

**APPLICATION FOR BUSINESS PERMIT**

(Please write legibly)

DATE: \_\_\_\_\_

Property ID Number: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Property Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**PROPOSED BUSINESS NAME:** \_\_\_\_\_

**DESCRIPTION OF BUSINESS: (be detailed)** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

1. If the business is retail, specifically what items will you be selling? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. If the business is repair oriented, what types of items will you be repairing? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. If the business is service, what services are you providing? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Will the business be using any chemicals or potentially hazardous materials? \_\_\_\_\_
  - a. If yes, what types? \_\_\_\_\_
5. Will you have employees? \_\_\_\_\_ If yes, approximate number \_\_\_\_\_

**BUILDING SPACE/RENTAL SPACE**

1. Will you be doing any structural remodeling? (ex: tearing down, putting up or moving walls, HVAC or electrical work, etc), if yes, please describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. Will you have a Sign for your business? (ex: vinyl lettering, hanging sign, monument, etc) if yes, please describe: \_\_\_\_\_  
 \_\_\_\_\_

If YES to above questions, a building permit is required.

**For Building Permit Applications:** Please include 3 sets of detailed drawings prepared by an Architect (if necessary) and 3 copies of the floor plan for Fire Inspection walk through.

**For Sign Permit:** Zoning must be approved for the Sign location prior to submitting a Building Permit Application. Any omitting of required information may delay the application process.

The property owner understands that the application and other information presented for the above proposed business shall be located entirely upon the property location indicated above and further understands that the property owner shall be liable for substantiating the same.

\_\_\_\_\_(property owner) and \_\_\_\_\_(applicant) further understands that a Business Permit from the City of Germantown and a Certificate of Occupancy from National Inspection Corporation (NIC) as well as, a Fire Inspection with Germantown Fire Chief are required before the commencement of any use or occupancy of any building.

Should you have any questions or need assistance, please contact \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner  
(required)

\_\_\_\_\_  
Signature of Applicant  
(required)

.....  
**OFFICE USE ONLY**

Zoning District \_\_\_\_\_

Date Reviewed \_\_\_\_\_

Permit Number: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Fees: \_\_\_\_\_

\_\_\_\_\_  
Signature of Zoning Compliance Officer

Notes: \_\_\_\_\_  
\_\_\_\_\_

- CC: Fire Department  
 Water Department  
 Police Department  
 Tax Department (CCA)

City of Germantown  
One North Plum Street  
Germantown, Ohio 45327  
Phone (937) 855-7255 Fax (937) 855-3215

## New Business Zoning Permit Application

Commercial  \$50

Date: \_\_\_\_\_ Parcel ID Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Sign (\$15.00)  Please describe in detail: \_\_\_\_\_

Note: A sign is not required, however, if you are planning on having signage, please check the above box and submit 3 sets of plans (can be hand drawn), including dimensions and materials list. Zoning must be approved for the Sign location prior to submitting it with a Building Permit Application. Any omitting of required information may delay the application process.

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

**The property owner and/or applicant further understands that a Certificate of Zoning Compliance is required BEFORE the commencement of any use or occupation of any building. This permit will expire within one (1) year of issuance if construction has not commenced.**

**I have read the above information and have included the required drawings**

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Applicant

### Office Use Only

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Zoning Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Approved  Disapproved

Comments: \_\_\_\_\_

\_\_\_\_\_  
Signature of Zoning Officer

City of Germantown  
 1 North Plum Street, Germantown, Ohio 45327  
 Phone (937) 855-7255 Fax (937)855-3215  
<http://www.germantown.oh.us>  
**BUILDING/ELECTRICAL PERMIT APPLICATION**  
 FOR INFORMATION CALL: (888) 433-4642

(CHECK ONE) RESIDENTIAL \_\_\_ COMMERCIAL \_\_\_ SUBMIT 2 RESIDENTIAL/3 COMMERCIAL BUILDING PLANS

PLEASE PRINT	NAME	STREET ADDRESS	CITY, STATE, ZIP	PHONE NUMBER & EMAIL
PROPERTY OWNER				
APPLICANT				
PLANS BY				
CONTRACTOR				

SITE ADDRESS \_\_\_\_\_ TENANT \_\_\_\_\_

PARCEL ID # \_\_\_\_\_ AFFECTED CONSTRUCTION AREA SQ. FT. \_\_\_\_\_

PROJECT DESCRIPTION \_\_\_\_\_ PROJECT COST \_\_\_\_\_

---COMMERCIAL ONLY--- USE GROUP \_\_\_\_\_ CONSTRUCTION TYPE \_\_\_\_\_ OCCUPANT LOAD \_\_\_\_\_

**REVIEW REQUESTED: CHECK ALL THAT APPLY**

- |   |                                     |   |  |
|---|-------------------------------------|---|--|
| <input type="checkbox"/> New Building   | <input type="checkbox"/> Garage     | <input type="checkbox"/> Fire Alarm         | <input type="checkbox"/> Change of Use       |
| <input type="checkbox"/> Addition   | <input type="checkbox"/> HVAC       | <input type="checkbox"/> Fire Suppression   | <input type="checkbox"/> Signage             |
| <input type="checkbox"/> Alteration   | <input type="checkbox"/> Electrical | <input type="checkbox"/> Hood Suppression   | <input type="checkbox"/> Pool (In Ground)    |
| <input type="checkbox"/> Deck _____ Sq. Ft.   | <input type="checkbox"/> Gas Line   | <input type="checkbox"/> Hood Exhaust       | <input type="checkbox"/> Pool (Above Ground) |
| <input type="checkbox"/> Shed _____ Sq. Ft.   | <input type="checkbox"/> Fence      | <input type="checkbox"/> Cert. of Occupancy | <input type="checkbox"/> Roofing             |
| <input type="checkbox"/> Electrical Service Size _____ Line Drawing Required over 400 AMP |                                     |   |  |
| <input type="checkbox"/> Other (Specify) _____  |                                     |   |  |

Is property located in a Floodplain? Yes / No \_\_\_\_\_

All information contained in this application is true, accurate, and complete to the best of my knowledge and I do hereby agree to complete the project in compliance with all relevant building codes.

OWNER/OWNER REP. (Please Print) \_\_\_\_\_ EMAIL \_\_\_\_\_

OWNER/OWNER REP. (Signature) \_\_\_\_\_ APPLICATION DATE \_\_\_\_\_

Auditor Information: # Bedrooms \_\_\_\_\_ # Baths \_\_\_\_\_ # Stories \_\_\_\_\_ Livable Sq. Ft. \_\_\_\_\_ Finished Basement Sq. Ft. \_\_\_\_\_

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

DEPOSIT \$ \_\_\_\_\_ RECEIVED BY \_\_\_\_\_ PAYMENT: CASH CREDIT CHECK # \_\_\_\_\_

Is property located in a Floodplain? Yes / No \_\_\_\_\_ PERMIT # \_\_\_\_\_

ZONING APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

BUILDING APPROVED \_\_\_\_\_ DATE \_\_\_\_\_



# GERMANTOWN FIRE – EMS

75 North Walnut Street, Germantown, Ohio 45327


Phone (937) 855-7255

## Business Fire Safety

Thank You for operating a business in Germantown, we are proud and pleased to have you! Germantown Fire-EMS wants to work with your business to support your operation, to help you keep a safe environment for employees and customers.



Tips to keep employees and customers safe:

- 1) Make sure that enough fire extinguishers are readily available.  
Fire extinguishers are required in all businesses and must be accessible and maintained. Fire extinguishers must be mounted on the wall with the top of the extinguisher no more than five feet off the ground. Extinguishers must be located so that there is no more than 75 feet of travel distance to get one, unobstructed and clearly visible.  
All fire extinguishers must be serviced or replaced annually. (current tag)
- 2) Make sure all EXIT doors are clearly marked and free of obstruction.  
Required exit doors must be marked with an illuminated EXIT sign.   
Exit doors may not be locked from the inside during business hours.  
Make sure that the 36" path to all required exits is clear and accessible. EXIT doors that lead outside must be equipped with remote head to light exterior EXIT path.
- 3) Never store anything near water heaters, furnaces, or any other heating device.  
Maintain a 36" clearance around all heat producing appliances.
- 4) Do not store anything within 24 inches of the ceiling and never under exposed interior stairwells.
- 5) Electrical panels must be easily accessible and have no obstruction within 36". Breakers must be labeled as to what they control. All outlets and switches must have cover plates.
- 6) Do not use multi-plug adaptors. Use U.L. listed surge protected power strips-but remember the power strip can only be plugged directly into a wall outlet. Outlets within five feet of water must be GFCI protected.
- 7) Extension cords can only be used for temporary use on portable appliances.  
Never run extension cords through walls or ceilings.
- 8) Check emergency lights and lighted exit signs to be sure they work. Test by pushing the test button. If the emergency lights come on when button pressed, they work. If the exit light stays lit when button pressed, it works.
- 9) Provide a KNOX BOX for rapid entry of Fire Fighters. This secure key box is mounted on an exterior wall securing a entry key for the business during non-business hours. Contact Germantown Fire-EMS for direction on how to place an order online.
- 10) Make sure that all employees know what to do in the event of an emergency. If you need help with this, call us.
- 11) Carbon Monoxide detection should be in place if there is an apartment above the business and fuel burning appliances are in use.



Business Fire Safety Checklist

A fire can devastate a business. To determine the safety of your business from fire hazards, review these questions with employees. Every "YES" answer indicates a positive fire safety situation. However, every "NO" answer points to a hazard that needs to be corrected.

Fire Safety Plan

YES NO

- Has a Fire Safety Plan been established for your facility?
Has your Fire Safety Plan been reviewed in the past year?
Do all employees know what to do if they see a fire or smoke?
Do you have a central meeting place outside and is it well-marked?
Do you have an employee accountability system?
Are employees who are expected to use fire extinguishers trained annually?
Is the local fire department acquainted with your facility, its location, and specific hazards?

Housekeeping

YES NO

- Are staff members encouraged to keep their personal workplaces clean?
Are heating units checked at least annually?
Where smoking is permitted is there an adequate supply of non-combustible receptacles for cigarettes that is distinct from containers for waste?
Are waste containers emptied daily?
Are electrical outlets checked regularly to ensure they are not overloaded?
Is nonessential electrical equipment turned off at the end of the workday?

Housekeeping (continued)

YES NO

- Are all employees familiar with the fire safety plan?
Are extension cords the correct size (wire gauge, electrical load, length)? They should be for portable equipment only.
Are areas in and around the building kept free from accumulated packing materials, paper and other combustible materials?
Are exits, stairways and hallways clutter-free at all times?
Are all spills of flammable or combustible liquids or hazardous materials cleaned up promptly?

Storage

YES NO

- Are approved containers used for the storage and handling of flammable and combustible liquids?
Are combustibles kept a safe distance from any heat source - at least 3 feet?
Are hazardous materials properly labeled?
Are hazardous materials properly stored and disposed of?
Do you have current MSDS (Material Safety Data Sheets) on site for hazardous materials?
When stacking material, is there at least 24 inches between the top of the stack and the ceiling?

<b>Fire Protection</b>	YES	NO
Are exit doors clearly marked, lit up and free from obstruction?	<input type="checkbox"/>	<input type="checkbox"/>
Are all exit lights illuminated and visible?	<input type="checkbox"/>	<input type="checkbox"/>
Are the directions to exits, when not immediately apparent, marked with visible signs?	<input type="checkbox"/>	<input type="checkbox"/>
Are doors, passageways, or stairways that are neither exits nor access to exits, which could be mistaken for exits, marked "NOT AN EXIT" or another appropriate marking?	<input type="checkbox"/>	<input type="checkbox"/>
Can exit doors be opened from the direction of exit travel without the use of a key or any special knowledge or effort?	<input type="checkbox"/>	<input type="checkbox"/>
Where exit doors open directly on to any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers provided in adequate numbers and types?	<input type="checkbox"/>	<input type="checkbox"/>
Are extinguishers mounted in readily accessible and identified locations?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers inspected annually by a licensed company?	<input type="checkbox"/>	<input type="checkbox"/>
If you have a fire alarm system, is it tested at least annually?	<input type="checkbox"/>	<input type="checkbox"/>
If you have a sprinkler system, is it checked annually?	<input type="checkbox"/>	<input type="checkbox"/>
Is proper clearance maintained below sprinkler heads (at least 18 inches)?	<input type="checkbox"/>	<input type="checkbox"/>
Are sprinkler heads protected by metal guards where needed?	<input type="checkbox"/>	<input type="checkbox"/>
Are the standpipe, valves and fire department sprinkler connections unobstructed and clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire doors kept closed?	<input type="checkbox"/>	<input type="checkbox"/>
Are room doors kept closed when the rooms are not occupied? Closed doors can act as a barrier to smoke and fire.	<input type="checkbox"/>	<input type="checkbox"/>
Are the battery operated smoke detectors tested monthly?	<input type="checkbox"/>	<input type="checkbox"/>
Is the battery in the emergency lighting tested monthly?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fire Protection</b> <i>(continued)</i>	YES	NO

Is there a marked meeting place outside the facility where employees are to assemble?

**You can survive a fire in hour facility if you know what to do.**

### BE PREPARED

- Fire safety is everyone's responsibility!
- A fire safety plan will help identify actions to be taken in case of a fire and also identify fire safety practices and procedures to help prevent a fire. All employees should be trained so they know how to prevent and respond to a fire.
- All employees should know how to activate the fire alarm and what it sounds and/or looks like.
- All employees should be able to recognize two ways out of each area they are in.
- Emergency Exit Plans should be posted that showing two ways out of each room.
- Employees should assemble at a marked meeting place after evacuating a facility so they can be accounted for.
- Use a fire extinguisher on small fires after the fire department has been notified and only if you have been trained.
- A fire drill should be conducted at least annually
- to ensure employees leave the facility quickly and safely.

### Escape Tips

- If you see smoke as you escape, try another way out.
- If you have to escape through smoke, crawl low to your exit. The cleanest air is near the floor.
- Test doorknobs and the space between the door and its frame with the back of your hand before opening closed doors. If the door is warm, try another escape route. If it is cool, open it slowly. Be ready to slam the door shut if smoke pours through.
- Do not use an elevator during a fire.
- Never go back into the building - for any reason - until it's safe. If someone is trapped inside, tell the fire department. The fire gasses in the building are toxic and could kill you.
- **Get out and stay out: Once you escape a fire, don't go back in for any reason.**



# GERMANTOWN FIRE – EMS

75 North Walnut St. Germantown, OH 45327

## Business Emergency Contact Form

Name of Business: \_\_\_\_\_ Date: \_\_\_\_\_

Address of Business: \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone # of Business: \_\_\_\_\_

Business Type: \_\_\_\_\_

Hours of Business Operation: \_\_\_\_\_  
(indicate days & hours open)

### AFTER HOURS EMERGENCY CONTACTS

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Person Submitting Information: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



GERMANTOWN FIRE and EMS  
INSPECTION FORM

<b>Business Name</b>	<b>Business Address</b>	<b>Business Phone Number</b>
<b>Occupant Name</b>	<b>Occupant Address</b>	<b>Occupant Phone Number</b>
<b>Building Owner - Building Owner Address - Contact Phone Number</b>		

<b>Access &amp; Premises</b>	Yes	No	N/A
1 Are address numbers for the building clearly visible from the street?			
2 Is there a KNOX box? ( If no has info been given about the knox box? Yes or No )			
3 Is the exterior fire department access unobstructed?			
4 Is combustible vegetation removed so as to not create a fire hazard?			
5 Is there maintained a minimum 5' clearance around fire hydrants?			
<b>Egress (Exitine)</b>			
6 Are the exitways and doors easily recognizable, unobstructed, and maintained functional?			
7 If the main exit door is provided with key-locking hardware as allowed by code, is there a sign on the door that states "THIS DOOR MUST REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED" and are the other exit doors openable from the inside with the use of a key or any special knowledge or effort?			
8 Are the exits and exit enclosures free from storage of combustible materials?			
9 Are doors with self-closing hinges maintained in the closed position (not blocked open)?			
<b>Electrical</b>			
10 Are all electrical outlets, switches and junction boxes properly covered with cover plates and is the electrical system safe from any apparent shock and electrical hazards?			
11 Are circuit breakers/fuses labeled so as to identify they are connected?			
12 Is the area maintained clear at least 30" in front of electrical panel(s)?			
13 Are extension cords used only for temporary use?			
14 Are extension cord(s) of heavy duty construction, maintained in good condition, and only used as temporary wiring, or to service small portable appliances?			
15 Are extension cord(s) grounded when serving grounded appliances?			
16 Are extension cord(s) plugged directly into an approved receptacle, power tap and, except for approved multi-plug extension cord(s) serve only 1 portable appliance?			
17 Is the ampacity of the extension cord(s) greater than the rated capacity of the portable appliance supplied by the cord (s)?			
18 If multiple items need to be plugged in, is a power tap utilized with a built-in circuit breaker and is the power tap plugged directly into a permanently installed receptacle?			
<b>Emergency Lighting/Egress Illuminations</b>			
19 If emergency lighting is provided, is it maintained in operable condition?			
20 Is the means of egress illuminated when the building or structure is occupied?			
<b>Exit Signs</b>			
21 If exit signs are required, are they maintained illuminated or self-luminous?			
22 Does the backup-battery work? (push the test button, the exit sign should illuminate)			
<b>Fire Alarm System</b>			
23 If the building is equipped with a fire alarm system, has the required annual service of the fire alarm system been performed by a qualified fire alarm company?			

GERMANTOWN FIRE and EMS  
INSPECTION FORM

<b>Fire Safety &amp; Evacuation Plans</b>		Yes	No	N/A
24	If fire drills are required, are they conducted successfully at varying times and under varying conditions and are the records maintained on the premises?			
25	If required, are Evacuation Plans posted?			
26	If required, do you have Fire Safety Plans?			
<b>Fire Extinguishers</b>				
27	Is there access to fire extinguisher(s) rated at a minimum 2A-10BC?			
28	Is the travel distance from all portions of the building less than 75' to a fire extinguisher?			
29	Are all fire extinguishers visible and accessible (not blocked)?			
30	Have the fire extinguisher(s) been serviced/tagged by a fire exting. company within the last 12 months?			
31	Are the fire extinguisher(s) properly mounted? (Proper locations-near exit doors where possible, not exceeding maximum travel distance, properly mounted (Maximum 5' high if <40 lbs., maximum 3 1/2' high if >40 lbs. In all cases, minimum 4" above the ground).			
<b>Fire/Smoke Separations</b>				
32	Are the fire/smoke separations (smoke doors, fired doors, walls, etc.) maintained/working conditions?			
<b>Fire Suppression Systems</b>				
33	Is the top of storage maintained a minimum of 18" below head deflectors in fire sprinklered areas?			
34	If the building is equipped with a fire sprinkler system, has the required annual service of the fire sprinkler system been performed in the last year by a qualified sprinkler company?			
35	In commercial cooking applications, has the hood suppression system been serviced in the last six months and is the hood cleaned at intervals to prevent the accumulation of grease?			
<b>Heat Producing Appliances</b>				
36	If portable electric heaters are used, are they used safely? Also, are they plugged directly into wall outlets and kept a minimum of 3" away from combustibles? (Open flame unvented heaters are prohibited for use in a commercial occupancy).			
37	Is the clearance between ignition sources, such as light fixtures, heaters, and flame producing devices, and combustible storage maintained in an approved manner?			
<b>Housekeeping &amp; Decorations</b>				
38	Is combustible rubbish that is stored in containers outside of vaults or rooms removed from the building a minimum of once each week?			
39	Are oily rags or similar materials stored in metal, metal-lined or other approved containers equipped with tight-fitting covers?			
40	Are combustible decorations flame retardant?			
<b>Mechanical Hazards</b>				
41	Is the venting for exhaust products of combustion in tact for gas appliances (ie: water heaters, furnaces)?			
42	Are safe clearances maintained between gas fired appliances (such as water heaters, furnaces, etc.) and combustible materials?			
<b>Smoke Detectors</b>				
43	If smoke detection is required in common areas such as corridors or part of the fire alarm system, have they been tested in the last year by a qualified service company?			
44	Does building have a local smoke detector in working order (if required)?			



Fire Extinguisher sales and service/inspection companies in the Dayton, Ohio area

Megacity Fire Protection 937-879-5000

Koorsen Fire & Security 937-641-0592

Silco 937-426-9717

Craynon Fire Protection 937-395-1453

Cintas 937-476-7166