

PROCESS FOR OPENING A BUSINESS IN CHEVIOT

ITEMS ARE NOT LISTED IN ANY SPECIFIC ORDER

1. Check with the Building Inspector at Cheviot City Hall to determine zoning district uses and regulations as well as obtaining building and sign permits at 513-661-2700 during the office hours of 9 am to noon on Saturdays and 7 pm to 9 pm on Wednesdays.
2. Meet with the Economic Development Director at Cheviot City Hall.
3. Meet with Fire Department at Cheviot City Hall to initiate process for Occupancy Permit.
4. Contact individual utility companies to set up inspections and/or accounts:
 - * Cincinnati Water Works, 591-7836; www.cincinnati-oh.gov/water/
 - * IBI [electric], 250 W. Court Street; 381-6080; www.inspectionbureau.com
 - * Hamilton County Health District [plumbing], 250 Wm. H. Taft Rd., 946-7852; www.hamiltoncountyhealth.org
 - * Metropolitan Sewer District, 244-1330; info: msdtappermits@cincinnati-oh.gov
 - * Gas/Electric company of your choice
 - * Phone/Cable companies of your choice
5. Obtain vendor's license from Hamilton County Auditor (138 E. Court Street); call 946-4106. At federal level may need to file Form SS-4 – Application for Employer Identification Number.
6. All businesses must register their names and legal structures (such as sole proprietorship, limited liability company, etc.) with the Ohio Secretary of State: 877-767-3453 or www.sos.state.oh.us.
7. Employers with one or more employees must carry workers' compensation coverage: 1-800-641-6292 or www.bwc.ohio.gov/Default.aspx
8. Contact Ohio Dept. of Taxation at (888) 405-4039 for Business Tax Assistance and 888-405-4089 for Tax Registration. Information is also online at www.obg.ohio.gov. Existing Ohio businesses can simultaneously report and pay tax liabilities associated with Workers' Compensation, Unemployment Tax, Payroll Withholding Tax, and Sales Tax; for more information visit: www.ohiobusinessgateway.ohio.gov
9. Contact Cheviot Tax Department to set up an account as there is a 2% earnings tax.
10. Take the opportunity to join the Cheviot Westwood Community Association. Their website with a member application form can be found at www.cheviotwestfest.com/.

An excellent resource guide is available at the State of Ohio's **1st Stop Business Connection**. You can customize your research to obtain a checklist of requirements for the specific business you are opening, find information about legal structures for businesses, as well as learn details about State of Ohio business requirements. It is an easy 4-step online process that can be done at: <http://business.ohio.gov/starting/>.

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Updated March 2017