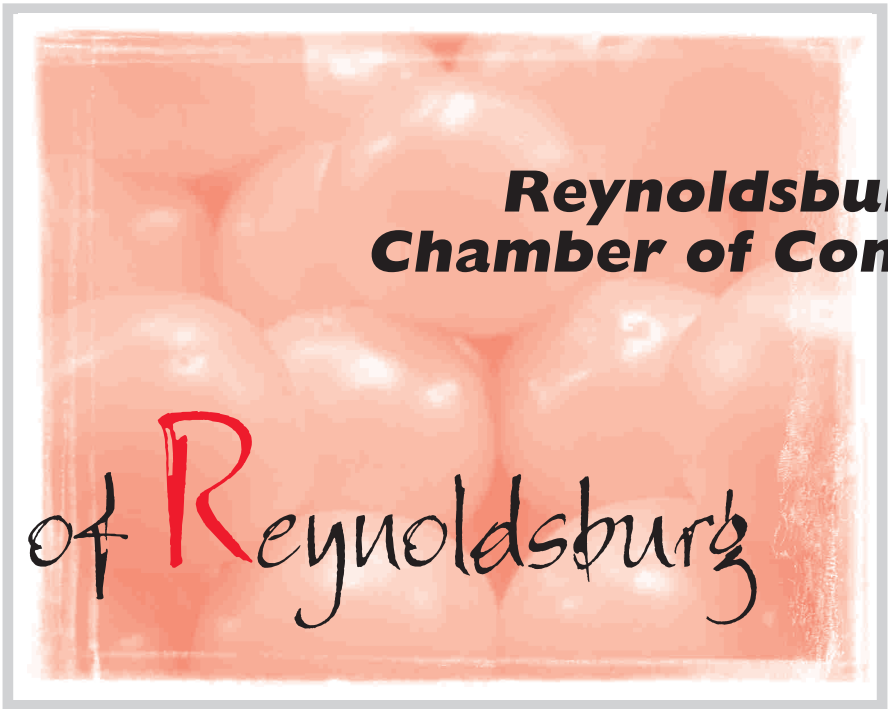


Business Assistance Guide



**Reynoldsburg Area
Chamber of Commerce**

City of **R**eynoldsburg

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The City of Reynoldsburg

is a community
committed to the success of business.
It offers both its residents
and businesses
well planned
sustainable growth.



City of Reynoldsburg
7232 East Main Street
Reynoldsburg, Ohio 43068
tel: 614-322-6800
fax: 614-322-6845
website: www.ci.reynoldsburg.oh.us

MISSION STATEMENT

The mission of the Reynoldsburg Area Chamber of Commerce is to promote and support a strong business environment by being the collective voice in the Reynoldsburg area and to enhance the general welfare of the community through economic prosperity.

-Adopted 1997-



**Reynoldsburg Area
Chamber of Commerce**
1580 Brice Road
Reynoldsburg, Ohio 43068
tel: 614-866-4753
fax: 614-866-7313
www.reynoldsburgchamber.com

An Introduction

The purpose of this booklet is to provide a guide to business owners who are opening a new business, expanding an existing business, or moving a business to the City of Reynoldsburg. Published by the City of Reynoldsburg in cooperation with the Reynoldsburg Area Chamber of Commerce, this guide should help businesses through the permit and license process.

The City of Reynoldsburg is committed to attracting and retaining business.

The City codes, regulations and policies are designed to establish construction standards which provide for the general health, safety and welfare of the community. This booklet contains summaries of local requirements and should not be used as a substitute for obtaining the Reynoldsburg Zoning Ordinance and the Building Code Ordinance that are available at City Hall.

If you are opening a home-based business, you must obtain a Home Occupation permit. Applications are available at the Building Department.



As a new business owner, whether you are leasing an existing space or building a new structure, we suggest contacting:

An Attorney

An Accountant

An Architect

for new and existing construction

A Realtor for existing space

Starting Your Business

If you are opening A NEW BUSINESS

Choose a Business Name

If you conduct business in Ohio under an assumed or corporate name, file for a certificate with the county. Lists of current business names are available at:

Secretary of State 877-767-3453 www.state.oh.us/sos

Incorporate Your Business

Decide (with the advice of an attorney or accountant) whether your business will be Sole Proprietorship, Partnership, Limited Partnership, or Corporation. If you incorporate or establish a limited partnership, you must register with the State of Ohio at: Secretary of State **877-767-3453** www.sos.state.oh.us

Obtain Your Federal Identification Number

Corporations and Partnerships require Federal Employer Identification Numbers (FEIN). A Sole Proprietorship may be able to use its Social Security number. You can obtain your FEIN at: Federal Taxpayer Service **800-829-1040**, or talk to your accountant.

Obtain Your State Sales Tax Number

If you will engage in a type of retail sales business, you must have a sales tax number (either an Ohio Business Tax number or a Retailer's Occupational Tax number). You can obtain your sales tax number at: Ohio Department of Taxation **888-405-4039** www.state.oh.us/tax



Contact:
**The Small Business
Development Center at:
614-225-6910**

The SBDC has many offerings for business owners: from entrepreneurial training to business loan programs to business to business consultations. There are programs for the beginning entrepreneur, programs to enhance business skills and other assistance to create comprehensive business plans.

Important Contact Information

LOCAL:

City of Reynoldsburg 614-322-6800
7232 E. Main Street
Reynoldsburg, Ohio 43068
Building & Zoning 614-322-6802
Development Director 614-322-6807
Auditor 614-322-6801
Safety/Service Director 614-322-6810
Police Department 614-866-6622

Other Important Information:

Reynoldsburg Area Chamber of Commerce 614-866-4753 www.reynoldsburgchamber.com
Truro Township Fire Department 614-864-2445
American Electric Power 614-223-1000
Columbus Gas 800-344-4077
Ameritech repair 800-572-4747
new 800-660-3000
O.U.P.S. (before you dig) 800-362-2764
Franklin County Auditor 614-462-3230
Fairfield County Auditor 740-687-7027
Licking County Auditor 740-349-6027
SCORE 614-469-2357 www.scorecolumbus.org

SMALL BUSINESS ASSISTANCE SITES:

Small Business Development Center 614-225-6910 www.ohiosbdc.org
Minority Contractors Business Assistance Program 614-252-8005 www.comba.com
American Small Business Association www.asbanet.org
American Association of Homebased Businesses www.aahbb.org
Ohio Chamber of Commerce www.ohiochamber.com
National Association for the Self-Employed www.nase.org
National Federation of Independent Business (NFIB) www.nfibonline.com
National Foundation for Women Business Owners (NFWBO) www.nfwbo.org
National Minority Business Council www.nmbc.org
Small Business Administration www.sba.gov
US Chamber of Commerce www.uschamber.org

STATE OF OHIO:

Bureau of Employment Services 614-466-4636
Department of Commerce
Division of State Fire Marshal 614-752-8200
Department of Transportation 614-466-7170
Ohio Secretary of State 877-767-3453 www.state.oh.us/sos
Ohio Environmental Protection Agency
Small Business Assistance Office 800-329-7518 www.epa.state.oh.us
Ohio Department of Taxation 614-895-6250 www.state.oh.us/tax
Ohio Bureau of Worker's Comp 800-644-6292 www.bwc.state.oh.us
Office of the Attorney General 614-466-3376
Ohio Department of Development
Economic Development Division 800-248-4040 www.odod.state.oh.us/
Office of Tax Incentives
Division of Minority Business Affairs
International Trade Division
Community Development Division

FEDERAL:

U.S. Department of Justice (employee eligibility forms) 800-375-5283
IRS (for EIN) 606-292-5467 www.ird.ustreas.gov
Federal Occupational Safety & Health Ad. 614-469-5582 www.osha.gov
Federal Tax Information 800-829-1040
Department of Commerce www.doc.gov
Department of Labor www.dol.gov
Economic Development Administration www.doc.gov/eda
Environmental Protection Agency www.epa.gov
State Department www.state.gov
Social Security Administration www.ssa.gov

Licenses & Permits

You need to:

Contact the Development Director to assist you in the site selection process. If you have your site already selected, include a contingency for City of Reynoldsburg zoning approvals and permits in your lease agreement or contract to purchase property.

Check the zoning – make sure that your type of business is a permitted use for the property prior to the sale or lease. If it is not, there is a process that is necessary to obtain variances, rezoning or begin a site plan review. You will need to contact the Planning Administrator at **614-322-6829**.

Obtain a Building Permit application from the Building Department.

An Occupancy Permit is required before you can open your business. This is issued by the Building Department after a final inspection, which can be scheduled by calling **614-322-6802**.

A new restaurant has additional requirements. **Contact** the Building Department and Franklin County Department of Health.



Applications are available at the:

City of Reynoldsburg
7232 East Main Street
Reynoldsburg, Ohio 43068

614-322-6800

Website:
www.ci.reynoldsburg.oh.us

Building Permits

A building permit is required for:

- | | |
|--------------------------------------|---------------------------|
| Demolition of structure | Plumbing work |
| New construction | Structural changes |
| Remodeling work | Change in ownership |
| Change in occupancy | Excavation work |
| Signage changes | HVAC installation |
| Parking lot and driveway resurfacing | Water heater replacements |
| Electrical work | |

Permit fees, and/or plan review fees will be associated with your project. City staff will inform you of any required fees when you apply for your permit at the Building Department. Visit the City's website at www.ci.reynoldsburg.oh.us for more information on the Building Department

Along with the permit application on major projects, you will need to include:

- Description of the proposed work
- The use of the building
- Estimated cost of the changes
- Legal description of the property
- List of contractors that must be licensed and insured in the City of Reynoldsburg
- 3 copies of the plans and specifications drawn to a scale and sealed by a State of Ohio Design Professional

Building permits must be obtained before work begins.

If renovating or expanding an existing building, the following requirements vary according to location and zoning:
Parking, Landscaping, Signage, Mechanical Screening



For more information, contact:

Development Department re:
Site selection
Zoning

Building Department re:
Building permits
Building inspections
Code enforcement

New Construction

1. Staff reviews the proposed site and engineering plans. Upon completion, a letter is sent identifying the items that need to be addressed. This process takes up to 30 days.
2. After the changes are made, the site plan is forwarded to the BZA (Board of Zoning and Building Appeals) for review. They meet on the third Thursday of the month.
3. If variances are needed, the process requires a Public Hearing by the Board of Zoning and Building Appeals (BZA). This board makes recommendations that are forwarded to the City Council for discussion. The BZA meets on the third Thursday of the month. The Service Committee of City Council reviews the BZA's recommendations and forwards the variances to a vote by the City Council.
4. If a rezoning or special use is needed, the process requires a Public Hearing by the Planning Commission which makes recommendations that are forwarded to the BZA for discussion. The Planning Commission meets on the first Thursday of the month. The committee reviews the Planning Commission's recommendations and forwards the project to a final vote by the City Council.
5. Once the Planning Committee has forwarded the proposal for a final vote, an application for a building permit can be submitted to expedite the process.
6. The approval process can take anywhere from 2-5 months depending upon the number of special meetings required.



In the case of new construction, you will be required to provide

Site plan
Plat of survey
Engineering plan
Floor plan
Building elevations
Landscaping plan
ODOT application, if applicable
Lighting plan
OEPA application, if applicable
O.U.P.S. dig number

Inspections

Inspections of new construction are mandatory while work is in progress to insure that construction complies with approved plans and code regulations. The required inspections would include the following:

Footings

Foundation walls

Sanitary sewer and portable water service

Under slab plumbing, electrical and HVAC

Damp proofing / drain tile / backfill

Electrical service

All pre-pour concrete including basement, garage, all slabs on grade, etc.

Rough plumbing, framing, HVAC and electrical Insulation

Any and all concrete work

Final inspection (certificate of occupancy)

Fire Suppression and alarm systems

*This list is adequate for most construction projects. With each project being different, additional inspections may be required in order to ensure proper installation and safety.

An inspection is required before an Occupancy Permit is issued.



Inspections must be scheduled with the Building Department at least 24 hours in advance.

Permits are scheduled by address.

Specific inspection times are generally not available except for pre-hours, however am or pm inspections can be set depending upon availability.

All work must be completed before you call for an inspection. You will be charged for failed inspections.

Do not make final payment to contractors until you have passed your inspections.