

Permit Requirements for Tenant Changes

1. Application and Letter of Intent

Completed commercial zoning application (page 2 of this document)

Letter of Intent: Letter stating name and type of business, hours of operation and number of employees

2. Zoning Review Fee - No fee for a tenant change with cosmetic changes only; \$250 fee for tenant changes with interior finish/alteration.**

3. Three (3) copies of a site plan**

Site plan: A site plan is a drawing that shows the property lines and dimensions of the lot. The applicant must note the location of the tenant space on the site plan.

4. Three (3) copies of a floor plan**

Floor Plan: A floor plan is a complete layout of the of the proposed lease space including rooms, offices, hallways and lobby area.

Q. & A.:

1. What are the Township's regulations for tenant changes?

Tenant Changes must meet the permitted use requirements of the zoning district and demonstrate compliance with current zoning and fire code/life safety regulations.

2. What is the department turn around time?

Within eight (8) days after receipt of an application for review, the Administrative Official shall determine if the application is approved. Typically the turnaround time for a zoning certificate to be issued is 3-5 days. However, it may take longer depending on how busy the office and staff may be.

3. Do I need a permit with Hamilton County?

All tenant change submittals that are reviewed by the Township require a permit with the Hamilton County Building Department unless the tenant moves into the space "as-is" or with cosmetic changes only. If the tenant intends to make any interior alterations, install signs of any kind (including temporary banners), or do any electrical or plumbing work, Zoning, Building Department and Fire Department review and approval is required BEFORE beginning any work.

4. Does the Township have an inspector that will come out and look once the project is complete?

Yes. The Township Zoning and/or Fire/Life Safety Inspectors work hand-in-hand with the Hamilton County Building Inspectors to ensure compliance. It is the applicant's responsibility to contact the Township once the project is complete to schedule a final inspection before opening for business.

5. How long does it take to schedule a final inspection?

Zoning final inspections are not required for tenant changes with cosmetic changes only. If a Building Department review is required; contact Kevin Clark at (513) 792-7249 at least 24 hours in advance to schedule a zoning inspection. Please contact Doug Morath at (513) 792-7246 for a Fire/Life Safety Inspection.

6. Do I need to be present for the inspection?

Yes, the tenant or a representative should be present for the inspection.

7. Whom do I contact for an inspection with the Township?

Zoning Inspector Kevin Clark at 513.792.7249 or kclark@sycamoretownship.org

Zoning/Fire Inspector Doug Morath at 513-792-7246 or dmorath@sycamoretownship.org

***If Building Department review will be required, then eight (8) complete sets of architectural plans including a site plan and floor plan and a \$250 review fee must be submitted to the Sycamore Township Office of Planning and Zoning prior to applying for a building permit. Please contact Hamilton county Building Department directly at 513-946-4550 for information. Tenant changes may be subject to fire/life safety inspections and fees.*

