The Village of Plain City hopes to make the process of opening a business within our town an easy one. The most important factor is contacting the Zoning Administrator first, and they will help answer any questions you may have.

1. Contact the Planning and Zoning Office.

2. The Zoning Inspector will confirm whether or not the business use is an approved or condition use within the appropriate zoning district where the building is located.

3. If it is an approved use, the following occurs;
   a. Applications for a Certificate of Zoning Compliance can be obtained from the Village of Plain City website or at the Zoning Office. No building is to be occupied before a Certificate of Zoning Compliance is issued. **There is no fee for this application.**
   b. An inspection by the Pleasant Valley Fire Department may also be required. Please contact them before applying for your Certificate of Zoning Compliance.
   c. After obtaining a Certificate of Zoning Compliance is obtained from the Village of Plain City, an Occupancy Permit from the Union County Building Dept. must also be approved before occupying a building.

4. If the use is a Conditional Use, an Application for a Conditional Use and the applicable fees must be submitted to the Planning and Zoning Office and approved by the Board of Zoning Appeals before a Certificate can be issued.

**Union County Building Department** - 233 W. 6th Street, Marysville, Ohio 43040
Phone: 937-645-3018
Website: www.co.union.oh.us

**Pleasant Valley Fire Department** - 650 W Main St, Plain City, OH 43064
Phone: (614) 873-4067
Email: info@pleasantvalleyfire.com

**NO BUILDING IS TO BE OCCUPIED PRIOR TO ISSUANCE OF A CERTIFICATE OF ZONING COMPLIANCE**