



Welcome!

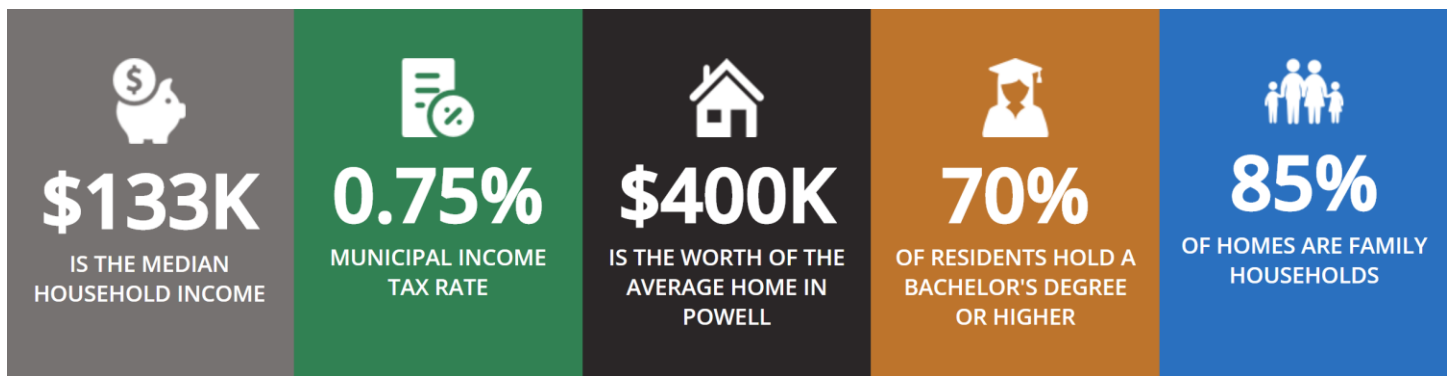
THE CENTER OF OPPORTUNITY IN CENTRAL OHIO

The City of Powell prides itself in being the perfect place to raise a family and grow a business. We have paired a safe, quaint, small town atmosphere with all of the modern-day conveniences and amenities of a growing city.

We are home to a unique entrepreneurial spirit shared by more than 1,300 small to medium sized companies. Our businesses enjoy a vibrant community of over 14,000 residents, a charming historic downtown district, and an easy, convenient drive to our state's capital, Columbus. Money Magazine recognized Powell as one of the Best Places to Live in the United States, and we were named the Best Suburb in the United States by Business Insider.

You selected Powell as your place of business. Welcome to Powell! Our goal is to make things as easy as possible so you can get your business open. This is why we created this business welcome packet, to keep the guesswork out of getting you up and running. We are here to help and look forward to working with you!

For more information, visit our website at <http://businessinpowell.org/> or call (614) 885-5380 M-F 8am-5pm.



New Business Checklist

We hope this checklist makes it easier for you to get your new business up and running in the City of Powell. Every business needs one or more federal, state, or local licenses or permits to operate. Licenses can range from basic operating licenses to very specific permits (e.g. environmental permits) depending on your business needs. If you need help completing your business permits, feel free to reach out to the Development Department. We are happy to meet with you and help walk you through the permitting process. Permit applications need to be submitted through the Building Department at 47 Hall Street, and will be reviewed in the order they are received within 30 days. The following are common types of local permits and licenses:

Change of Occupancy Permit OR Building Permit

A Change of Occupancy application is required only if NO ALTERATIONS are part of the project. If any changes are to be made to the building, a Building Permit is required instead. A building permit will need to be submitted if you are constructing or modifying your place of business. A permit is required for any plumbing, mechanical and/or electrical work.

Forms:

Commercial Checklist for Change of Occupancy:

<https://cityofpowell.us/wp-content/uploads/2019/01/Checklist-COP-Comm-Change-of-Occ-01.08.19.pdf>

Commercial Zoning Application:

<https://cityofpowell.us/wp-content/uploads/2019/01/COP-Comm-Zon-Appl-01.10.19.pdf>

Commercial Building Permit:

<https://cityofpowell.us/wp-content/uploads/2019/01/COP-Comm-Building-Permit-01.08.19.pdf>

Contractor Registration

The City requires all contractors (general contractors and trades) to register for any work done within City limits. If you are planning to alter a building, your contractor needs to be registered. All contractor registrations expire December 31 of the year issued and must be renewed in order to continue to do work in the City of Powell.

Forms:

Contractor Registration Form (PDF):

<https://cityofpowell.us/wp-content/uploads/2018/08/Contractor-Registration-2018-.pdf>

Contractor Registration Form (Online):

<https://cityofpowell.us/government/building-department/contractor-registration/>

Home Occupation

If you are planning to run a business out of your home, you are required to submit a Residential Zoning Certificate Application.

Form:

Residential Zoning Certificate:

<https://cityofpowell.us/wp-content/uploads/2019/01/Res-Zoning-Appl-01.10.19.pdf>

Commercial Sign Permit

A Commercial Sign Permit needs to be submitted for any new permanent sign to be installed. Commercial temporary signs are NOT allowed in the City, this includes stick signs, sandwich board signs, banners, etc.

Form & Additional Information:

Commercial Sign (Permanent or Temporary) Permit:

<https://cityofpowell.us/wp-content/uploads/2019/01/COP-Comm-Sign-Permit-Appl-01.03.19.pdf>

Pocket Guide to Signs Brochure:

<https://cityofpowell.us/wp-content/uploads/2019/07/Sign-Brochure-7.29.2019.pdf>

Business and Emergency Contacts Form

The Police Department keeps record of all business contacts in the City; you are required to submit the following form.

Form:

Business and Emergency Contacts Form:

<https://cityofpowell.us/wp-content/uploads/2020/03/Business-and-Emergency-Contacts.pdf>

Application for Alarm User License

The Police Department requires all alarm users to obtain an Alarm User License prior to activation of the alarm system.

Form:

Application for Alarm User License:

<https://cityofpowell.us/wp-content/uploads/2020/03/Application-for-Alarm-User-License.pdf>

Liquor License

If you are planning to sell liquor at your business, you need to apply for a Liquor Permit through Ohio Division of Liquor Control.

Information:

How To Apply For a Liquor Permit:

https://www.com.ohio.gov/documents/LIQR_HowToApply.pdf

Liquor Permit Application Documentation Checklist:

https://www.com.ohio.gov/documents/DOLC_ApplicationDocumentChecklist1.14.2020.pdf

Promote yourself!

Consider sponsoring one of the City's special events, such as the annual Powell Festival. Gain corporate visibility, positive publicity, broad media exposure and enhanced credibility as a community partner. Contact Megan Canavan at mcanavan@cityofpowell.us or call (614) 885-5380 ext. 1022 for more information.

New businesses are encouraged to join the Greater Powell Area Chamber of Commerce to enjoy all the networking benefits it offers. The Chamber, residents, city staff and elected officials all pull together in welcoming and supporting new businesses. Powell Area Chamber of Commerce website:

<https://www.powellchamber.com/>

City of Powell Contacts:

Community Development Department

Jeffrey Tyler, Community Development Director
kmoran@cityofpowell.us
(614) 885-5380 ext. 1033

Building Division

Kevin Moran, Chief Building Official
kmoran@cityofpowell.us
(614) 885-5380 ext. 1013

Engineering Division

Chris Huber, City Engineer
chuber@cityofpowell.us
(614) 885-5380 ext. 1042

Planning / Zoning Division

Claudia Husak, Planning Director
chusak@cityofpowell.us
(614) 885-5380 ext. 1015

Finance Department

Karen Sybert, Finance Director
ksybert@cityofpowell.us
(614) 885-5380 ext. 1053

Public Service

Mike Maher, Interim Public Service Manager
mmaher@cityofpowell.us
(614) 885-5380 ext. 1080

Emergency Services:

Powell Police Department

24-Hour Non-Emergency (614) 885-3374
Administrative (during business hours)
(614) 885-5005

Liberty Township Fire Department

Administrative Offices (740) 938-2021
Fire Prevention (740) 938-2022

Delaware County General Health District

(740) 368-1700

Local Poison Control Center

Central Ohio Poison Center 1-800-222-1222

Central Ohio Wildlife Service

(614) 644-3925

Additional Resources:

Utilities, Water and Sewer Service

Please visit the City's Utilities webpage to find a list of the most commonly used utility companies. Please contact them directly for more information.

Find information here: <https://cityofpowell.us/residents/utilities>

Income & Sales Tax

Find information here: <https://cityofpowell.us/residents/taxes>