

**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 Phone Number** \_\_\_\_\_

**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 your plan achieved approval from the City Engineer?** \_\_\_\_\_

**Have you obtained your engineering zoning permit?** \_\_\_\_\_ **Permit #** \_\_\_\_\_

**Have you obtained your building regulations permit?** \_\_\_\_\_ **Permit #** \_\_\_\_\_

**List additional requirements / Dates fulfilled** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Have you completed the requirement(s) for a "Certificate of Zoning Compliance"?** \_\_\_\_\_

**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** \_\_\_\_\_

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(For administration use only)

**Approved** \_\_\_\_\_

**Not Approved** \_\_\_\_\_

**COMMERCIAL/INDUSTRIAL APPLICATION  
INFORMATION RE: CERTIFICATE OF ZONING COMPLIANCE  
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, it 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 Engineering Department, located in the City of Greenville Municipal Building, 100 Public Square. There you will be informed of any requirements regulating the intended use of the structure and of the feasibility as to changing any component of the building footprint. This will be necessary for obtaining the initial “Zoning Permit”. It may also be necessary to submit an engineered plan to the City to be approved by the City Engineer as well as the 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 one on the premises, the sign requirements and permit necessities will be explained.

During your visit to the Municipal Building it may be necessary to register with the Greenville City Income Tax Department and set up a utilities account and/or pay for water and sewer taps at the Greenville City Utilities Department, located in an adjacent building at 122 West Main Street.

Following the receipt of your approved zoning permit, the next necessary approval will come from the Miami County Building Regulations department, located at 510 West Water Street in Troy, Ohio and accessible by phone at (937) 440-8066. From there you will be instructed on how to obtain your “Certificate of Occupancy”, which is required in addition to the previously mentioned “Zoning Permit” in order to obtain your “Certificate of Zoning Compliance”, which allows you to occupy the building or premises. 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 all State of Ohio Fire Code Regulations and Darke County Health Department regulations. The Miami County Building Regulations Department will also appraise you of any additional State of Ohio regulations, including but not limited to a “Safety and Hygiene Inspection”, “Plumbing Inspection” and a “Food Handling Permit”, if 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 again 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 Director of Safety/Service, City Engineer 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 Engineering Dept.**

100 Public Square  
Greenville, OH 45331  
P: (937) 548-4930  
F: (937) 548-3909

**Miami County Building Regulations**

510 West Water Street, Suite #120  
Troy, OH 45373-2984  
P: (937) 440-8066  
F: (937) 440-5486

**Greenville City Fire Dept.**

100 Public Square  
Greenville, OH 45331  
P: (937) 548-3040  
F: (937) 548-6391

**Ohio Division of Safety & Hygiene**

Dayton Regional Office  
8120 Washington Village Drive  
Dayton, OH 45458-9919  
P: (800) 962-7768  
F: (937) 438-8602

**Greenville Income Tax Dept.**

100 Public Square  
Greenville, OH 45331  
P: (937) 548-5747  
F: (937) 548-3035

**Greenville Safety/Service Director**

100 Public Square  
Greenville, OH 45331  
P: (937) 548-1819  
F: (937) 548-4103

**Greenville Utility Office**

122 West Main Street  
Greenville, OH 45331  
P: (937) 548-1815  
F: (937) 548-1545

**Darke County Building Regulations**

520 South Broadway  
Greenville, OH 45331  
P: (937) 547-7379  
F: (937) 547-1928