Application
7/8/2004

City of Tipp City
Zoning Occupancy/Change of Use Permit

Date: _____ Permit No.: _____

$40 Fee Paid_____

Name of Business: _____

Business Owner: _____

Business Address: _____

Zoning District: _____ Inlot # _____

Business Owner's Mailing Address: _____

Phone No.: _____ Fax No.: _____

Please state the exact nature/type of the proposed business: _____

_____

_____

No. of employees: _____ Days/Hours of Operation: _____

Square footage to be occupied: _____ Building frontage: _____

<u>Site Plan</u>: Please provide a site plan and a floor plan of the area to be occupied as part of this application.**

<u>Signage:</u> A separate permit is required for all new permanent and temporary signage.**

Applicant's Signature: _____

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Occupancy/Change of Use Permit: □ Approved □ Denied Date: _____

Conditions of approval/reason for denial: _____

_____

Fee Received Date:_____ _____
Zoning Administrator

Zoning Occupancy/Change of Use Permit
Information Sheet

Revised 10/19/04

Staff would like to take this opportunity to thank you for your interest in owning or renting a non-residential property within the City of Tipp City.

We would like to provide some basic information regarding specific zoning regulations related to a change of occupancy for any business, office, commercial, or other non-residential use of property within the City of Tipp City corporate limits.

It is hoped that the dissemination of this information will help reduce or alleviate potential difficulties arising between property owners, business owners, and the City regarding zoning regulations and permitting requirements.

The 3 basic mandatory requirements for <u>any</u> change of occupancy and/or use within Tipp City are as follows:

1. <u>An approved Change of Use Permit</u>
   Any change of occupancy requires an approved "Change of Use" permit from the City of Tipp City **PRIOR** to the new tenants occupying the building. This permit allows the City to review the nature of the incoming business and make a determination regarding the appropriateness of the business within the zoning district in which it resides.

   <u>All Change of Use permits require:</u> (see attached application)
   1. The name of the proposed business
   2. The name and address of the business owner
   3. The number of employees
   4. The days and hours of operation
   5. The square footage to be occupied
   6. The building frontage
   7. A short narrative indicating the exact nature/type of the proposed business
   8. A site plan and floor plan of the area to be occupied <u>including the parking lot</u>
   9. Payment of the appropriate fee

2. <u>An approved Zoning Permit for any change in the signage</u>
   Many of the existing signs within Tipp City are considered "legal nonconformities." This means that these nonconforming signs would not be allowed under the current sign code, but are allowed to continue with the previous business by being "grandfathered in." When a business changes occupancy, any nonconforming signage associated with that business loses its nonconformity status, and must comply with the current sign code requirements. Prospective tenants often rent or lease a property with the assumption that any existing signage display and/or sign poles can simply be refaced with their logo and

continue to be used. It is important to note that all signage for the building must be brought into conformity with the current sign code upon any change in the use of the property [Code §154.101(H)(1)]. Conformity (removal of noncompliant signage) is mandatory with any change of occupancy, regardless of whether the new business will utilize signage or not.

3. <u>An approved "Change of Occupancy" permit from Miami County</u>
   Miami County Building Regulations does require a permit for change of occupancy on all commercial buildings. The purpose of the permit is to inspect the existing structure for life safety, electrical safety, fire safety, structural safety, egress and to determine if any other actions or permits are necessary before occupying the building. This permit is obtained after the City issues the Change of Use Permit.

The City of Tipp City is committed to the commercial vitality of the community, and sincerely hopes that this information will assist you in your endeavors. If you have any questions or concerns, please feel free to contact me at 669-8477 ext. 3143, or springm@tippcity.net. Thank you.

Matthew Spring
City Planner/Zoning Administrator

Attachment – Form