



City of Trotwood, Ohio  
3035 Olive Road, Trotwood, Ohio 45426-2600

Department of Planning & Development  
Phone: (937) 854-7227 Fax: (937) 854-0574

# COMMERCIAL / INDUSTRIAL ZONING PERMIT

Date: \_\_\_\_\_

**FEE: \$150 + \$25/acre**

**THE PROPERTY:** Address: \_\_\_\_\_ Zip \_\_\_\_\_

**PROPERTY OWNER:** Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

**THE BUSINESS:** Business Name: \_\_\_\_\_

Business Owner: \_\_\_\_\_ Phone#: \_\_\_\_\_

Proposed Activity or Use: \_\_\_\_\_

Type of Use: Commercial  Retail  Office  Industrial  Other \_\_\_\_\_

**THE CONTRACTOR:** Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

(if applicable) Contact Person: \_\_\_\_\_ Phone#: \_\_\_\_\_

**THE PROJECT:**

**PLEASE PROVIDE APPLICABLE INFORMATION**

New Construction  Addition  Remodeling  No New Work  Other \_\_\_\_\_

NEW CONSTRUCTION  
OR ADDITION

**LOT INFORMATION:** Lot size: \_\_\_\_\_ Square feet; or \_\_\_\_\_ Acres

Lot width: \_\_\_\_\_ feet Depth: \_\_\_\_\_ feet

**Setbacks:** Front: \_\_\_\_\_ feet Rear: \_\_\_\_\_ feet

Side: Left: \_\_\_\_\_ feet Right: \_\_\_\_\_ feet

**Dimensions of new structure:** Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Height: \_\_\_\_\_

ALL

**Net square feet of floor space:** Total: \_\_\_\_\_ Square feet

First floor: \_\_\_\_\_ Second floor: \_\_\_\_\_ Third floor: \_\_\_\_\_

**Number of off street parking spaces** \_\_\_\_\_

I certify that all information and attachments to this application are true and correct to the best of my knowledge.

Applicant's Signature \_\_\_\_\_

Parcel ID: H33 \_\_\_\_\_ - \_\_\_\_\_ Zoning District: \_\_\_\_\_ Permit #: \_\_\_\_\_

Application is \_\_\_\_\_ approved \_\_\_\_\_ not approved. \_\_\_\_\_ / \_\_\_\_\_

Planning & Zoning Administrator Date

To: BZA PC | V CU O | Case # \_\_\_\_\_ / \_\_\_\_\_

# COMMERCIAL / INDUSTRIAL ZONING PERMIT INSTRUCTIONS

## When is a Commercial/Industrial zoning permit required?

- ❖ Prior to taking occupancy of space in a building even if no structural changes are made to the structure.
- ❖ Prior to constructing, adding to, altering or remodeling and commercial/industrial structure.

## What do it have to do to receive a permit?

- ❖ Complete a Commercial / Industrial Zoning Permit application and submit to the Zoning Administrator's Office along with three full sets of construction drawings, a landscape plan and three copies of a detailed site plan drawn to scale.
- ❖ The information on the application should be in compliance with the requirements of Chapters 1155 through 1173 (Zoning Districts and Regulations) or Chapter 1140 (PUD) of the Zoning Code .

## What's the next step?

- ❖ When review of the application is completed you will be notified by telephone that the application has been approved and the permit may be picked up, or that additional information is required. The review period is normally a minimum of FIVE (5) business days.

## Additional Permits? AFTER receiving Zoning Approval;

- ❖ All required Building Permits from Montgomery County Building Regulations at 451 W. Third St., Dayton, OH, 10th floor. Call 937.225.4622 or go to: ([www.mcoho.org/servicesbuilding](http://www.mcoho.org/servicesbuilding)).

**Note: Montgomery County Building Regulations will NOT begin approval process prior to Zoning Application Approval.**

- ❖ Water and sanitary tap applications for connection to the public water and sewer systems must be submitted to the City of Trotwood Public Works Department at 2400 S. Olive Road, 937.854.1702.
- ❖ If construction of a commercial or industrial building requires work to be performed in or along the public road right-of-way, an application for permit to work in the city right-of-way must be submitted to the City of Trotwood Public Works Department at 2400 S. Olive Road, 937.854.1702.

## Questions?

- ❖ If you have any questions a staff member in the Zoning Administration Office is available to assist you Monday through Friday from 8:00a.m. to 5:00 p.m. at 937.854.7227.