



NEW BUSINESS CHECKLIST

Are you planning to start a Business in Olmsted Township? If so, we'd like to make the process flow as smoothly as possible. The following Business Checklist should be used as a guide. It's also a great way for you to familiarize yourself with the Township. As well as its rules and regulations.

Just follow the steps outlined and you should be on your way to successfully setting up a business in our community. For those just starting out on your first Business venture, the resources listed at the end of the Checklist should also prove very helpful.

The "Starting a New Business Checklist" highlights some of the most fundamental, yet required steps. But please note, that it is not meant to be all inclusive. Depending on your situation, other requirements may apply. In these cases, we ask that you stop by and visit us at Olmsted Township Administrative office to schedule an appointment.

Thank you for your interest...and we look forward to welcoming you and your business to Olmsted Township, Ohio!

Olmsted Township
26910 Cook Rd. Olmsted Township, Ohio 44077
(440) 235-3019 / (440) 235-7794



Checklist

- Locate a site and verify the address where you wish to set up your business;
- Check the **Zoning Map** and zoning-use requirements for the building or property;
- Confirm that the zoning and the parking provided on the site are suitable for your business.
Call the Building Dept. @ (440) 235-4225
- If you are locating to Olmsted Township, special zoning requirements may be required for renovations.
- If you're planning to build, or make renovations, you will need to acquire a **Building Permit** from the Olmsted Township Building Department. This would be done after a Zoning Permit has been issued by the Township;
- Contractors must be licensed by the State of Ohio and registered with the Olmsted Township Building Department
- A properly **licensed and registered contractor** will obtain the necessary permits for commercial or industrial work;
- The process for obtaining a permit is as follows:
 - Bring your building renovation plans to Olmsted Township Building Dept. for a Zoning Permit; Plans must be designed and stamped by Ohio architect.
- Staff will review the plans and, based on code requirements, will either approve them or request that you make some changes. It may also be suggested, depending on staff review, that the project should go to the Planning Commission or Board of Zoning Appeals;
- Staff will issue a **Zoning Permit** once all building code and zoning requirements have been met.
- Acquire building, heating, air conditioning, gas, electrical, fire alarm, and sprinkler system permits, if building or renovation plans require alterations of these systems. These permits can be obtained from the Olmsted Township Building Department;
- If you have any plumbing, please contact The Cuyahoga County Board of Health (216) 201-2000



- You'll need a **Sign Permit** before you can erect any signs at your place of business. A Sign Permit must be obtained at Olmsted Township Building Dept. Refer to the sign requirements for the Township zoning regulations (Chapter 320 Signs). Once you have confirmed the zoning for the property, you will be able to determine what is required;

ADDITIONAL RESOURCES

Olmsted Township Building Department,
26908 Cook Rd, Olmsted Township, Ohio 44138 (440) 235-4225
Hours: Monday through Friday 8 a.m. - 2 p.m.

Cuyahoga County Board of Health (Plumbing and septic permits)
5550 Venture Dr. Parma, Ohio 44130 (216) 201-2000
Hours: Monday through Friday 8:30 a.m. - 4:30 p.m.

Cuyahoga County GIS
County geographical information system provides interactive mapping for zoning, property search, tax information, flood zones, elevation, easements, and other geographically referenced information. www.myplace.cuyahogacounty.us

SCORE

SCORE has been mentoring new and existing businesses for over 40 years and has a network of over 13,000 volunteers who donate their time to help entrepreneurs. Meet with the experts and learn about Business Planning, Financial Planning, Marketing Planning and where to find resources. 1350 Euclid Avenue #216, Cleveland, OH 44115, (216) 522-4194
www.cleveland.score.org/

State of Ohio, 1st Stop Business Connection

The 1st Stop Business Connection is the easiest way to learn about starting a business in Ohio. It provides **free** state-level information needed to get started or continue on your entrepreneurial journey. www.business.ohio.gov/starting/

State of Ohio, Department of Commerce, Liquor Control Licensing
www.com.ohio.gov/liqr/



26910 Cook Road, Olmsted Township, OH 44138
Phone Number: 440-235-3051 info@olmstedtownship.org

State of Ohio, Development Services Agency

For companies looking to relocate or expand in Ohio, ODSA works with JobsOhio to offer businesses comprehensive packages of financial and technical assistance resources for job creation and retention.

www.development.ohio.gov/bs/bs_entrepreneurship.htm

State of Ohio, Small Business Development Center

The Small Business Development Center (SBDC) Program provides a variety of management assistance to existing and startup businesses. This is mainly accomplished through trainings, seminars and one-on-one counseling sessions. These services are offered at no cost to the client.

Annette McIver, Director (440) 366-7746, amciver@lorainccc.edu

151 Innovation Dr, Elyria, OH 44035

Hours: 9 a.m. – 5 p.m.

[\(440\) 366-4370](tel:(440)366-4370)

www.lorainccc.edu/sbdc

Cuyahoga County Department of Development

2079 E. 9th St. Cleveland, Ohio 44115

(216) 443-7260

Cuyahogacounty.us