

# 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 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. Optional: arrange with the Clerk of Council to make an informal presentation to City Council.
3. Check with the City of Cheviot Building Department regarding any Building Permits.
4. Obtain Sign Permit from City of Cheviot Building Department.
5. Meet with Fire Department at Cheviot City Hall to initiate process for Occupancy Permit.
6. Contact individual utility companies to set up inspections and/or accounts:
  - \* Cincinnati Water Works, 591-7836; russ.weber@gcww.cincinnati-oh.gov
  - \* IBI [electric], 250 W. Court Street; 381-6080; www.inspectionbureau.com
  - \* Hamilton County Health District [plumbing], 250 Wm. H. Taft Rd., 946.7852
  - \* Metropolitan Sewer District, 244-1330; info: msdtapermits@cincinnati-oh.gov
  - \* Gas/Electric company of your choice
  - \* Phone/Cable companies) of your choice
7. 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.
8. 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](http://www.sos.state.oh.us).
9. Employers with one or more employees must carry workers' compensation coverage: 1-800-641-6292 or [www.ohiobwc.com/employer/forms/coverage/default.asp](http://www.ohiobwc.com/employer/forms/coverage/default.asp).
10. 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](http://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](http://www.ohiobusinessgateway.ohio.gov)
11. Contact Cheviot Tax Department to set up an account as there is a 2% earnings tax.
12. Take the opportunity to join the Cheviot Westwood Civic Association. Their website with a member application form is: <http://www.cwca.info/index.shtml>.

An excellent resource guide is available at the State of Ohio's **1<sup>st</sup> 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 6-step online process that can be done at: <http://development.ohio.gov/1ststop/onestop/index.cfm>.

Prepared by Caroline Statkus, Economic Development Director for City of Cheviot  
Cheviot Office: 513-661-2700 or Cell Phone: 513-257-4949  
Email: [cstatkus@cheviot.org](mailto:cstatkus@cheviot.org) Website: [www.cheviot.org](http://www.cheviot.org)

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