

# Village of Plain City – Planning and Zoning Department

213 S. Chillicothe Street, Plain City, Ohio 43064

Phone: 614.873.3527 (105) Fax: 614.873.4649

Email: zhounshell@plain-city.com



*A proud heritage, a promising future*

---

## INTERESTED IN OPENING A BUSINESS IN PLAIN CITY?

Welcome to the Village of Plain City! We are excited that you are interested in opening a business in the Village. Before opening your doors, there are a few important steps that must be taken to ensure compliance with the Village's Zoning Ordinances and other Building Regulations. Please review the following for a general overview of the process.

Before you open a business, it is beneficial to contact the Village of Plain City Zoning Department. The Village uses zoning districts to regulate the separation of land uses, and a map of these districts is available on our website or in person at the Zoning Office. Inside each zoning district are a list of Permitted and Conditional Uses. Permitted uses are by right, and conditional uses must be approved through a Conditional Use Permit through the Board of Zoning Appeals. Uses not listed are prohibited in that zoning district. Below are the steps to follow:

### **Step 1: Contact the Zoning Inspector**

It is best to contact the Village Zoning Department with any questions, ideas, or concerns prior to going into the long-term commitment of opening a business. The Zoning Inspector can be a great asset to understand the process.

### **Step 2: Certificate of Zoning Compliance**

Before any land or building can be occupied, new use started, or existing use expanded, the owner or tenant must apply for a Certificate of Zoning Compliance to be sure the use is approved in that area.

### **Step 3: Zoning Permit**

If you plan on constructing a new building or making alterations to an existing structure, you will need to obtain a Zoning Permit from the Village. Alterations include building additions, window replacement that changes the dimensions, removing or erecting walls, or any other construction that alters the structure or footprint of a building.

### **Step 4: Building Permits**

Prior to doing any work and after receiving your approved Certificate of Zoning Compliance and Zoning Permits from the Village, you should contact the Union County Building Department for your Building Permits (*Union County Building Department, 233 W. 6<sup>th</sup> Street, Marysville, Ohio 43040, 937-645-3018, [www.co.union.oh.us](http://www.co.union.oh.us)*). They will be able to assist you in the plan review and permitting process.

### **Step 5: Certificates of Occupancy**

When your business is ready to open, you will need to contact the Union County Building Department to apply for your Certificate of Occupancy. After you have received your Certificate of Occupancy, the County Building Inspectors and the Fire District will do their required inspections (*Pleasant Valley Fire Dept, 650 W. Main St, Plain City, Ohio 43064, 614-873-4067, [info@pleasantvalleyfire.com](mailto:info@pleasantvalleyfire.com)*).

### **Step 6: Open your Business!**