



Dear Citizen,

I wanted to provide you with a step-by-step process to consider when signing a lease on a commercial property or planning to purchase a commercial property for the purpose of doing business in the City of Wauseon.

To begin, I recommend stopping by the Zoning and Building Department located at 230 Clinton Street, Wauseon, Ohio. Alternatively, you can reach us at (419) 335-5041 extension 1035. Our team is available to assist you with the following:

Determining if your business or business products are in the proper business zoning district.

Assessing whether your business requires a building permit and/or inspections from Wood County Inspections. You can contact them at 419-354-9191.

Verifying if a fire inspection is necessary before you can be issued a certificate of occupancy.

Assisting you in completing a zoning permit for any signs you intend to display. Please note that all contractors installing signs need to be registered with the city.

Evaluating if your building is located within the historical part of downtown. Different rules must be adhered to in that district.

Helping you get on the agenda for the Planning Commission if you require a "conditional use change" and explaining the reasons behind it.

Determining if you need to contact the Fulton County Auditor's Office for a vendor's license. They can be reached at 419-337-9202.

I would like to emphasize that following proper procedures is crucial to avoid any delays in your opening or potential shutdown of your business. Our team is here to assist you every step of the way. We are committed to providing the necessary support and guidance to ensure a smooth process.

If you have any further questions or need additional information, please do not hesitate to reach out to me directly at (419) 335-5041 extension 1035 or via email at [danny.markley@cityofwauseon.com](mailto:danny.markley@cityofwauseon.com).

Thank you for your effort to become more informed! We look forward to working with you.

Sincerely,

Danny Markley

Code Administrator 419 335-5041 Extension 1035