

# Use Compliance Certificate Information Sheet



## When is a Use Compliance Certificate required?

A Use Compliance Certificate is required any time a business occupies/moves into an existing building or an existing business expands the square footage used or adds to, or changes the business activities. Examples include:

- A new clothing store moves into an existing retail space.
- A restaurant expands their operation to include a banquet / reception room.
- A building (or portion of a building) that has been used for warehousing is converted to manufacturing activities.

**Prior to opening, a Use Compliance Certificate must be obtained.** Use Compliance Certificates are issued on a permanent basis. Once issued, the Certificate remains valid until the business moves, expands, or adds uses/activities.

## Why a Use Compliance Certificate?

This Certificate provides an inclusive review by multiple city departments to ensure compliance with local regulations through one application and one point-of-contact with the City, simplifying the process for the business. The Use Compliance Certificate includes verification of compliance with the Zoning Code, Fire Code, City Engineering Standards, and Utilities Code, as well as ensuring necessary information is available for the Tax Department, Police Department, and GIS (Geographic Information Services).

## Where do I get the application?

The application can be obtained from the City of Tipp City website at [www.tippcityohio.gov](http://www.tippcityohio.gov).

or in person at:

Community Development Department  
Tipp City Government Center  
260 South Garber Drive  
Tipp City, Ohio

**IMPORTANT:** The Use Compliance Certificate is for review of local regulations only. Other county, state, and federal regulations, permits, and licenses may be necessary.

## What do I need to do?

To start the process, the application must be filled out completely. It is important to provide detailed information on the activities that will take place, for example: "retail sales of \_\_\_\_\_; Evening classes with \_\_\_\_\_ people; meetings of up to \_\_\_\_\_ people; machinery and equipment will include \_\_\_\_\_"

**The application fee is \$40 payable to the "City of Tipp City", and is due when the approved permit is picked up.**

## How long will it take?

A review will be completed, with either comments or approval forwarded to the applicant no later than 10 working days after submittal. Assuming the application is complete and there are no questions or issues concerning compliance with local regulations, the approval can usually be accomplished within 3 working days.

## Penalties

Opening, moving, or expanding a business without obtaining a Use Compliance Certificate may result in both the business owner as well as the property owner being found guilty of a minor misdemeanor and fined up to the maximum penalty (currently \$150 per day) for each day of violation.