

Zoning Occupancy/Change of Use Permit Information Sheet

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 any change of occupancy and/or use within Tipp City are as follows:

1. An approved Change of Use Permit

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.

All Change of Use permits require: (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 including the parking lot
9. An approved Wastewater Service & Wastewater Discharge Disclosure Declaration is required for all industrial uses.
10. Payment of the appropriate fee

2. An approved Zoning Permit for any change in the signage

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. Conformity (removal of noncompliant signage) is mandatory with any change of occupancy, regardless of whether the new business will utilize signage or not.

3. An approved “Change of Occupancy” permit from Miami County 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.



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.: _____

E-Mail Address _____

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

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

Square footage to be occupied: _____ Building frontage: _____

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

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

****Wastewater: An approved Wastewater Service & Wastewater Discharge Disclosure Declaration is required for all industrial uses.**

Applicant's Signature: _____

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

Conditions of approval/reason for denial: _____

Fee Received Date: _____

Zoning Administrator

CC: Tax Department fwd date _____

Miami Co. Bldg Regulations faxed date _____ initials _____

Address File



Business Application/Contract for Utility Service for the City of Tipp City

Tipp City Utilities | 260 S. Garber Tipp City, OH 45371 | Phone: 937-667-8424 | www.tippcityohio.gov | Fax: 937-667-6734

Today's Date: _____ Service Start Date: _____

Service Address: <input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Landlord	FOR OFFICE USE ONLY Account Number:
Street Number: _____ Street Name: _____ Apt. # _____	

BUSINESS/TENANT/LANDLORD INFORMATION

Business Name: _____		Name and Title of Officers and/or Partners: _____	
Mailing Address: (If different from service address) _____		Mailing Address: (City, State, Zip) _____	
Daytime Phone #: _____	Evening Phone #: _____	Cell or Principal's Phone #: _____	Other Contact Phone #: _____
Incorporated: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fed ID#: _____	Business Type: _____	
E-mail Address: _____			
Landlord's Name (if applicable): _____		Landlord's Contact Phone #: _____	

IN CONSIDERATION OF RECEIVING CITY UTILITY SERVICES, YOU, THE SIGNER(S), AGREE TO AND ARE RESPONSIBLE FOR THE FOLLOWING:

- For the timely payment of ALL BILLS while the utility service is in your name. This includes electric, water & sewer, if serviced by Tipp City Municipal Utilities. If these charges are not paid in a timely manner, the City of Tipp City reserves the right to terminate all services.
- Requesting termination of service. Applicant is responsible for contacting the Tipp City Utility Division one business day prior to vacating the property. Applicant is responsible for all charges for services provided to the premises until both such notice has been given and the Utility Division has made the final reading.
- That you will abide by all rules and regulations passed by Ordinance and Resolution and/or Adopted Policies for Utility services.
- That you have read, understand and agree to the information listed on the **front** and **back** of this form and that you are 18 years of age or older.
- If your account becomes delinquent, Tipp City Utilities sends copies of all "Payment Reminder/Disconnection Notices" to the property owner as the unpaid water, sewer and refuse charges constitute a lien on the property and ultimately become the property owner's responsibility.

Signature: _____ Date: ____/____/____
Owner/ Tenant/Landlord

Signature: _____ Date: ____/____/____
Co-Applicant

FOR OFFICE USE ONLY	FOR OFFICE USE ONLY	Initials:
Deposit Received: \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check#: _____	<input type="checkbox"/> Lease Copy Received	

Application is void without official seal.

UTILITY/REFUSE SERVICE INFORMATION

Billing and Payment for Service

Utility/Refuse bills are mailed around the 25th of each month with payment due the 10th of the following month. If payment is not made by the 10th of each month, a 10% late fee will be incurred on the current month's unpaid balance. Any utility account with an outstanding balance remaining on the 25th of the month will be processed for disconnection of service. Tipp City Municipal Utilities accepts cash, check, or money order in the office. You may view your bill or pay via CC online at www.tippcityohio.gov, convenience fees apply. Payments may be made at the Utility Office at 260 S. Garber Dr., Tipp City, by mail, by night drop which is located in the lobby of the Government Center, by auto deduction from a checking or savings account or online at our website. Forms for auto deduction are available online. If you do not receive your Utility/Refuse bill by the 1st of each month, please call the Utility Office at (937) 667-8424.

Voluntary Termination of Services

A customer who intends to move from the service address or discontinue services shall give the City's Utility Billing Department a notice of such intention no later than 1 business day prior to moving. The customer shall be liable for all services provided to the service premises until both such notice is given and the Utility Department has made the final reading.

Collection of Delinquent Account

Application for service must be made at the Utility Billing Office and must be accompanied by a valid government issued photo ID for all applicants/occupants (non-dependents) 18 & over. Tenants must provide a signed copy of the Lease applicable to the dwelling for which service is being provided.

Any application for service using a different name in an attempt to conceal charges at a prior location will be considered as obtaining "service by deceit." This or falsification of any information or ID on this application will result in immediate termination of service, unless otherwise prohibited by law.

If it is determined that you, your spouse, or anyone included on your lease or whom shares ownership/occupancy/control of the service address has an unpaid bill from the City of Tipp City, the unpaid bill must be paid in full to obtain service at the requested address.

The applicant(s) who completed and signed the utility application is the responsible party(s) for payment of the monthly utility bill, except as otherwise provided by law (water, sewer, refuse), regardless as to whether or not this person or entity physically resides at the service address. If more than one individual resides at the service address, all occupants shall sign the application that are of legal age, excluding children claimed as dependents on applicant(s) tax returns living at the same address. The City shall require a deposit from the tenant(s) sufficient to cover the cost of approximately two (2) months of utility usage (water, sewer, garbage, and electric).

If the applicant(s) fails to pay the utility bill, the City will take the following action(s) to collect the electric portion of the utility bill:

1. The applicant(s) will not be able to open a new utility account at a different address that has one or more city utility services (water, sewer, garbage, electric), until the past account is settled.
2. City may turn the applicant(s) over to a collection agency to collect any remaining balance after deducting the deposit for all utilities.
3. The utilities will be terminated until the utility bill is paid in full, if the applicant(s) continues to reside at the service address for which payment is past due. If the applicant has not paid the utility bills in full at the end of two (2) months, all utilities shall be terminated unless otherwise provided by law.
4. The property owner will be responsible for any unpaid utility fees not associated with electric usage should the tenant not pay the water, sewer or refuse fees. The City will notify the property owner if a tenant's account becomes past due and will make every effort to collect such fees from the applicant(s) for a period of three (3) months, after which time the City will require the property owner to pay the utility bill in full excluding electric charges, late fees and any other miscellaneous fee.

Return of Deposit

Upon final discontinuation of service, the deposit collected at the commencement of service will be credited to the customer's final bill. Final bills will show a (credit) for the deposit applied. A bill will be issued for the difference if the final charges are more than the deposit. If the final bill is less than the deposit a refund check will be issued for the difference.

Refuse Information

All residential dwellings in Tipp City are required to use the City's contracted trash hauler for refuse collection. If you have any questions on the billing of refuse or need additional services (i.e. totes or recycling containers) please contact Tipp City Utilities at (937) 667-8424. If you are in need of the low volume trash bags, they are available at the Tipp City Government Center.

Other Information

Telephone Service:	Verizon	1-800-837-4966	
Cable Service:	Spectrum	1-844-757-2826	1440 Commerce Park Drive, Tipp City, OH 45371
Natural Gas:	Vectren	800-227-1376	
Post Office:	Tipp City Post Office	937-667-3012	520 N. Hyatt, Tipp City, OH 45371
Lines marked:	OUPS	800-362-2764	Call before you dig so underground lines can be marked
Register to Vote:	Board of Elections	937-440-3900	Register/Where do I vote?
License Plates:	Bureau of Motor Vehicles	937-335-6225	1275 Experiment Farm Road, Troy, OH 45373
City Website:	www.tippcityohio.gov		
Electric Outage or Water Problem after 5PM		1-844-287-9792	



NEW BUSINESS REGISTRATION QUESTIONNAIRE

Dear Business Owner,

As a new business located in or doing business within Tipp City, you will potentially have two filing requirements. First, if you have employees, you are required under the Tipp City Tax Code to withhold and remit to the Tipp City Tax Department 1.50% of the employees qualifying wages. These withholding taxes are due monthly and should be remitted on or before the 15th day of the month following the month for which they were withheld. Withholding forms are available in the Tax Department or can be downloaded from www.tippcityohio.gov.

The second filing requirement is the annual net profits return reporting the income or loss from the business activity. This return is due each year on or before the 15th day of April for calendar year filers and on or before the 15th day of the fourth month following the close of the tax year for all non-calendar year filers.

Please complete the following Business Questionnaire and return it to the Utility Billing department with the rest of the utility forms. This information is used to establish the appropriate Tipp City income tax accounts.

Please feel free to contact the Tipp City Tax Department at 937-667-8426 Monday through Friday from 8:00 a.m. to 5:00 p.m. with any questions.

Sincerely,

Tipp City Income Tax Department

BUSINESS INCOME TAX QUESTIONNAIRE

Tipp City Income Tax Department
260 S. Garber Dr.
Tipp City, OH 45371
Phone: (937) 667-8426
Fax: (937) 667-6734

Please complete all items and return to the address above. Please print legibly.

1. Federal I.D. or Social Security number: _____
2. Company tax filing type:
Sole proprietorship ____ Partnership ____ Corporation ____ S-Corp ____ other (please specify) _____
3. Calendar year ____ or fiscal year ending _____
4. Company / business name: _____
5. Business address: _____

6. Contact person: _____ Telephone: _____
Email: _____
7. Nature of business: _____
8. Billing address: (if different from above) _____

9. Do you have employees? Yes ____ No ____
 - a. If yes, do employees perform work or services in Tipp City? Yes ____ No ____
 - b. Date company began withholding for Tipp City: _____
 - c. Remit monthly ____ or quarterly ____ (monthly remittance required if amount withheld exceeds \$2,399 annually)
 - d. If you are withholding only as a courtesy for employees who reside in Tipp City, **please list name and address of employee**. (Please use the State of Ohio's "The Finder" to verify that the employee's address is subject to Tipp City municipal income tax.)
<https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/AddressLookup/LookupByAddress.aspx?taxType=Municipal>

 - e. Would you like us to email your account number? Yes ____ No ____
10. Work in Tipp City is: Ongoing ____ Occasional (project specific) ____
 - a. Start date _____ Estimated end date (if project specific) _____
 - b. Name and address of Tipp City jobsite _____

 - c. Number of employees working in Tipp City _____
 - d. Number of subcontractors working in Tipp City _____ (a complete listing of subcontractors names, addresses, Federal I.D. numbers and phone numbers must be provided prior to the beginning of each project. A summary including payments to each subcontractor must be provided at the completion of a specific project or annually if work is ongoing.



FREE – No Fee to Participate

Tipp City Utilities offers Automatic Deduction from a bank account. The deduction occurs on the 10th of the month. You will still receive your monthly bill as you currently do whether mail or e-mail; it will simply state "Auto Deduct to Occur on the 10th." If you are interested in signing up for Automatic Deduction, please **accurately complete, sign and returned this form to the Utility Department** in order for the deduction to begin. **Please include a voided check** if the deduction is to come from a checking account.

This is my authorization for Tipp City Utilities to automatically debit my () checking () savings account

_____ , _____
(Account Number) (Bank Transit/ABA/Routing Number)
at _____ in _____ , _____
(Financial Institution) (City) (State)

→ ATTACH VOIDED CHECK HERE ←

I understand that this authorization will be in effect until I notify Tipp City Municipal Utilities in writing that I no longer desire this service, allowing it reasonable time to act on my notification. I also understand that if corrections in the debit amount are necessary, it may involve an adjustment (credit or debit) to my account.

I have the right to stop payment of a debit entry by notifying my financial institution before the account is charged. If an erroneous debit entry is charged against my account, I have the right to have the amount of the entry credited to my account by my financial institution, if it is within (15) calendar days following the date on which I was sent a statement of account or a written notice of such entry or 45 days after posting, whichever occurs first. I must give my financial institution a written notice identifying the entry, stating that it is in error and requesting credit back to my account.

THIS AUTHORIZATION IS NON-NEGOTIABLE AND NON-TRANSFERABLE.

(Address)

(Utility Billing Account #)

(Date)

(Phone)

(Signature)

For Office Use Only:

Rec'd Date & Employee

Bill Due Date to Begin

Entered

Checked for 1st ACH