

## Permit Requirements for Tenant Changes

**1. Application and Letter of Intent**

Application may be found at [www.sycamoretownship.org](http://www.sycamoretownship.org).

Letter of Intent: Letter stating name and type of business, hours of operation and number of employees

**2. Zoning Review Fee\* - \$250.00**

We accept payment in the form of cash, check and credit cards.

**3. Three (3) copies of a site plan\*\***

Site plan: A site plan is a drawing that shows the property lines and dimensions of the lot. The applicant must note the location of the tenant space on the site plan.

**4. Three (3) copies of a floor plan\*\***

Floor Plan: A floor plan is a complete layout of the of the proposed lease space including rooms, offices, hallways and lobby area.

### Q. & A.:

**1. What are the Township's regulations for tenant changes?**

Tenant Changes must meet the permitted use requirements of the zoning district and demonstrate compliance with current zoning and fire code/life safety regulations.

**2. What is the department turn around time?**

Within eight (8) days after receipt of an application for review, the Administrative Official shall determine if the application is approved. Typically the turnaround time for a zoning certificate to be issued is 3-5 days. However, it may take longer depending on how busy the office and staff may be.

**3. Do I need a permit with Hamilton County?**

All tenant change submittals that are reviewed by the Township require a permit with the Hamilton County Building Department unless the tenant moves into the space "as-is" or with cosmetic changes only. If the tenants intends to make any interior alterations, install signs of any kind( including temporary banners), or do any electrical or plumbing work, Zoning, Building Department and Fire Department review and approval is required BEFORE beginning any work.

**4. Does the Township have an inspector that will come out and look once the project is complete?**

Yes. The Township Zoning and Fire/Life Safety Inspectors work hand-in-hand with the Hamilton County Building Inspectors to ensure compliance. It is the applicant's responsibility to contact the Township once the project is complete to schedule a final inspection before opening for business.

**5. How long does it take to schedule a final inspection?**

It typically takes 1-2 business days to schedule an inspection, depending on the inspector's schedule and availability. Please call a minimum 24 hours prior to the desired inspection date/time.

**6. Do I need to be present for the inspection?**

Yes, the tenant or a representative should be present for the inspection.

**7. Who do I contact for an inspection with the Township?**

Zoning Administrator Harry Holbert Jr. at 513.792.7252 or [holbert@sycamoretownship.org](mailto:holbert@sycamoretownship.org)

Zoning/Fire Inspector Doug Morath at 513-792-7246 or [dmorath@sycamoretownship.org](mailto:dmorath@sycamoretownship.org)

*\*Tenant Changes, Interior Alterations and/or Signs without the proper permits will result in a double fee*

*\*\*If Building Department review will be required, then eight (8) complete sets of architectural plans including a site plan and floor plan must be submitted to the Sycamore Township Office of Planning and Zoning prior to applying for a building permit. Please contact Hamilton county Building Department directly at 513-946-4550 for information.*