

“No Surprises”



Change of Occupancy Information

City of Fairfield
Building & Zoning Division
5350 Pleasant Ave.
Fairfield, OH 45014
(513) 867-5318
www.fairfield-city.org

Welcome!

Welcome and thank you for locating your business in Fairfield! The City of Fairfield wants to be your partner so that you can be successful in a safe, clean and attractive environment. In this packet, we have explained the process you will need to follow in order to occupy your business location. We have also included additional information that you may find helpful. Good luck and welcome to the City of Fairfield!



Building Permits & Change of Occupancy Permits

Building and zoning codes have been enacted by the city, state and federal governments to protect the public health, safety and welfare. Permits ensure that these codes are followed. Building permits provide the means for building department officials to inspect a business location to ensure minimum standards are met and appropriate materials are used. In the City of Fairfield no new building shall be occupied, nor any change of building use made, until inspection and a Certificate of Occupancy has been issued by the city.

THE PERMIT PROCESS:

1. Contact the Building Division

Visit, call or email the Building Division to discuss what you are planning. This initial contact will provide the resources and information you will need to make your project a success and avoid potential problems, which could cost you time and money.

2. Submit an Application

You can obtain a permit application at the Building Division office or you can download a copy at www.fairfield-city.org/planning/planpermitapp.cfm. The permit application asks for detailed information about the project. Drawings, plans, or other documentation may be required depending on the complexity of the project. There is a \$51.50 fee for a Change of Occupancy permit. We accept cash, check, Mastercard or Visa as payment.

3. City Review Process

The majority of permit applications are processed with little delay. The Building Division will review the application to check compliance with all building codes, zoning codes, and other municipal or state regulations.

4. Inspection

Contact the Building Division to schedule a Change of Occupancy inspection. This inspection is performed to ensure compliance with all building codes and zoning codes as written in Chapter 11 of the Fairfield Codified Ordinances. A Building Inspector will coordinate any other departments involved in the inspection, which may include the Water Division, Fire Department or the Development Services Department.

5. Corrections, if necessary

During the inspection the Building Inspector will compile a list of issues that need to be remedied before a Certificate of Occupancy can be issued. At the end of the inspection, you will receive a copy of this list. In the event that a list of all violations cannot be completed at the time of the inspection, the Building Inspector will mail or fax a complete list to you within a reasonable time frame.

6. Conditional Certificate of Occupancy

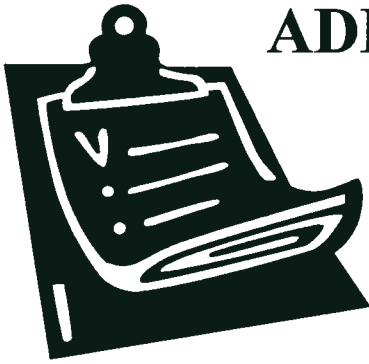
Under certain circumstances the Building Division may issue a Conditional Certificate of Occupancy if the conditions that need to be remedied are determined not to be too serious in nature. Under this conditional occupancy you may occupy the property temporarily while you are working on correcting the outstanding code violations.

7. Re-Inspection

After you have remedied all of the conditions noted during the previous inspection, you need to contact the Building Division for a re-inspection. The Inspector will again compile a list of any remaining conditions that need to be corrected. This process will continue until all conditions are completed. If you do not contact the Building Division to re-inspect the project within sixty (60) days, the Building Inspector will send a letter notifying you of the expired permit and denial of occupancy.

8. Certificate of Occupancy Issued

When code compliance is determined the Building Division will issue a Certificate of Occupancy. This certificate is the formal document that marks the completion of your construction project and gives you permission to occupy your new or renovated building with the knowledge that it has met Fairfield safety standards.



ADDITIONAL INFORMATION

The City of Fairfield recognizes that when you are establishing a new business there are many, many items to address. To assist you with this process, we have identified several common issues that you may need to consider before you are ready to open. This is not meant to be an all-inclusive list of items, but simply some typical issues.

Contractor Licensing

Any contractor that is working on electrical, heating, air conditioning, or permanent signage projects in Fairfield must be licensed by the Building Department before a permit will be granted. You should inquire as to whether the contractor working on your project is licensed to work in Fairfield and has obtained the proper permits.

Signage

You must obtain a permit for all business signage in Fairfield. This includes permanent signs, temporary signs, promotional signs or banners and tents. The size and location of the signage is based on several factors, including the building size and lot street frontage. A summary of the regulations for signage for grand openings and promotional events is included in this packet. The complete sign code is located in Chapter 11 of the Fairfield Codified Ordinances, which is available at www.fairfield-city.org. You can also contact the Building Department at 867-5318 for more information.

Food Service Businesses

Any business that is a food service or food product preparation business must obtain a license from the Butler County Health Department. You can contact the Butler County Health Department at 863-1770. The Butler County website address is www.butlercountyohio.org.

City of Fairfield Income Tax Information

If a business has employees in Fairfield, it is required to withhold taxes on all employee gross wages at a rate of 1.5%. All businesses are required to submit an Annual Reconciliation form that summarizes all withholding payments made to the city. If a company is doing business in Fairfield, it is required to file an annual Business Return, which is a 1.5% tax is imposed on all company net profits. More information about the Fairfield Income Tax collection is included in this packet, or you can contact the Tax Division at 867-5327 or www.fairfield-city.org.

Sales Tax Collection

Most businesses that are selling a product or providing a service in Ohio must collect and remit sales tax. All businesses that are required to collect sales tax in Butler County must obtain a Vendor License. An application for a Vendor License is included in this packet, and is also available at www.butlercountyauditor.org. The application and fee can be mailed or hand-delivered to the Butler County Auditor, 130 High Street, 4th Floor, Hamilton, OH 45011. Additional information regarding Ohio sales tax is available from the Ohio Department of Taxation at 1-888-405-4039.

Water and Sewer Service

Businesses that wish to establish water and sewer service must apply for an account with the Utility Billing and Collection office of the city. To complete the account application, you must visit the office in the city building and supply photo identification and a federal tax identification number. Renters must also bring a copy of their signed lease. A \$75.00 fee is payable upon submission of the application. A copy of the application is included in this packet, or you can contact the Utility Billing and Collection office at 867-5370.

U.S. Post Office Information

The main zip code for Fairfield is 45014. In certain locations throughout the city, however, a different zip code is used. You can contact the Fairfield branch of the U.S. Post Office at 1-800-275-8777 to inquire about the proper zip code for your location. Their address is 700 Wessel Drive.

Important Numbers to Know

City of Fairfield

Front Desk 867-5300

- General questions

Building Division 867-5318

- Building Permits, Change of Occupancy, Sign Permits

Chamber of Commerce 881-5500

Customer Service 867-5351

- Ombudsman

Development Services Department 867-5345

- Planning, Economic Development

Fire Department 867-5379

- Fire Inspections, Chemical Storage

Income Tax Division 867-5327

- Withholding Information

Police Department 829-8201

- Safety Issues

Public Works Department 867-4200

- Street Maintenance, Traffic Signals

Utility Billing & Collection 867-5370

- Water & Sewer Bills

Water Division 858-7775

- Water Inspections

Wastewater Division 858-7760

- Sewer Issues

Butler County

Auditor's Office 887-3154

- Vendor Licenses

Health Department 863-1770

- Plumbing Permits, Food Service



State of Ohio

Department of Taxation 1-888-405-4039

Bureau of Worker's Compensation
1-800-644-6292



SIGNS/TENTS FOR GRAND OPENINGS AND PROMOTIONAL EVENTS

These permits do not require a sign erector's license and are issued over the counter. For further information regarding signs, please see the Fairfield Codified Ordinances Chapter 11, which is located on our website at www.fairfield-city.org.

GRAND OPENING SIGN: This sign is for a new business and is only issued once. The maximum size for a grand opening sign is 32 sq. ft. and can be displayed for a maximum of 60 days. No flashing signs are permitted.

PROMOTIONAL SIGN: This sign can be a maximum of 24 sq. ft. This sign may be displayed for 10 days; however, a minimum of 10 days between each permit is required. *

BANNERS: Promotional banners can be a maximum of 30 sq. ft. The banners may be displayed for 10 days; however, a minimum of 10 days between each permit is required. Banners are permitted only upon existing buildings, canopies, canopy supports and sign supports. *

*A Promotional Sign Permit allows you to display either a sign or banner for 10 days. Promotional Sign Permits are issued up to 12 times a calendar year.

TENTS: Are used for special events or sale promotions. This permit requires a Certificate of Flame Retardency and may be used up to 30 days. This permit may be requested 2 times a calendar year; however, a minimum of 30 days between each permit is required.

This handout is for general information only. All signs and tents must comply with the City of Fairfield Codified Ordinances.



RE: Business and/or Withholding Account for Fairfield, Ohio

Dear Taxpayer(s):

Our office is sending a Business Questionnaire that is required to be filled out by all businesses withholding for and/or doing business in the City of Fairfield. **Please remit it to our office within ten (10) days from the receipt of this letter in enclosed envelope and if applicable, a list names, addresses and phone numbers of any and all sub-contractors.**

Employees working in Fairfield: It is required to withhold taxes on all employee qualifying wages at the rate of 1.5%. Qualifying wages are wages as defined by Internal Revenue Code Section 3121 (a) or generally the Medicare Wage box on the W-2. The remittance of the tax withheld from employees must be filed either on a quarterly or monthly basis. If the tax liability is greater than **\$300.00 in any given month**, the remittance is due monthly **by the fifteenth of the following month**. Otherwise, it must be filed quarterly due one month after the end of each quarter. Failure to withhold local tax for employees will result in interest and penalty assessments on the tax owed and legal action by the City against the employer.

An Annual Reconciliation form that reconciles all the withholding payments made to Fairfield with the withholding on the W-2s is **due by February 28th** of the following year. Copies of all W-2's involved with Fairfield must be attached to the reconciliation. Also, if the Medicare Wage box is not the largest wage figure on the W-2, a written explanation is required.

Doing business in Fairfield. It is required to file an annual Business Return (BR). A 1.5% tax is imposed on all net profits as determined by the company's Federal return filed with the Internal Revenue Service (e.g. Form 1120, 1120S, 1065, Schedule C...). A copy of the Federal Return is due with the Business Return. If the company is a sole proprietorship and the company's owner is a resident of the City of Fairfield, he/she will include Schedule "C" income on a Fairfield Individual Income Tax Return (IR). All other non-Fairfield residents who earn Schedule "C" or "E" income must file a separate Business Return (BR). If the company conducts business both within and outside the City, Schedule Y, "Business Appropriation Formula", determines the company's tax liability percentage for the City. In addition, Fairfield's Ordinance allows annual losses to be carried forward against future profits for up to three (3) years.

All Business Returns must be filed within four (4) months of the fiscal year end. Extension Requests for filing must be submitted in writing to the Fairfield Income Tax Division **on or before the original due date**, and if applicable, a copy of the company's Federal Extension request should also be submitted. If there are any questions, please contact our office at the number listed below or visit our website: www.fairfield-city.org.

Sincerely,

Mary Hopton
Finance Director



Business Questionnaire

Application for (*Please check one*): Withholding Account Net Profit Account ** Both Accounts

**** A Net Profit Account must be applied for if performing business activities and/or generating income within the City.**

Name of Company: _____

Doing Business as (DBA): _____ Fiscal Year End Date: _____

Business and/or Fairfield, Ohio Address: _____

Mailing Address: _____

Telephone Number: (____) ____ - ____ Contact Person: _____ Business Product/Service: _____

Type of Business (*Please check one*): Corporation S-Corporation Partnership Sole Proprietorship
 LLC (single member) LLC (multiple members) LLP

Date Began: Doing Business in Fairfield: _____ and/or Employee Withholding: _____

Federal Id Number: _____ or Social Security Number, if sole proprietorship: _____

Number of Employees Working in Fairfield: _____ Number of Employees Residing in Fairfield: _____

Filing Payroll Taxes (*Please check one*): **Monthly** (Mandatory if over \$300.00 per month) **Quarterly**

Will a payroll company be filing the company's withholding taxes? (*Please check one*):

Yes, name of the Payroll Company: _____ No

Does your company lease employees? (*Please check one*):

Yes, name of leasing company _____ No

Does your company use subcontractors? (*Please check one*):

Yes, attach a list with name, address and phone numbers of subcontractor(s) No

If the company is replacing another company previously registered with the City of Fairfield (e.g. due to incorporation, mergers, etc)

please indicate the name and FID number of the company: _____

Name and Address of Corporate Officers or Partners (or attach list): _____



**COMMERCIAL APPLICATION
FOR WATER AND SEWER SERVICE**

DATE OF SERVICE: _____

FOR SERVICE AT: _____

WO# _____

CUST. RCPT # _____

ACCOUNT # _____

NAME OF COMPANY: _____

FEDERAL ID # _____

MAILING ADDRESS: _____
(IF DIFFERENT FROM SERVICE ADDRESS)

BUSINESS PHONE # _____

LOCAL CONTACT NAME: _____ **PHONE #** _____

IF RENTAL PROPERTY- OWNER'S NAME: _____

ADDRESS: _____ **PHONE #** _____

I AM (CHECK ONE) OWNER _____ **TENANT** _____ **AGENT** _____

**THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND I UNDERSTAND THAT
FALSIFICATION OF THE INFORMATION CONTAINED HERewith MAY RESULT IN TERMINATION OF
MY WATER AND SEWER SERVICE.**

DATE: _____

SIGNATURE: _____

**BUTLER COUNTY
 VENDOR'S LICENSE APPLICATION - FEE \$25.00
 130 HIGH STREET HAMILTON, OH 45011**

Name _____ # _____
 Corporation Charter

Trade Name or D.B.A., if other than above _____ Telephone No. _____

Business Address _____

City _____ State _____ Zip Code _____

Kind of Business _____ Code Number (See Back) _____ Date _____

1. MAILING ADDRESS (IF OTHER THAN ABOVE)

Street address _____ City town or village _____ State _____ Zip _____

2. RESIDENCE ADDRESS OF VENDOR OR HOME OFFICE OF CORPORATION

Street address _____ City town or village _____ State _____ Zip _____

3. FEDERAL EMPLOYER IDENTIFICATION NUMBER _____ 1. Federal ID # _____
 OR IF NONE ASSIGNED FOR REPORTING FEDERAL TAXES PLEASE ENTER YOUR SOCIAL SECURITY NUMBER. _____ 0. Social Security # _____

4. CHECK WHETHER VENDOR OPERATES AS: 0__ SOLE OWNER 1__ PARTNERSHIP
 2__ CORPORATION 3__ FIDUCIARY 4__ OR ASSOCIATION

5. If vendor is a corporation, show officers names and address below.

President _____
 Name _____ Address _____ City State & Zip _____ Social Security # _____

Vice-Pres _____
 Name _____ Address _____ City State & Zip _____ Social Security # _____

Sec/Trea _____
 Name _____ Address _____ City State & Zip _____ Social Security # _____

6. When did or will you start making taxable sales at this location? _____

7. _____
 Previous owner Name _____ Address _____ City State & Zip _____

8. Will you be selling beer, wine or liquor at this location? Yes _____ No _____. If a holder of permit(s) issued by Department of Liquor Control, state permit class _____ and number _____

9. Approximately how much sales tax do you expect to collect each month? _____ more than \$200 _____ less than \$200

10. If two or more stores are opened and you file returns under cumulative return authority, what is your master number? _____

11. Does your business use one of the following: Scales _____ Pumps _____ Timing device _____

I HEREBY DECLARE THE ABOVE TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

 (Signature of Vendor or Agent)

Please enclose a check for \$25.00 payable to Butler County Treasurer

CODE FOR CLASSIFICATIONS OF RETAIL ESTABLISHMENTS

BUILDING & CONSTRUCTION

Commercial Equip Rental & Lease	532400
Hardware Stores	444130
Home Centers	444110
Lumber	423300
Other Building Materials	444190
Paint & Wallpaper Stores	444120
Plumbing & Heating Equip & Supplies	423700

CLOTHING & ACCESSORIES

Children's & Infants	448130
Clothing & Accessories	448150
Cut & Sew Apparel Contractors	315210
Family Clothing	448140
Formal Wear & Costume Rental	532220
Jewelry	448310
Leather & Shoe Repair	811430
Luggage & Leather Goods	448320
Men's Clothing	448110
Other Clothing	448190
Shoe Store	448210
Women's Clothing	448120

ELECTRONICS & APPLIANCES

Camera & Photographic Supplies	443130
Computer & Software	443120
Household Appliances	443111
Other Computer Related Services	541519
Radio, TV, & other Electronics	443112

ENERGY GROUP

Bottled Gas	454312
Heating Oil	454311
Natural Gas	221210

ENTERTAINMENT & HOBBY

Amusement Parks & Arcades	713100
Book Stores	451211
CD, Tape, & Record	451220
Gifts, Novelty, & Souvenir	453220
Hobby, Toys, Games	451120
Musical Instruments & Supplies	451140
Other Amusements & Recreation	713900
Sewing, Needlework, Piece Goods	451130
Sporting Goods	451110
Video Tape & Disc Rental	532230

FOOD & DRINK

All Other Specialty Food Store	445299
Baked Goods	445291
Beer, Wine, Liquor	445310
Candy, Nut, Confections	445292
Convenience Stores	445120
Drinking Places (Bars)	722410
Fish & Seafood	445220
Fruit & Vegetable	445230
Full Service Restaurants (Liquor)	722110

Limited Service Restaurant	722210
Supermarket	445110

FURNITURE & HOME FURNISHINGS

Floor Coverings	442210
Furniture Stores	442110
Household Furnishings	442299
Used Merchandise	453310
Window Coverings	442291

GENERAL MERCHANDISE

Art Dealer	453920
Department Stores	452110
Direct Sales	454390
Electronic Shop/Mail Order	454110
General Rental Center	532310
Office Supply/Stationary	453210
Other Consumer Goods Rental	532290
Other General Merchandise	452900
Pet Care Services	812910
Pet/Pet Supplies	453910
Telecommunications	517000

HEALTH & PERSONAL CARE

Barber Shops	812111
Beauty Salons	812112
Cosmetics, Beauty Supplies	446120
Drug Store & Pharmacy	446110
Nail Salons	812113
Optical Goods	446130
Other Health & Personal Care Store	446190
Other Personal Care Services	812190

LAWN, GARDEN, & FLORAL

Florist	453110
Flower, Nursery Stock, Florist Supplies	424930
Home & Garden Equip Repair & Maint	811310
Lawn & Garden Equip & Supplies	444200

TRANSPORTATION

Air Charter	481000
All Other Motor Vehicle Dealers	441229
Auto & Glass Repair	811110
Auto Parts	441300
Bus Charter	485510
Gasoline Stations	447100
Limousine	485320
Mobile Home Dealer	453930
Motor Cycle Dealer	441221
Motor Vehicle Rent/Lease	532100
New Car Dealer	441110
Other Auto Repair & Maintenance	811190
Paint & Body Shops	811120
Recreational Vehicle Dealers	441210
Taxi Cab	485310
Used Car Dealer	441120

Vehicle Towing	488410
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MISCELLANEOUS

All Other Misc Stores	453990
Bed & Breakfast Inns	721191
Book Publishers	511130
Coin Operated Laundry	812310
Dry Cleaning/Laundry	812320
Funeral Home	812210
Hotel & Motels	721110
Linen & Uniform	812330
Mini Warehouse/Self Storage	531130
Newspaper Publishers	511110
Other Publishers	511190
Periodical Publishers	511120
Tobacco & Tobacco Prod	424940
Vending Machines	454210
Warehouse & Storage	493100