



City of Sidney

Use Compliance Certificate

When is a Use Compliance Certificate required?

A Use Compliance Certificate is required any time a business occupies an existing building or an existing business expands the square footage used for the business or adds to or changes the business activities. Examples include:

- A new clothing store moves into an existing retail space.
- A restaurant expands their operation to include a banquet / reception room.
- A building (or portion of a building) that had been used for warehousing is changed to be used for the manufacture of a product.

Prior to opening any business in the City of Sidney, a Use Compliance Certificate must be obtained. Use Compliance Certificates are issued on a permanent basis. Once issued, the Certificate remains valid until and unless the business moves, expands, or adds uses or activities.

Why a Use Compliance Certificate?

This Certificate provides an inclusive review by multiple City departments and compliance with local regulations through one application and one point-of-contact with the City, simplifying the process for the business. The Use Compliance Certificate includes verification of compliance with the Zoning Code, Fire Code, City Engineering Standards, and Utilities Code as well as ensuring necessary information is available for Revenue Collections, Police Department, and GIS (Geographic Information Services).

What do I have to do to receive a Use Compliance Certificate?

To start the process, Part I of the application must be completed in full and submitted to the Community Services Department along with the application fee. This is a 2-part application. If Part I is submitted separately, staff will review and approve Provisional Use Compliance. Part II must then be submitted and approved within 30 days of occupancy. Parts I and II can both be submitted at the same time, if the applicant has all relevant information.

Penalties

Starting, moving, or expanding a business without obtaining a Use Compliance Certificate may result in both the business owner as well as the property owner being found guilty of a minor misdemeanor and fined up to the maximum penalty (currently \$150) per day for each day of violation.

Where do I get the application?

The application can be downloaded from the City of Sidney website Forms and Downloads page, under the Planning Department tab:

<http://www.sidneyoh.com/Forms/downloads.html>

Or

Applications can be picked up from the Community Services Department at City Hall, 201 W Poplar St, Sidney, Ohio

How long will it take?

Part I will be reviewed and a Provisional Use Compliance Certificate will be issued within 3 business days unless there are issues that must be addressed, i.e., the use is not permitted in the zoning district in which it is proposed. Assuming the Provisional Use Compliance Certificate is issued, the applicant will then need to complete and submit Part II. City staff will complete the review of Part II within 10 working days. It is important to complete and submit Part II as soon as possible in order to provide time for review; complete any necessary changes to the building/property; and complete all inspections in order to have the final Use Compliance Certificate issued within 30 days of occupancy.