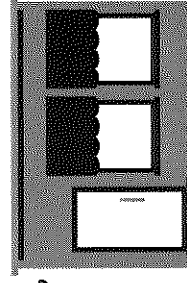
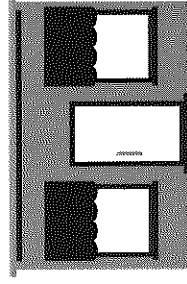
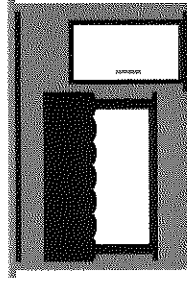
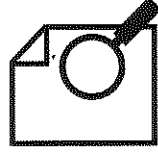
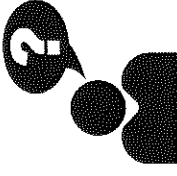
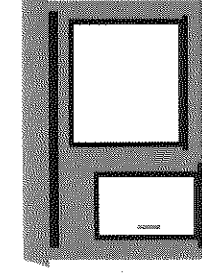
- Planning and Zoning Approval 937-855-7255
- Building Permits 937-855-7255
- National Inspection Corporation 937-433-4642
- Germantown Fire Department 937-855-7255
- Montgomery County Health Dept. 937-225-4395
- Montgomery County Auditor's Office 937-225-4315

Germantown City Hall

One North Plum Street
Germantown, OH 45327



Guide for Opening and/or Expanding a Small Business



The City of Germantown

Permits by Reviewing Agency City of Germantown

- **Zoning Permit:** A zoning permit is required to approve the proposed use of a building/space, building location, access, parking and site improvements.
- **Sign Permit:** A sign permit is required for all new or modified signs to address zoning requirements. Signs with lights require an electrical permit.

National Inspection Corporation on behalf of the City of Germantown

- **Occupancy Permit:** This permit documents the planned use in a new building or an existing space, the intensity of the use and the planned occupancy numbers (employees and visitors) expected. Existing buildings and leasing space with a current Certificate of Occupancy may not require a new certificate.
 - **Building Permit:** A permit is required if a new building or addition is planned or if structural changes such as removing or adding walls are planned. Certain commercial projects require construction plans be prepared by a registered architect. Contact NIC for final determination. Building Permits are not required for cosmetic improvements such as painting, window / door repair, carpet/tile replacement, and general cleaning needs
 - **Mechanical Permit:** A permit is required when any mechanical system, furnace, ventilation, or duct work is installed, replaced and/or modified.
 - **Electrical Permit:** A permit is required when a new installation, replacement or alteration of an electrical system including wiring and panel is planned. Permits are not required for replacement of outlets and switches, electrical wiring devices or appliances at less than 25 volts.
 - **Fire Protection Systems:** A permit is required for new, replacement and/or modification of fire sprinkler systems, fire alarm systems and other fire suppression systems.
 - **Pressure Piping Permit:** A permit is required when a boiler system or commercial steam heating system is utilized.
The city, with the assistance of NIC, works to approve each application within 10 to 14 business days, provided the application is complete and no modifications are required.
- ### Montgomery County Health Department
- **Plumbing Permit:** A permit is required when new sanitary drains, water lines, gas lines and any new plumbing fixtures are planned. Permits are not required for repair of leaks, clearance of stoppages or faucet replacements.
 - **Health Permit:** A permit is required if preparing and serving food in a restaurant or a hotel/motel and when selling food in a retail establishment.

Permit Applications and Required Information

Permit applications for zoning and building construction are available at the Germantown City Hall, One North Plum Street, and on the city website. All completed permit applications with the exception of plumbing and health permits must be submitted to the Planning and Zoning Department.

Each permit application must be accompanied with the following documents:

- **Zoning Permit:** Five (5) sets of the site plan of the property are required. For a sign permit provide detailed information regarding size, location in the building or site, sign material, and lighting systems proposed.
- **Occupancy Permit:** Five (5) sets of drawings of the inside space of the building to be used, a detailed floor plan drawn to scale showing the location of all walls, restrooms and doors, with each room or space labeled.
- **Building Permit:** Five (5) sets of the interior and exterior site showing property lines, existing buildings, parking layout and fire lanes. Provide drawings of the inside space of the building, showing each room or space labeled, all walls, restrooms, doors, fixed equipment including food service, mechanical and electrical equipment, shelving and casework, aisle ways, exits, exist signage and emergency lights. If alterations are planned, distinguish between existing work to remain and any new work. Additions to an existing structure require structural foundation and framing plans.
- **Electrical, Mechanical and Fire Systems Permits:** Complete the application and provide detailed information regarding the system that will be installed or modified.
- **Plumbing and Health Permits:** Complete and submit the required Montgomery County Health Department application.

Submitting the Application and Fee

All zoning and building applications must include permit fees, when submitted. Permit fees vary depending on the type and size of a project. Fees cover the cost of zoning and fire officials, building plan reviewers and building inspectors. The building related fees also include a 3% fee for the Ohio Board of Building Standards. All fees may be paid by cash or check. Permit fees are outlined on the city website.

Permit Fee Example:

No Alterations planned to an existing 1000 sq. ft. storefront space:	
• Business Permit	\$ 30.00
• Zoning Permit	\$ 50.00
• Certificate of Occupancy for existing use	\$.00
• Painting interior walls and floors	\$.00
• New structural sign – less than 30 sq. ft.	\$105.00
• Plan Review Fee for sign – one hour review	\$ 65.00
• Ohio Board of Building Standards – 3% fee	\$ 5.00
TOTAL	\$255.00

Major Alterations to an existing 1000 sq. ft. storefront space:

• Business Permit	\$ 30.00
• Zoning Permit	\$ 50.00
• Certificate of Occupancy for a new use	\$ 50.00
• Modification to interior walls	\$195.00
• Rewire the space	\$175.00
• New structural sign – less than 30 sq. ft.	\$105.00
• Building & Sign Plan Review – 3 hour review	\$195.00
• Ohio Board of Building Standards – 3% fee	\$ 21.60
TOTAL	\$ 821.60

Please Note: Incomplete or non-compliant plans will result in extra fees for additional plan review time. Additional fees are also possible if construction work failed requiring more inspections

Building and Mechanical Inspection Process

- After the zoning and building permits are approved, and issued, construction may begin.
- During construction, National Inspection Corporation (NIC) inspectors will visit the job site to inspect and approve the work. Call NIC to schedule inspections with permit number and address of the project available.
- A set of the approved plans must be available to assist the inspectors on the job site. The inspector will leave an inspection ticket after each inspection with a pass or fail notice.
- If a project fails after three inspections, a re-inspection fee will be applied and must be paid prior to additional inspections being scheduled.
- After all inspections are completed and the project has been approved, a final building ticket is marked approved and/or a Certificate of Occupancy will be issued when appropriate.

STARTING A BUSINESS IN DOWNTOWN GERMANTOWN

Congratulations on wanting to start a business in Germantown! The City 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, One Plum 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.

BUILDING PERMITS AND REGULATIONS

Occupancy Permit

Once you have obtained an approved Business Permit from the City, an Occupancy Permit must also be obtained before you can begin your business. In order to get an Occupancy Permit, you must provide the City with three (3) sets of drawings of the inside of the building you wish to use, showing all walls, ceilings, floors, electrical wiring, plumbing and adjoining occupancies (what businesses are above, beside and/or below your proposed business). You must also show a site plan of sidewalks and streets abutting the proposed business.

These plans do not necessarily have to be done by a professional, but must be very accurate. **However, from our experience, we would recommend that a Professional Architect complete these plans.**

Once you have begun the process of obtaining an Occupancy Permit, the officials in the Building Regulations Department will also inform you of any other permits you may need to have, (depending on what types of changes or additions you are making to the building), such as:

Health Permit

This is required for any type of business that will serve food. This permit and the Occupancy Permit are directly linked. You can't obtain an Occupancy Permit without first obtaining a Health Permit. **You will need to contact the Health Department FIRST!!!**

Building Permit

You will probably need a Building Permit if you are planning any structural changes, heating and cooling changes, addition or removal of any walls or subdividing a room. (Example-Changing a 5,000 sf room into five small offices.)

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 City 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 REVIEW PROCESS

As was stated previously, you will need to first take three (3) sets of drawings to the City offices, One North Plum Street, Germantown, Ohio to start the Occupancy Permit process.

- If you have architect drawings, it must have an original architect stamp/seal to be processed.
- At this time, the City will probably tell you what other permits you will need.

The process to obtain an Occupancy Permit could take anywhere from two to six weeks depending on the accuracy of the content of the plans.

- If your plans are incomplete, the application could be put on hold indefinitely until the plans are corrected to their satisfaction.

Accuracy and Completeness of the plans is the key!!!

Once the three (3) sets of plans are submitted to the City, one copy is forwarded to the Germantown Fire Department for review of compliance with fire protection standards.

- Even though the plans will be forwarded to the Fire Department eventually, do not circumvent the process by giving the plans to the Fire Department without submitting them to the City first. However, someone from the Fire Department will always be available to answer questions before, during and after the permitting process.

The Fire Department will review the plans for the following:

- Fire protection requirements
- Fire Department access and occupant exiting
- Fire protection features/needs
- Compliance with Ohio Fire Code

Once the Fire Department has made their recommendations to the Building Department; they will either issue the proper permits or return to you comments regarding your submittal. If the Building Department issues the permits, you are then ready to open your business.

BUILDING PERMIT COSTS

You can contact the City 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

City of Germantown
One North Plum Street
Germantown, Ohio 45327

Planning and Zoning
(937) 855-7255

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