



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 _____

of employees _____ # of company vehicles _____

THE CONTRACTOR: Name: _____ Phone#: _____

(if applicable) Contact Person: _____ Phone#: _____

Estimated Project Cost \$ _____

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

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 _____ Email _____

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 I 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 1171 (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).

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 4:30 p.m. at 937.854.7227.