

We want your business! What can we do to help you?



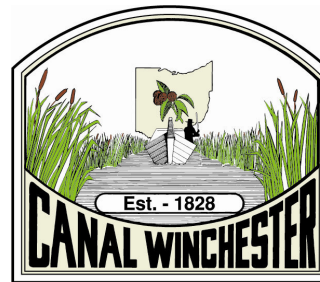
The purpose of this brochure is to provide a guide to business owners who are opening a new business, expanding an existing business, or relocating a business to historic downtown Canal Winchester. The Village and Main Street Canal Winchester are committed to retaining businesses in the downtown and attracting new businesses to the heart of the village. To make your transition as smooth as possible, the Village has established a One-Stop office for necessary permits. The enclosed is a step-by-step process to getting all approvals for a new, expanded or remodeled building.



Main Street Canal Winchester
P.O. Box 45
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614-548-0001
www.MainStreetCanalWinchester.org

Canal Winchester Development
Phone: 614.837.7501
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Planning & Zoning Administrator—Allan Neimayer
Building Administrator—Gary Webb
Zoning Officer—Andrew Dutton



Village of Canal Winchester
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Canal Winchester, Ohio 43110

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Village of Canal
Winchester

Main Street
Canal Winchester

**Downtown
Business
Development
Guide**



A Step-by-Step
Procedure for Growing
Your Business Downtown

The purpose of this brochure is to provide a guide to business owners who are opening a new business, expanding an existing business, or relocating a business to historic downtown Canal Winchester. The Village and the Main Street Canal Winchester program (MSCW) are committed to retaining businesses in the downtown and attracting new businesses to the heart of the village. To make your transition as smooth as possible, the Village has established a One-Stop office for necessary permits. The following is a step-by-step process to getting all approvals for a new, expanded, or remodeled building.

Licenses and Permits

You need to contact the Village's Development Director, (837-1894) or the Executive Director of MSCW (548-0001) to assist you in the site selection process. If you have your site already selected, include a contingency in your lease agreement or contract to purchase property that includes Village zoning approval and Landmarks Commission approval, if necessary.

An occupancy permit is required before you can open your business. This permit is issued by the Building Department after a final inspection. This can be scheduled by calling 837-7501.

Prior to starting any project that involves a structure, it is recommended that you call to see whether a permit is needed, and prior to starting any commercial building project, you should contact a commercial archi-

tect. You may call MSCW for a listing of architects experienced with the Ohio Basic Building Code. If you are changing the use of the building from its previous use, or making structural changes to the building, you will need to obtain a building permit from the Building Department. Contact Gary Webb (837-7501) to begin this process. You also need to call the Madison Township Fire Department (837-7883) early in the process for their fire safety requirements. In addition, be aware that your building may need to meet ADA requirements for those with disabilities.

Check the zoning—make certain 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 a variance, rezoning, a conditional use permit, or to begin a site plan review. You will need to contact the Planning and Zoning Administrator, Allan Neimayer (837-6742).

If you are planning to open a restaurant, there will be additional requirements. Contact the Building Department and the Franklin County Board of Health at 462-5258.

Zoning and Building Permits

A building permit is required for:

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

Permit fees and/or plan review fees will be associated with your project. Village staff will inform you of any required fees when you apply for your permit. The Village's website at

www.canalwinchester.org can provide more information on the Building Department. Building permits must be obtained before work begins. Also, you must have an inspection done for every component of your project prior to doing the next step.

If renovating or expanding an existing building, there also may be requirements for parking, landscaping, and signage.

If you are renovating, expanding, or constructing a commercial or single/two-family residential building in the downtown, you may be eligible for a Downtown Restoration Tax Abatement on the improvements. Contact the Development Department at 837-1894 to determine whether you may qualify for this program.

In addition, if your income-producing building is listed on the National Register of Historic Places, your renovation qualifies for a 20% tax credit. If it is not listed on the Register, but was constructed prior to 1936, the renovation qualifies for a 10% tax credit.

Finally, if you are in need of financing to help with your building renovation or construction, contact the Development Department for assistance with state or federal programs which may be able to help.

For more detailed information on the permit process for your building, it is recommended that you obtain a copy of "Your Guide to Building Permits" which can be obtained at the municipal building, 36 S. High Street, or by calling 837-7501.