

## ATTENTION ALL COMMERCIAL BUILDING OWNERS OR RENTERS

Top 8 things to consider when you **own a commercial building**, or if you **rent out a commercial building** or if you are **renting a commercial building**.

1. **If you are planning to modify your building**, IN ANY WAY, please contact the Zoning/Building Department at (419) 335-5041 extension 1035.
2. **If you are changing the way that your building is going to be used**, please contact the Zoning/Building Department at (419) 335-5041 extension 1035. As an example: If your building is currently being used as a clothing store, but is going to be used as a restaurant, you are going to need a Building Permit from Wood County Building Inspections. You will also need a Fire Inspection from the Wauseon Fire Department. We can assist you with this.
3. **If you are planning on putting up a sign**, you will need to fill out a Zoning Permit Application along with pictures of the proposed sign (size, location of the sign, cost of the sign). If your building is in the Downtown District, your sign will need to be approved by the Pride Wauseon Preservation & Design Review Board. We can assist you with this.
4. **If you are operating a new business**, you need to know your district because each district has its own guidelines and "Permitted Uses". A "Permitted Use" is simply a list of options that you have for that District.
5. The City of Wauseon is divided into specific Districts (Residential, Commercial or Business/Industrial) and if you aren't sure which District your building is in, you can find a map on the City of Wauseon website ([cityofwauseon.com](http://cityofwauseon.com)). Once you are on the home page, click the "Zoning Dept" link on the top right of the page and you will be directed to the Zoning Page with several different information tabs. Click on the "Wauseon Zoning Map" to find your district. You might need to zoom in for a closer look by hitting the plus sign (+) at the top of the page. We can also assist you in this process.
6. If you know your District and you want to find out what your "Permitted Uses" are for your District, you can do that on our City of Wauseon webpage ([cityofwauseon.com](http://cityofwauseon.com)). Once you are on the homepage, you will see in the middle of the page a circle-tab called "City Code". Click on that button. This will bring you to our City of Wauseon Ordinances. Next, click the "Search" tab (top right) and enter your District. If you are in the B4 District, you only need to enter "B4" and then hit the green "Search" box. The very first choice will always be the one you want to choose. The next page will have everything that you need to help you determine if your business is going to be allowed in that District.
7. **You will need to have a "Vendors License" to do business in the City of Wauseon.** This can be easily done at the Auditors Office at 152 South Fulton Street, Wauseon.
8. **If you have any Questions**, PLEASE call the Zoning/Building Department at (419) 335-5041 Extension 1035.