

# The Development Process Flowchart and Checklist

## STEP 1 - CONTACT



Contact the City's Economic Development Department Small Business Liaison at (513) 785-7070 to assist through the process and ensure that the proper department representatives are involved. You can also contact the Building Department at (513) 785-7360.

## STEP 2 - COMMUNICATE



The business owner may request a pre-application meeting with City personnel to discuss the Owner's goals and the City's participation to help achieve those goals while meeting all requirements.

## STEP 3 - APPLY



The Owner or their Representative submits a permit application along with the appropriate application fees and the necessary copies of plans that were developed as a result of discussions and meeting with City personnel. The plans, including all applicable systems (plumbing, electric, HVAC, etc.), are submitted to the Building Department where copies will be routed to all applicable departments to review for compliance. This process will also include special reviews such as Planning Commission, Zoning, Historical Design Review Board, Downtown Overlay District, etc., for locations where these apply.

## STEP 4 - BUILDING PERMIT ISSUED



City contacts the applicant to notify them of the results of plan review. If more information is needed, then corrected plans will need to be resubmitted for further review. If plans are approved then the building permit can be issued.

## STEP 5 - OTHER PERMITS



After permits are issued, all trade permit applications (plumbing, electric, HVAC, etc.) can be submitted. The documentation for this work is typically reviewed with the original building drawings and does not require another review. These permits can be issued over the counter when the application is submitted if the scope of work was illustrated in the original document.

## STEP 6 - CONSTRUCTION & INSPECTIONS



After permits are issued, construction can begin and inspections can be scheduled. If no construction is taking place, then a final inspection will still be required before a Certificate of Occupancy can be issued.

## STEP 7 - CERTIFICATE OF OCCUPANCY



After all required inspections are approved, a Certificate of Occupancy is issued.

**DONE!**

**Another Successful business opens in the City of Hamilton!!!**

# City of Hamilton

## Business Outreach Program

