



5200 Springfield Street, Suite 100  
Riverside, OH 45431

Phone: 937-233-1801 Fax: 937-237-5965 [www.riverside.oh.us](http://www.riverside.oh.us)

## Business Certificate of Zoning Compliance Application

PROJECT ADDRESS: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Applicant \_\_\_\_\_

Property Owner \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Person to contact \_\_\_\_\_

Person to contact \_\_\_\_\_

Phone # \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Check if same as applicant information

\*Please completely fill out the property owner information if different than the applicant.

### Read the statements below and sign to acknowledge agreement.

I hereby attest that all information on this application is, to the best of my knowledge, true and accurate. Additionally, I hereby grant permission for the City of Riverside Zoning Administrator to enter upon the above mentioned property (or as described in the attachment) for the purposes of gathering information related to this application.

Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

### Checklist:

- Aerial map of property with the subject parcel(s) marked (highlighted or outlined)
- Floorplan
- Description of New Business/Use (include former use and new use)
- [Regulated Substance Activity Inventory Report](#) (Properties located in Source Water Protection Area Only: Call 937-225-5916 for more information)
- Copy Official License (Required for below uses)
  - Auto Dealership
  - Pawn Shop
  - Tattoo Shop
  - Massage Therapist
  - Salon/Barber/Spa
  - Skilled-Game Facility
- \$ 75.00 Application fee (Credit, Cash or Check made payable to the City of Riverside)  
Site Occupancy without a Permit Penalty: **Double Total Permit Fee**
- Completed Tax Registration form/Proof of Tax Account Number (Local Income Taxes: For more information contact the [City of Riverside Finance Department at 937-233-1801, option 3](#) or [finance@riversideoh.gov](mailto:finance@riversideoh.gov))

**Note:** New businesses also require a Certificate of Occupancy from the Montgomery County Building Regulations. Contact their office at **937-225-4622** for more information.

### OFFICIAL USE ONLY

Permit No.: \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

Intake Staff: \_\_\_\_\_

Denied \_\_\_\_\_ Date \_\_\_\_\_

Date: \_\_\_\_\_ SWPA: \_\_\_\_\_

Parcel ID \_\_\_\_\_

**Resources:**

Montgomery County Division of Building Regulations: <http://www.selectmcoho.com/building>

Source Water Protection Program: <https://www.daytonohio.gov/154/Source-Water-Protection-Program>

Riverside Chamber of Commerce: <https://www.riversidechamber.com/>

Small Business Development Centers: <https://clients.ohiosbdc.ohio.gov/>

Small Business Administration: <http://www.selectmcoho.com/community-development/local-links/p/item/11007/small-business-administration-sba>