

UTILITY SERVICE INFORMATION

Billing and Payment for Service

Utility bills are mailed on approximately the 25th of each month and due by the 10th of the following month. If payment is not made by the 10th of each month a 5% to 10% late fee will be incurred on the current month's unpaid balance. Any utility account with an outstanding balance remaining on the 20th of the month will be processed for disconnection of service. Tipp City Municipal Utilities accepts cash, check, or money order. Payments may be made at the Utility Office at 260 S. Garber Dr., PO Box 188, Tipp City, OH 45371 by mail or by night drop which is located in the lobby of the Government Center, by auto deduction from a checking or savings account, or at Monroe Federal located in downtown Tipp City. Forms for auto deduction are available upon request. If you do not receive your Utility bill by the 1st of each month, please call the Utility Office at 937-667-8424.

Voluntary Termination of Services

A customer who intends to move from the service premises or discontinue services shall give the City's Utility Department a notice of such intention no later than 24 business hours before moving. The customer shall be liable for all services that may be provided to the service premises until both such notice is given and the Utility Department has made the final reading.

Collection of Delinquent Account

If a final bill remains unpaid or arrangements for payment are not made to the satisfaction of the City, the account will be turned over to the City Law Director for further action.

Return of Deposit

Upon discontinuation of service, such deposit will be credited to the customer's Final bill. Final bills will show a (credit) for the deposit applied. A bill will be issued for the difference if the final charges are more than the deposit. If the final bill is less than the deposit a refund check will be issued for the difference.

Other Information

Telephone Service:	Verizon	1-800-483-4000	
Cable Service:	Time Warner	937-667-8302	1440 Commerce Park Drive, Tipp City, OH 45371
Natural Gas:	Vectren	1-800-227-1376	
Post Office:	Tipp City Post Office	937-667-3012	520 N. Hyatt, Tipp City, OH 45371
Lines marked:	OUPS	1-800-362-2764	call before you dig so under ground lines can be marked
Register to Vote:	Board of Elections	937-440-3900	register/where do I vote?
License/Plates:	Bureau of Motor Vehicles	937-335-6225	1275 Experiment Farm Road, Troy, OH 45373
City Website:	www.tippcityohio.gov		

Tipp City Staff Directory

City Manager's Office	667-8425	Electric Department	667-0519
Assistant City Manager's Office	667-6305	EMS Department	667-1680
Clerk of Council	669-8477 ext. 3148	Fire Department	667-3112
Utilities Director	667-6305	Parks Department	667-7538
City Engineer	667-6305	Police Department	667-3112
Planning and Zoning	667-6305	Street Department	667-8234
Finance Director	667-8424	Utility Department	667-8424
Utility Billing/Supervisor	667-8424	Water Department	667-7298
Income Tax Department	667-8426		
City Law Director	222-6667		



RE: NEW BUSINESS REGISTRATION QUESTIONNAIRE

Dear Business Owner,

We want to take this opportunity to welcome you to our City and we wish you well in your new business venture.

As a new business located in Tipp City, you will potentially have two filing requirements. First, if you have employees, you are required under the Tipp City Tax Ordinance No. 07-01 to withhold and remit to the Tipp City Tax Department 1.50% of the employees qualifying wages. These withholding taxes are due monthly and should be remitted on or before the 15th day of the month following the month for which they were withheld.

The second filing requirement is the annual net profits return reporting the income or loss from the business activity. This return is due each year on or before the 15th day of April for calendar year filers and on or before the 15th day of the fourth month for all non calendar year filers.

Please take a few moments to complete the attached Business Questionnaire. This information is used to establish the appropriate tax accounts for recording your business activity.

The questionnaire may be dropped off at our office, mailed to the address below, or faxed to 937-667-6734. Please feel free to contact the Tipp City Tax Department at 937-667-8426 Monday thru Friday from 8 am to 5 pm should you have any questions:

Tipp City Department of Taxation
260 South Garber Drive
Tipp City, Ohio 45371

Sincerely,

A handwritten signature in cursive script that reads "Steven S. Cross".

Steven S. Cross
Tax Supervisor

CITY OF TIPP CITY BUSINESS INCOME TAX QUESTIONNAIRE

PLEASE COMPLETE ALL ITEMS AND RETURN THE QUESTIONNAIRE TO: **TIPP CITY DEPARTMENT OF TAXATION, 260 S. GARBER DR., TIPP CITY, OH 45371-3116** PHONE: (937) 667-8426 FAX: (937) 667-6734

LEGAL NAME OF BUSINESS: _____

STREET/CITY/STATE/ZIP ADDRESS: _____

MAILING ADDRESS (IF DIFFERENT) _____

TELEPHONE NUMBER _____ FAX NUMBER _____

E-MAIL ADDRESS _____

CONTACT PERSON _____

TYPE OF ORGANIZATION: PROPRIETORSHIP _____ PARTNERSHIP _____ S-CORP _____
C-CORP _____ LLC _____ LLP _____ ESTATE _____ OTHER (SPECIFY) _____

FEDERAL I.D. NUMBER: _____ IF NONE, THEN

SOCIAL SECURITY NUMBER: _____

ACCOUNTING PERIOD: CALENDAR YEAR _____, OR FISCAL YEAR ENDING _____

DATE STARTED BUSINESS IN TIPP CITY: _____

DO YOU, OR WILL YOU, HAVE EMPLOYEES WORKING IN TIPP CITY? YES _____ NO _____

ESTIMATED MONTHLY TIPP CITY PAYROLL \$ _____

DO YOU USE A PAYROLL SERVICE? YES _____ NO _____. IF YES, NAME _____

DO YOU USE AN EMPLOYEE LEASING COMPANY, OR PERSONNEL AGENCY? YES _____ NO _____

IF YES, PLEASE LIST THE NAME, ADDRESS, PHONE NUMBER & CONTACT PERSON: _____

IF YOU ARE A CONTRACTOR _____ OR SUBCONTRACTOR _____, PLEASE SUPPLY THE

FOLLOWING INFORMATION:

NAME, ADDRESS & PHONE NUMBER OF PARTY FROM WHOM CONTRACTED OR
SUBCONTRACTED: _____

TIPP CITY PROJECT YOU ARE WORKING ON (LOCATION OF JOB): _____

ARE YOU, OR WILL YOU, BE SUBCONTRACTING ANY OF THE WORK TO SOMEONE ELSE?

YES _____ NO _____ IF YES, ATTACH A COMPLETE LIST SHOWING NAMES,

ADDRESSES, CONTACT PERSONS & TELEPHONE NUMBERS OF ALL SUBCONTRACTORS:



To: New Business Owners

Re: Utility Signup Process & Change of Use/Occupancy Procedures

Tipp City staff welcomes you and your business to the City of Tipp City. In order to assist in your successful business venture we need to provide you with some information regarding the use of non-residential property within the City of Tipp City's corporation limits.

There are three mandatory requirements for any change of occupancy and/or use within Tipp City; 1) an approved change of use permit, 2) an approved zoning permit for any change in the signage, and 3) an approved "Change of Occupancy" permit from Miami County. To assist in completing these requirements we ask that you complete the attached "**City of Tipp City Zoning Occupancy/Change of Use Permit**" and return it to the Community & Economic Development Department or return it to the Utility Billing office with your application for utility services. Questions regarding change of use/occupancy, signage, parking requirements, etc. should be addressed to Matt Spring.

Tipp City provides electric, water and sewer services to businesses located within the corporation limits. The City may also provide these services to some businesses located outside the corporation limits. If your business is housed in a facility that receives utility services from the City of Tipp City you must complete the attached "**Business Application/Contract for Utility Service**" to establish a utility billing account for those services provided by the City. Completion of the Business Application/Contract for Utility Service is used by the City to facilitate utility billing only and does not preclude the above requirement to complete the required zoning permits. Questions about Utility Billing should be addressed to Stacie Brown.

Thank you for your cooperation. We look forward to a bright future together.

Stacie D. Brown
Utility Billing Supervisor
(937) 667-8424

Matt Spring, AICP
City Planner/Zoning Administrator
(937) 506-3172



City of Tipp City Zoning Occupancy/Change of Use Permit

Date: _____ Permit No.: _____

\$40 Fee Paid _____

Name of Business: _____

Business Owner: _____

Business Address: _____

Zoning District: _____ Inlot # _____

Business Owner's Mailing Address: _____

Phone No.: _____ Fax No.: _____

E-Mail Address _____

Please state the exact nature/type of the proposed business: _____

No. of employees: _____ Days/Hours of Operation: _____

Square footage to be occupied: _____ Building frontage: _____

****Site Plan: Please provide a site plan and a floor plan of the area to be occupied as part of this application.**

****Signage: A separate permit is required for all new permanent and temporary signage.**

Applicant's Signature: _____

Occupancy/Change of Use Permit: Approved Denied Date: _____

Conditions of approval/reason for denial: _____

Fee Received Date: _____

Zoning Administrator

CC: Tax Department fwd date _____

Miami Co. Bldg Regulations faxed date _____ initials _____

Address File



Zoning Occupancy/Change of Use Permit Information Sheet

Staff would like to take this opportunity to thank you for your interest in owning or renting a non-residential property within the City of Tipp City.

We would like to provide some basic information regarding specific zoning regulations related to a change of occupancy for any business, office, commercial, or other non-residential use of property within the City of Tipp City corporate limits.

It is hoped that the dissemination of this information will help reduce or alleviate potential difficulties arising between property owners, business owners, and the City regarding zoning regulations and permitting requirements.

The 3 basic mandatory requirements for any change of occupancy and/or use within Tipp City are as follows:

1. An approved Change of Use Permit

Any change of occupancy requires an approved “Change of Use” permit from the City of Tipp City **PRIOR** to the new tenants occupying the building. This permit allows the City to review the nature of the incoming business and make a determination regarding the appropriateness of the business within the zoning district in which it resides.

All Change of Use permits require: (see attached application)

1. The name of the proposed business
2. The name and address of the business owner
3. The number of employees
4. The days and hours of operation
5. The square footage to be occupied
6. The building frontage
7. A short narrative indicating the exact nature/type of the proposed business
8. A site plan and floor plan of the area to be occupied including the parking lot
9. Payment of the appropriate fee

2. An approved Zoning Permit for any change in the signage

Many of the existing signs within Tipp City are considered “legal nonconformities.” This means that these nonconforming signs would not be allowed under the current sign code, but are allowed to continue with the previous business by being “grandfathered in.” When a business changes occupancy, any nonconforming signage associated with that business loses its nonconformity status, and must comply with the current sign code requirements. Prospective tenants often rent or lease a property with the assumption that any existing signage display and/or sign poles can simply be refaced with their logo and continue to be used. It is important to note that all signage for the building must be brought into conformity with the current sign code upon any change in the use of the property (Code §154.109). Conformity (removal of noncompliant signage)



is mandatory with any change of occupancy, regardless of whether the new business will utilize signage or not.

3. An approved "Change of Occupancy" permit from Miami County Miami County Building Regulations does require a permit for change of occupancy on all commercial buildings. The purpose of the permit is to inspect the existing structure for life safety, electrical safety, fire safety, structural safety, egress and to determine if any other actions or permits are necessary before occupying the building. This permit is obtained after the City issues the Change of Use Permit.

The City of Tipp City is committed to the commercial vitality of the community, and sincerely hopes that this information will assist you in your endeavors. If you have any questions or concerns, please feel free to contact me at 669-8477 ext. 3143, or springm@tippcity.net. Thank you.



Tipp City Utilities offers Automatic Deduction from a bank account. The deduction occurs on the 10th of the month. If you are interested in signing up for Automatic Deduction, please **accurately complete, sign and returned this form to the Utility Department** in order for the deduction to begin. Please include a **voided check** if the deduction is to come from a checking account.

This is my authorization for Tipp City Utilities to automatically

debit my () checking () savings account _____,
(Account Number)
_____ at the _____ branch of
(Bank Transit/ABA/Routing Number) *(Branch)*
_____ in _____,
(Financial Institution) *(City)*
_____.
(State)

I understand that this authorization will be in effect until I notify Tipp City Municipal Utilities in writing that I no longer desire this service, allowing it reasonable time to act on my notification. I also understand that if corrections in the debit amount are necessary, it may involve an adjustment (credit or debit) to my account.

I have the right to stop payment of a debit entry by notifying my financial institution before the account is charged. If an erroneous debit entry is charged against my account, I have the right to have the amount of the entry credited to my account by my financial institution, if it is within (15) calendar days following the date on which I was sent a statement of account or a written notice of such entry or 45 days after posting, whichever occurs first. I must give my financial institution a written notice identifying the entry, stating that it is in error and requesting credit back to my account.

THIS AUTHORIZATION IS NON-NEGOTIABLE AND NON-TRANSFERABLE.

(Address)

(Utility Billing Account #)

(Date)

(Signature)