



Preliminary Information for Opening a Business in Norwood

Welcome to the City of Norwood - The Gem of the Highlands

Norwood Building & Zoning Department

4645 Montgomery Rd.

Email: ctown@norwoodohio.gov

Phone: (513) 458-4510

The City is divided into various land areas called Zoning Districts that specify what the land and buildings may be occupied and used for at a specific location



New business applicants need to verify that their proposed business is allowed at the proposed location

The Norwood Zoning Map shows the Zoning Districts

Link: <https://rb.gy/cdyuwq>

The allowable uses in the Zoning Districts are described in the Norwood Zoning Code.

Link: <https://rb.gy/erlqrt>

The Zoning Code also specifies the additional requirements for the proposed business in various Sections of Chapter 11.

Links: <https://rb.gy/i0sure>



If Permitted (Zoned correctly)

- If the proposed business is a listed as a Permitted Use the applicant needs to bring in the required drawings and information showing that the proposed use will meet all the provisions of the Zoning Code and obtain a combined Zoning and Building Permit**
- If the Permitted Use is a new building, or an existing building that will be altered, sealed architectural and engineering plans and specifications need to be provided in accordance with the Ohio Building Code**
- If the Permitted Use is an existing building without alterations the applicant needs to provide sufficient drawings and information including floor plans as needed to determine conformance to the provisions of the Zoning Code and Building Code**



If Conditional



If the proposed business is listed as a Conditional Use it may be allowed but the applicant needs first to obtain approval from the Norwood Board of Zoning Appeals (BZA).



To apply to the BZA the applicant needs to have rights to the property as owners or have a contingency lease to the property.

The BZA will schedule a public hearing and notify property owners within 200 feet of the property so that all may attend the public hearing. If the BZA conditionally approves the proposed business the applicant can proceed as described for a permitted use.

Special Provisions for Commercial Uses on a corner lot of a Residential District can be found in the Norwood Zoning Code Section 1151.41.

Link: <https://rb.gy/nqzoem>



If Conditional (cont.)



Signs:

Signage requirements are in the Norwood Sign Code Chapter 1321.

Link: <https://rb.gy/qas3wq>



CRA:

A business that can qualify for a Commercial Reinvestment tax credit (CRA) must apply and obtain approval prior to any construction.

Link: <https://rb.gy/anriwx>



Permit Issuance:

Once permits are issued the business owner must schedule all required inspections to obtain a final Certificate of Occupancy.





Additional Links

- American Legal Publishing:**
<https://rb.gy/rmjkeX>
- Changes of Occupancy/Use:**
<https://rb.gy/gofrkr>
- Zoning & Building Permit Application:**
<https://rb.gy/gofrkr>
- Fee Schedule:** <https://rb.gy/omdxuk>
- Zoning Appeals Application:**
<https://rb.gy/zfjngt>
- Plumbing License Application:**
<http://rb.gy/9opovw>





Additional Information

- Plumbing Permits are separate and required from Hamilton County Plumbing.**
(Plumbers must be registered in the City of Norwood.)
Hamilton County Public Health
250 William Howard Taft Rd. 2nd Floor
513-946-7800
hamiltoncounty.gov
- Electrical Permits are separate and required from the Inspection Bureau of Hamilton County.**
(a private agency)
250 W. Court St. #125W
513-681-3060
SGangloff@inspectionbureau.com
- Health Department permits are separate and required from the Norwood Health Department.**
- Additional questions may be directed to the Norwood Building Department Administrative Clerk:**
Carri Town at 458-4510 and ctown@norwoodohio.gov