

STEP BY STEP PROCESS AS YOU CONSIDER SIGNING A LEASE ON A COMMERCIAL PROPERTY OR PLAN TO PURCHASE A COMMERCIAL PROPERTY FOR THE PURPOSE OF DOING BUSINESS IN THE CITY OF WAUSEON.

- 1) STOP IN TO THE ZONING AND BUILDING DEPARTMENT LOCATED AT 230 CLINTON STREET WAUSEON, OHIO, OR CALL US AT (419) 335-5041 EXTENSION 1035
- 2) **WE CAN HELP** DETERMINE IF YOUR BUSINESS/BUSINESS PRODUCTS ARE IN THE PROPER BUSINESS ZONING DISTRICT
- 3) **WE CAN HELP** DETERMINE IF YOUR BUSINESS NEEDS A BUILDING PERMIT AND/OR INSPECTIONS FROM WOOD COUNTY INSPECTIONS AT (419) 354-9191
- 4) **WE CAN HELP** DETERMINE IF YOU NEED A FIRE INSPECTION BEFORE YOU ARE ISSUED A CERTIFICATE OF OCCUPANCY
- 5) **WE CAN HELP** YOU COMPLETE A ZONING PERMIT FOR ANY SIGNS THAT YOU INTEND TO DISPLAY (ALL CONTRACTORS INSTALLING SIGNS NEED TO BE REGISTERED WITH THE CITY)
- 6) **WE CAN HELP** DETERMINE IF YOUR BUILDING IS LOCATED WITHIN THE HISTORICAL PART OF DOWNTOWN. THERE ARE DIFFERENT RULES THAT MUST BE ADHERED TO IN THAT DISTRICT
- 7) **WE CAN HELP** YOU GET ON THE AGENDA FOR THE PLANNING COMMISSION SHOULD YOU NEED A "CONDITIONAL USE CHANGE" AND EXPLAIN WHY
- 8) **WE CAN HELP** DETERMINE IF YOU NEED TO CONTACT THE FULTON COUNTY AUDITOR'S OFFICE FOR A VENDOR'S LICENSE

- AS YOU CAN SEE THIS IS A PROCESS AND IN MOST CASES AN EASY ONE.

-NOT FOLLOWING PROPER PROCEDURES WILL RESULT IN YOUR OPENING BEING
DELAYED OR POTENTIALLY YOUR BUSINESS BEING SHUT DOWN

WE CAN HELP. WE WANT TO HELP!

THANK YOU SO MUCH!

DANNY MARKLEY
CODE ADMINISTRATOR
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