

PROCESS FOR NEW BUSINESS START UP IN VILLAGE

1. Fill out the Business Use Certificate Application
2. Have building inspected by Zoning, Building Officials and Fire Department and fill out the sign off form.
(this form must be on file prior to issuing a certificate)
3. If any modifications are being done, proper permits and plan approval application must be pulled and job site inspected according to the building codes.
4. Certificate of Plan Approval
5. Business Use Certificate, on a zoning permit
6. Certificate of Occupancy - Commercial



The Village of Doylestown
Building & Zoning Department
 24 South Portage Street
 Doylestown OH 44230



BUSINESS USE APPLICATION
(MODIFIED SITE PLAN)
FEE: \$50.00

1. NAME OF PROPERTY OWNER _____
2. ADDRESS OF PROPERTY OWNER _____
3. PHONE NUMBER OF PROPERTY OWNER _____
4. NAME OF APPLICANT, IF DIFFERENT _____
5. ADDRESS OF APPLICANT, IF DIFFERENT _____
6. PHONE NUMBER OF APPLICANT _____
7. TAX ID OF APPLICATE _____
8. EXPLAIN RELATIONSHIP BETWEEN LANDLORD AND APPLICANT IF APPLICABLE:

9. PROPERTY LOCATION _____
10. NAME OF BUSINESS _____
11. PHONE NUMBER AT THIS LOCATION _____
12. ZONING DISTRICT PROPERTY IS IN _____
13. PREVIOUS USE AND PROPOSED USE _____
14. ATTACH TO THIS APPLICATION, SEVEN (7) COPIES OF A SKETCH SHOWING BUILDING LOCATION, PARKING AND DUMPSTER LOCATION
15. ATTACH TO THIS APPLICATION THE CERTIFICATE SHOWING THE SIGN OFF OF CHIPPEWA TWP FIRE DEPARTMENT, DOYLESTOWN ZONING DEPT AND BUILDING DEPT.

DATE _____ OWNER - PRINT NAME _____

OWNERS SIGNATURE _____

DATE _____ APPLICANT - PRINT NAME _____

APPLICANTS SIGNATURE _____

VILLAGE USE ONLY

NAME OF VILLAGE OFFICIAL RECEIVING APPLICATION:

DATE RECEIVED _____ FEE RECEIVED \$ _____

BUSINESS USE ZONING CERTIFICATE NUMBER _____

SITE VISIT DATE: _____

COMMENTS:

DOYLESTOWN COMMERCIAL PLAN REVIEW REQUIREMENTS

CONSTRUCTION DOCUMENTS SHALL BEAR THE SEAL OF A REGISTERED DESIGN PROFESSIONAL

PLANS NEED TO BE SUBMITTED IN TRIPPLICATE, & NEED THE FOLLOWING INFORMATION OR THEY CANNOT BE REVIEWED:

- 1. Application for permit completely filled out.**
- 2. Copy of Zoning Permit**
- 3. Receipt of Chippewa Fire Department Plan Review.**
- 4. Site plan: showing buildings or addition with dimensions to property lines and other buildings.**
- 5. Foundation plans: Showing size and depth of footers.**
- 6. Floor plans: showing all dimensions, doors, windows, stairs, ECT.**
- 7. Exterior building elevations: show grades at buildings, doors, and windows, exterior material, wall and roof.**
- 8. Wall section: exterior wall construction, ceiling height, depth and size of footers below grade.**
- 9. Framing plans: floor and roof framing including size of beams, joists, and lintels.**
- 10. Truss drawing from Truss Manufacturer, with an Ohio Registered Engineers Seal stamped on them.**
- 11. Interior details: stairs, partitions, and interior finish.**
- 12. Electrical Plans: see next page with requirements.**
- 13. Fire Protection: See next page with requirements**
- 14. Mechanical Plans: See next page with requirements.**
- 15. Pre-engineered buildings must come with a letter of Certification and be stamped with an Ohio Registered Engineers Seal, three (3) sets.**

1. ELECTRICAL SERVICE

- (A) Riser diagram showing size, number of services, number of disconnects, conductor size, wiring method and grounding.
- (B) On site plan showing service location relative to roads, streets, parking lots, buildings and whether service is overhead or underground.
- (C) Show on floor plan location of services.
- (D) Available fault current and supply terminals.

2. EQUIPMENT, RECEPTACLES & LIGHTING

- (A) Show all receptacles outlets, appliances, motors, and any other electrical utilization equipment
- (B) Show all conductor size and circuitry of all receptacle outlets, lighting outlets, appliances, motors and any other electrical utilization equipment.
- (C) Provide kilowatt, amperes, or horsepower of all appliances, motor, heating and or air conditioning equipment.
- (D) Over current sizing for service, branch circuits and feeders.
- (E) Wiring method-conduit, NM cable ECT.
- (F) Show exit signs and Emergency lighting.
- (G) Means of egress lighting for inside and outside of building.
- (H) Alarm Systems Plans. (separate permit required)

3 FIRE PROTECTION

- (A) Sprinkler Plans with Certification. (separate permit required)
- (B) Fire Protection plans, to include fire stopping and fire caulking

4 MECHANICAL

- (a) Heating, Ventilation, and Air Conditioning Plans with Certification.
- (b) Plumbing Plans: Show all fixtures and single line schematic of the system and Utility Connection.