

We want your business! What can we do to help you?



The purpose of this brochure is to provide a guide to business owners who are opening a new business, expanding an existing business, or relocating a business to historic downtown Canal Winchester. The Village and the Canal Winchester Downtown Association (CWDA) are committed to retaining businesses in the downtown and attracting new businesses to the heart of the village. To make your transition as smooth as possible, the Village has established a One-Stop office for necessary permits. The enclosed is a step-by-step process to getting all approvals for a new, expanded or remodeled building.



Canal Winchester Downtown Association
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Canal Winchester, Ohio 43110
614-548-0001

Development Director

Bruce Langner—614-837-1894

Planning & Zoning Administrator

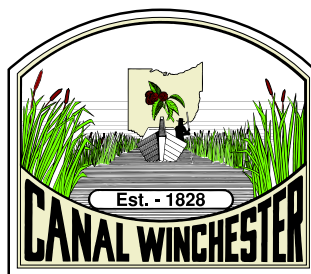
Allan Neimayer—614-837-6742

Building Administrator

Gary Webb—614-837-7501

Program Manager—CWDA

John Garrett—614-548-0001



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Village of Canal
Winchester

Canal Winchester
Downtown
Association

**Downtown
Business
Development
Guide**



A Step-by-Step
Procedure for Growing
Your Business Downtown

Licenses and Permits

You need to contact the Village's Development Director, Bruce Langner (837-1894) or John Garrett, Program Manager of the CWDA (548-0001) to assist you in the site selection process. If you have your site already selected, include a contingency in your lease agreement or contract to purchase property that includes Village zoning approval and Landmarks Commission approval, if necessary.

Check the zoning—make certain that your type of business is a permitted use for the property prior to the sale or lease. If it is not, there is a process that is necessary to obtain a variance, rezoning, a conditional use permit, or to begin a site plan review. You will need to contact the Planning and Zoning Administrator, Allan Neimayer (837-6742).

It is recommended that, prior to starting any building project, you contact a commercial architect. You may call the CWDA for a listing of architects experienced with the Ohio Basic Building Code. If you are changing the use of the building from its previous use, or making structural changes to the building, you will need to obtain a building permit from the Building Department. Contact Gary Webb (837-7501) to begin this process. It is also recommended that you call

the Madison Township Fire Department (837-7883) early in the process for their fire safety requirements.

If you will be making exterior changes to the building, it will also be necessary to obtain the approval of the Landmarks Commission. The procedure begins with a call to the Planning & Zoning Administrator at 837-6742.

An occupancy permit is required before you can open your business. This permit is issued by the Building Department after a final inspection. This can be scheduled by calling 837-7501.

If you are planning to open a restaurant, there will be additional requirements. Contact the Building Department and the Franklin County Board of Health at 462-5258.

Building Permits

A building permit is required for:

- Demolition of a structure
- New construction
- Structural changes
- Remodeling work
- Electrical work
- Plumbing work
- Change in use
- Signage changes
- Parking lot and driveway resurfacing
- Excavation work
- HVAC installation
- Water heater replacements

Permit fees and/or plan review fees will be associated with your project. Village staff will inform you of any required fees when you apply for your permit. The Village's website at

www.canalwinchester.org can provide more information on the Building Department. Building permits must be obtained before work begins.

If renovating or expanding an existing building, there also may be requirements for parking, landscaping, and signage.

If you are renovating, expanding, or constructing a commercial building in the downtown, you may be eligible for a Downtown Restoration Tax Abatement. Contact the Development Department at 837-1894 to determine whether you may qualify for this program.

In addition, if your building is listed on the National Register of Historic Places, your renovation qualifies for a 20% tax credit. If it is not listed on the Register, but was constructed prior to 1936, the renovation qualifies for a 10% tax credit.

Finally, if you are in need of financing to help with your building renovation or construction, contact the Development Department for assistance with state or federal programs which may be able to help.

Village of Canal Winchester

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