

Village of Plain City – Planning and Zoning Department

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A proud heritage, a promising future

INTERESTED IN OPENING A BUSINESS IN PLAIN CITY?

Welcome to the Village of Plain City! We are excited that you are interested in opening a business in the Village. Before opening your doors, there are a few important steps that must be taken to ensure compliance with the Village's Planning and Zoning Ordinances and other Building Regulations. Please review the following for a general overview of the process.

Before you open a business, it is beneficial to contact the Village of Plain City Planning and Zoning Department. The Village uses zoning districts to regulate the separation of land uses, and a map of these districts is available on our website or in person at the Municipal Building. Inside each zoning district are a list of Permitted and Conditional Uses. Permitted uses are by right, and conditional uses must be approved through a Conditional Use Permit through the Board of Zoning Appeals. Uses not listed are prohibited in that zoning district. Below are the steps to follow:

Step 1: Contact the Planning and Zoning Department

It is best to contact the Village Planning and Zoning Department with any questions, ideas, or concerns prior to going into the long-term commitment of opening a business. The Planning Staff can be a great asset to understand the process.

Step 2: Certificate of Zoning Compliance

Before any land or building can be occupied, new use started, or existing use expanded, the owner or tenant must apply for a Certificate of Zoning Compliance to be sure the use is approved in that area.

Step 3: Zoning Permit

If you plan on constructing a new building or making alterations to an existing structure, you will need to obtain a Zoning Permit from the Village. Alterations include building additions, window replacement that changes the dimensions, removing or erecting walls, or any other construction that alters the structure or footprint of a building.

Step 4: Building Permits

Prior to doing any work and after receiving your approved Certificate of Zoning Compliance and Zoning Permits from the Village, you should contact the West Jefferson Building Department for your Building Permits (*West Jefferson Building Department, 28 E. Main St. West Jefferson, Ohio 43162, 614-379-5246, www.westjeffersonohio.gov/building-zoning*). They will be able to assist you in the plan review and permitting process.

Step 5: Certificates of Occupancy

When your business is ready to open, you will need to contact the West Jefferson Building Department to apply for your Certificate of Occupancy. After you have received your Certificate of Occupancy, the Building Inspectors and the Fire District will do their required inspections (*Pleasant Valley Fire Dept, 650 W. Main St, Plain City, Ohio 43064, 614-873-4067, info@pleasantvalleyfire.com*).

Step 6: Open your Business!