

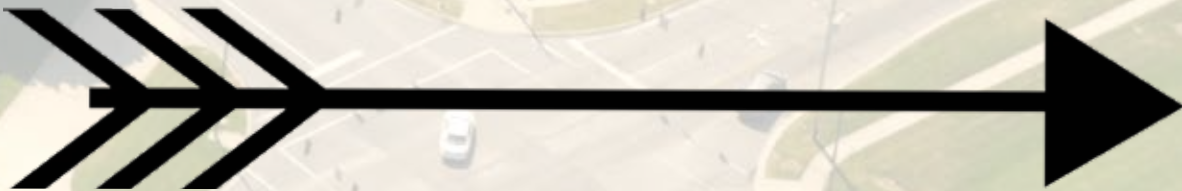
—• *hello* •—

WELCOME

—• **TO** •—

The City Of
Clayton

*here's some information
you might like to know*





Clayton staff strives to strategically and smartly **grow** our safe, beautiful and diverse community by providing **excellent** emergency services, **community oriented** programming, local business **support** and **enhancing** the public infrastructure, while **maintaining** our small town character and agricultural roots.

WELCOME from the CITY



Hello and Welcome New Clayton Business!

I'd like to take this opportunity to welcome you and your business team to the City of Clayton. We're very excited you chose our wonderful City to locate and we hope you find our community as welcoming as we've come to expect. You'll find Clayton is made up of residents that are extremely proud and supportive of their local business community.

Over the next several months, as well as after you become an established anchor within Clayton, our team wants to ensure we do everything we can to help you be as successful as possible. We have an active social media presence and are willing to share any type of "grand opening," "seasonal," or other types of specials you may offer the community throughout the year. We also have a "Clayton Business of the Month," program where we highlight one specific business several times throughout the month on our different social media platforms. To sign up for this program, please just reach out to our office and we'll put you on the list of upcoming businesses. Another program we offer our business community is the Clayton Business "Meet and Greet," which we hold in the spring and fall. This is an informal after hours social/networking opportunity for our local business to meet one another and form new partnerships to strengthen the local business community.

Included with this packet is information which will assist you over the next several months as you begin your operations. Contacting the Northmont Area Chamber of Commerce may be another opportunity for you to spread the word about your business and network with local business leaders. There are also some permit applications that may need to be filled out to register your business contact information with the City. If you have any questions regarding anything in this packet, please don't hesitate to let me know.

Again, welcome to Clayton! We believe you've made a wonderful decision in locating here. We also realize your business is the biggest investment you'll likely ever make in your professional career and we're here to help you any way we can. If you have any questions or need any type of assistance, please feel free to contact me at (937) 836-3500 x111 or jkuntz@clayton.oh.us.

Sincerely,

Jack Kuntz
Director of Development

permits and **APPROVALS**

zoning **CERTIFICATE**

A Zoning Certificate is required when opening a new business, or a business under new ownership. For anyone needing a zoning certificate, here's how the process works:

Business operator completes a zoning certificate application and submits it along with a 'Letter of Intent' which must include:

1. Owner & Lessee name, photo copy of license, phone number, & mailing address;
2. Two (2) emergency contact names & phone numbers;
3. Business Name & Federal & State Tax ID#/EIN#;
4. Statement of nature of business including hours of operations, number of employees, available parking spaces, etc.

Please submit application to the Development Department at the Clayton Government Center, 6996 Taywood Rd. Staff will review the request and contact the applicant regarding any questions. Once the review is complete — usually less than five working days — the zoning certificate may be picked up at the Government Center.

building **PERMIT**

Building permits are administered by the Montgomery County Building Regulations, which issue permits and inspects all building construction and renovation as well a Certificate of Occupancies for new tenants. Please contact the Building Department prior to any interior renovations to inquiry about the possibility of a permit. You can contact them at (937) 225-4622.

The City of Clayton is committed to working with businesses and property developers to encourage business expansion and growth in our community. For new buildings, expansions or remodels, Clayton staff will review building plans to ensure that they meet our zoning and development criteria. Once a Zoning Certificate has been issued, the plans may then be submitted to Montgomery County Building Regulations who handles construction/renovation plan review and inspections.

For new commercial development, staff will also review the Storm Water Plans for the to-be-constructed facility.

fire **INSPECTION**

Clayton's Fire Department works with the Montgomery County Building Regulations and will review the fire safety plans for the proposed building. They will also inspect fire suppression system during construction.

Each year the Clayton Fire Department completes fire safety inspections on all businesses located in the City as well as numerous foster and home inspections.

final INSPECTION

Once the Zoning Certificate is issued, building permits obtained, building & fire inspections completed and passed, and the project is completed, the applicant will contact the Clayton Development Department to request a 'final inspection' to ensure compliance with the application submitted. If the inspection complies, Staff will issue a Certificate of Completion. This certificate should be kept with all property and business records.



emergency SERVICES

clayton POLICE

The Clayton Police Department is responsible for patrolling and protecting our city with a population of approximately 13,000-residents, 18.4-square miles of land, and 218-miles of roadways, 24-hours a day, 365-days of the year. The Police Department's current authorized strength is 20-Officers. Clayton Police asks that each business register an emergency contact with the department.

clayton FIRE

The Clayton Fire Department is a professional organization dedicated to meeting the community's needs. The Fire Department provides advanced emergency medical services, fire suppression, as well as fire safety inspections, fire prevention, and community education by utilizing a combination of career and part-time personnel. The department utilizes two firehouses staffed 24-hours a day, 365-days a year, ready and willing to meet the needs of our community and friends.

The Clayton Fire Department also conducts annual fire safety inspections on all the businesses located in the City. Our goal is to provide a safe environment for our citizens and visitors.

Matt Hamlin
Chief of Police
mhamlin@clayton.oh.us
Ph: (937) 836-3500 ext.120

Brian Garver
Fire Chief
mhamlin@clayton.oh.us
Ph: (937) 836-3500 ext.121

income TAX

The City of Clayton income tax for those living and working in Clayton is 1.5%. Every business entity conducting business in Clayton must fill out and file a separate 'Form R Business Income Tax Return' by April 15th. If you are on the payroll of the business or receive distributions that are deducted from net profits, you still must fill out and file a 'Form R' to report the income received by you personally.

HOW TO FILE...

In an effort to reduce the cost of services and improve accessibility, Clayton has entered into a contract with CCA - Division of Taxation to collect municipal income taxes. CCA allows for easier access for residents and businesses. CCA offers online payment of tax bills and a local representative, Michelle Jordan at (216) 857-7382, can answer your account questions. For more information please visit CCA website at ccatax.ci.cleveland.oh.us or call 1-800-223-6317.

Kevin Schweitzer, CPA
Director of Finance
kschweitzer@clayton.oh.us
Ph: (937) 836-3500 ext.132

advertisement OPPORTUNITIES

business of the MONTH

Clayton highlights a "Business of the Month" on social media, every month. The profile will include the history of the company, services offered and any other interesting information you would like to include. Business are highlighted on a first come/first serve basis, so when you contact the Development Department, we'll put you on the list and will let you know approximately when we'll be contacting you to conduct the profile and what month it will run. Also, within the profile, we'd like to include any contact information and social media platforms your company is on to help spread the word about your company to the Clayton and Northmont community. If you're interested in participating in the Business of the Month program, don't hesitate to contact us! If you want to be included with this program, please contact Jack Kuntz at jkuntz@clayton.oh.us or Jennifer Barclay at jbarclay@clayton.oh.us or by calling (937) 836-3500.

business MEET & GREET

Clayton hosts a bi-annual Business Meet & Greet. Clayton Business are welcome to enjoy themselves in a relaxing and informal atmosphere and have the opportunity to network and make new connections.

northmont CHAMBER

The Northmont Area Chamber of Commerce serves approximately 300 members (investors) doing business in the Cities of Clayton, Englewood and Union, Ohio. The Chamber provides numerous services to our investors including a wide range of discounted benefit programs used extensively by business including Workers Compensation Group Rating programs, Group Health Insurance and other employee benefits.

The Chamber also provides timely information on legislative activities at all levels of government directly impacting our investors; directly sponsors seminars and workshops and forges strategic alliances with other business groups to provide employee training and information on a wide variety of subjects to help employers boost productivity, control costs and boost their bottom lines. Also sponsor a Business Expo, Direct Sellers Showcase or the Taste of Northmont and other ongoing advertising and marketing opportunities to help member businesses increase public awareness of the products and services offered to the public.

Contact Cathy with the Chamber at (937) 836-2550.





Physical Address
6996 Taywood Rd.
Englewood, OH 45322

Mailing Address
PO Box 280
Clayton, OH 45315

Ph. (937) 836-3500
Fax: (937) 836-6773
www.clayton.oh.us

