



Welcome to *The City of* *Eaton, Ohio*

HELPFUL INFORMATION FOR YOUR BUSINESS

WELCOME TO THE CITY OF EATON!

We would like to welcome you and your business team to the City of Eaton. We are very excited you chose our city to locate your business, and we hope you find our community as welcoming as we've come to expect.

Founded in 1806 by William Bruce, Eaton is centrally located and serves as the county seat of rural Preble County, Ohio. Located just 5 miles south of Interstate 70, which intersects I-75 18 miles to the east at the "Crossroads to the Midwest," Eaton is well-placed to provide for the opportunities of the future while maintaining it's unique qualities of days past.

Eaton strives to maintain its small town feel as it grows into a more urban community with a blend of diverse commerce, industry and agriculture.

Eaton has affordable housing, plenty of recreational areas and activities, and a small-town feel with all the amenities one would need. The city has a lot to offer: excellent career opportunities, great schools, low taxes, and residents who care and have pride in their community!

Hopefully you find this packet of information helpful over the next several months as you begin your operations. Please feel free to contact us for assistance with any questions or concerns you may have.

Bradley Collins
Eaton City Manager



Steeped in tradition.

**LOOKING TOWARD
TOMORROW.**

Zoning CERTIFICATE

Zoning certificates are required for new businesses, new construction and accessory uses. Once a zoning certificate application is received, reviewed and approved, a certificate is issued to the applicant that verifies compliance.

Most zoning applications are approved directly by the City of Eaton Zoning Office. Complex proposals may require Planning Board and City Council approval.

Applications can be sent by email to ebd@cityofeaton.org or submitted at our Municipal Building, 328 N. Maple St.

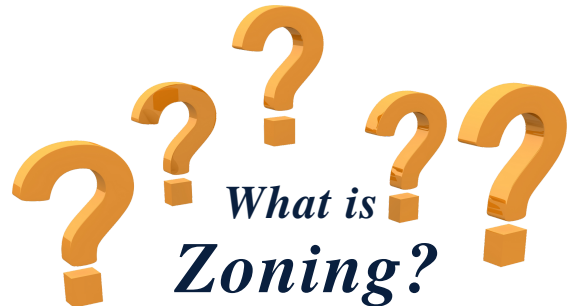


Building PERMIT

Building permits are received, reviewed, and approved through the Eaton Building & Zoning Office. When a project is approved, a license is issued. As the project proceeds, site inspections are made. Upon final inspection, a **Certificate of Occupancy** is issued. A Certificate of Occupancy is generally required even for new businesses relocating into existing buildings. Please contact the Building & Zoning Office (937-456-7155) prior to purchase, improvement or construction.

Plumbing PERMIT

Plumbing permitting and inspection is administered by the Preble County Health Department, located at 615 Hillcrest Drive in Eaton. PCHD can be reached by phone at 937-472-0087.



Zoning divides land into separate districts based on the type and intensity of use, ranging from residential, commercial or office/institutional to industrial or agricultural. This division of land protects the health, safety and welfare of the residents, businesses and corporations within the community. You can find a copy of the City of Eaton Official Zoning District Map at www.cityofeaton.org. You can also download applications at <https://cityofeaton.org/building-inspection--zoning.html>.

Final INSPECTION

Once a Zoning Certificate is issued, building permits are obtained and building inspections passed, applicants will contact the Eaton Building & Zoning Department to request a "**Final Inspection**" to ensure compliance with the approved plans. Once final inspection is passed, the Building Official will issue the **Certificate of Occupancy**. This certificate should be kept with all property and business records.

PERMITS &
APPROVALS

Eaton Building & Zoning
328 N. Maple St.
Eaton, OH 45320
937-456-7155

Starting a Business

(From the Ohio Secretary of State's office)

1. First, register with the **Ohio Secretary of State**. Registration information as well as forms are available online at www.ohiosos.gov/businesses or by calling 877-SOS-FILE (877-767-3453.)
2. Obtain a federal Employer Identification Number (EIN). Contact the **Internal Revenue Service** to learn additional information and an online application at IRS.gov - search "EIN."
3. Open a Bank Account. You will need your EIN to open a bank account.
4. Register with the **Ohio Department of Taxation** at Tax.Ohio.gov. Obtain information regarding Ohio taxes, including registration requirements, filing requirements and filing due dates. They also offer the Ohio Small Business Tax Training Program to help you acquire a broader understanding of Ohio's tax requirements.
5. Report newly-hired and re-hired employees to the **Ohio New Hire Reporting Center**. Report employee information at Newhire-reporting.com/oh-newhire. More information can be obtained by contacting the Ohio New Hire Reporting Center at 888-872-1490.
6. Determine what may be required of your business by the **Ohio Bureau of Workers' Compensation**. If your business or organization has one or more employees visit BWC.Ohio.gov and select "Employers".
7. Identify requirements of the **Ohio Department of Job and Family Services**. Employers may be required to establish an Unemployment Compensation Tax Account with the Ohio Department of Job & Family Services. Visit JFS.Ohio.gov and search for "Employers".

How do I start my business in Eaton, Ohio?



8. Obtain the proper licenses and permits. The **Ohio Business Gateway** (Business.Ohio.gov) Licenses and Permits page provides a list of professional licenses and business permits necessary to do business in Ohio. Contact your county and local government to determine if any special requirements exist for your type of business.
9. File an Annual Report of Unclaimed Funds. This is required of all agencies that are located and/or operate in Ohio and can be filed at the **Ohio Department of Commerce, Division of Unclaimed Funds**. The report can be found at Com.Ohio.gov/unfd, through the Ohio Business Gateway or by mailing it to the Division of Unclaimed Funds.
10. Discover growth opportunities for your new business. Visit the **Ohio Business Resource Connection** located at OhioSoS.gov/BusinessResources. The Resource Connection is a directory of services for all Ohio businesses and includes specific services for woman, minority, disability and military or veteran owned businesses.

Additionally, the **Small Business Administration** provides resources to grow your business at SBA.gov.



Who should I contact before I start my business in Eaton, Ohio?



Zoning: In the City of Eaton, typically the first governmental agency to reach out to is the City of Eaton Zoning Department. (See page 3.) A business must be permitted or conditionally approved before proceeding.

Building Department: In the City of Eaton, the Building Department is physically located in the same office as the Eaton Zoning Office. (See page 3.) The Building Department fields questions, reviews plans, and issues all commercial building permits.

Preble County Public Health (Health Department): All commercial businesses are encouraged to contact the Health Department with any questions regarding plumbing, foodservice, etc. PCPH can be reached at 937-472-0087 or online at www.preblecountyhealth.org.

Utilities

Water & Sewer: Eaton Public Works Division serves Eaton by providing water and wastewater (sewer) utilities by operating and managing two water treatment plants and one wastewater treatment plant. For information regarding establishing service, call 937-456-4125.

Gas & Electric: Electric service in the City of Eaton is provided by AES Ohio. You can reach AES at 800-253-5801. Natural gas service is provided by CenterPoint Energy. Contact CenterPoint at 1-800-227-1376. Because Ohio is a deregulated state for electric and gas utilities, users may select their utility supplier and the selected service will be delivered by AES' or CenterPoint's transmission lines.

Refuse Collection: The City of Eaton contracts with Rumpke for refuse collection for residences. For information regarding Rumpke's business services, call 800-828-8171, or visit www.rumpke.com.

Who can I contact in Eaton if I'm seeking to hire employees?



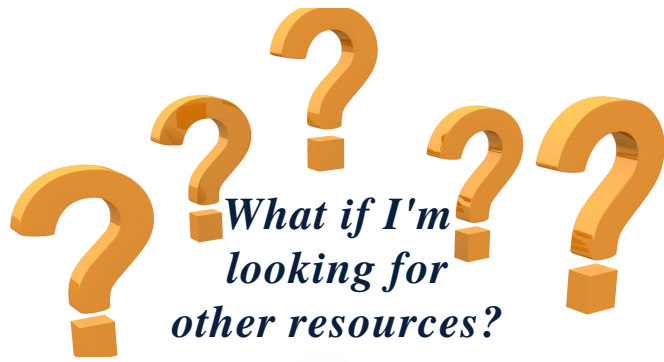
Preble County Careers
Bridges to Opportunity

Preble County Careers: The Preble County Careers Job Portal is a service provided free to any business located in Preble County. The goal of Preble County Careers is to ensure that everyone in our community is aware of the jobs and careers available here. Local companies are in need of our local talent, who all too often do not realize the great opportunity right here in their own backyard. Register to post your positions at www.preblecountycareers.com, or call 937-456-2757 for additional information.



OhioMeansJobs Preble County: Employers can post jobs, search resumes, and find federal, state, & local employment services for employers. Visit www.ohiomeansjobs.ohio.gov or call 937-456-6206 for additional information.

"I'M STARTING A BUSINESS IN TOWN. WHO SHOULD I CONTACT?"



*What if I'm
looking for
other resources?*



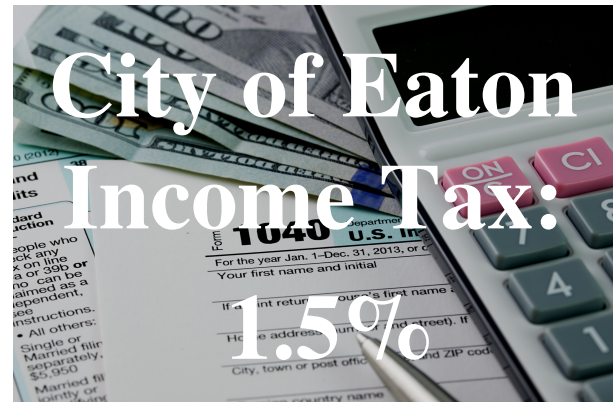
BusinessFirst!: Business First! is a retention and expansion program which gives a business owner a single point of contact for a wide range of assistance that is available from local, county, regional, state and federal agencies. Visit www.businessfirstdaytonregion.com or call 937-225-4351.



Preble County Development Partnership: The PCDP facilitates businesses wishing to access local, regional, and state economic resources as well as offer tools, information, and insight to new and existing business. Visit www.pcdp.net or call 937-456-2757.



Preble County Chamber of Commerce: The Preble County Chamber of Commerce has been serving the community since 1952. Members join over 275 other companies as part of the county's coalition of businesses. The Chamber can help with ribbon cuttings and grand openings, and provides professional networking/programs and other community events throughout the year. Members also enjoy cost saving benefits like group Workers' Compensation, group health insurance and more. Visit www.preblecountyohio.com or call 937-456-4949 for additional information.



In 2014, it became mandatory for Eaton City Residents to file a City Income Tax Return. The Regional Income Tax Agency ("RITA") collects this municipal income tax. Its easy to file online with RITA.

RITA's website, www.ritaohio.com, provides an accurate, secure and FREE service to file and pay your municipal income tax.

Note: RITA uses unique User IDs for access to eFile. You will be required to set-up a unique User ID and password if you have not done so already. If you are new to RITA, please allow several days to create and activate your account. You will be unable to eFile your return and make payments until the activation is complete.

If you choose to file a paper return, make certain that you or your preparer are using the current tax form that can be obtained online at www.ritaohio.com or by calling 800.860.7482 and selecting option 4. Be advised that a completed tax form and payment (if applicable) are due by the current deadline. If a tax return or payment is not received by that time, you may be subject to penalty and interest.

For customer service, call RITA at 800-860-7482 or the Eaton City Building at 937-456-4125.



Parks and Recreation: The City of Eaton is fortunate to be home to a variety of parks and recreational facilities which encompass 190 acres of land, each offering something unique and valuable to our community. We encourage our residents and visitors to enjoy all our parks.

Fort St. Clair Park: Features a playground, cabin rentals for events, picnic shelters, picnic tables, grills, nature trails and restrooms.

Seven Mile Park: Features soccer fields, walking paths, restrooms and playground.

Main Street Aquatic Center: Features splashpad, pool with slides, shelter and picnic tables.

Crystal Lake/Roberts Bridge: Roberts Bridge is the oldest remaining double-barrel bridge in Ohio and the second oldest covered bridge in the U.S. Adjacent to Crystal Lake, the park nearby features a gazebo, fishing, picnic tables and benches.

Waterworks Park: Features playground, shelter, picnic tables, restrooms, and a Bark Park for your 4-legged friends.

Clarence E. Hook Memorial Park: Features playground, walking trail, shelter and picnic tables.

Blakeman Little League Fields: Little League Park features baseball fields, shelter, tables and restrooms.

DP& L Park/Brooke-Gould Memorial Tennis Complex: Park features basketball, sand volleyball and tennis courts, softball fields, shelter, picnic tables and restrooms.



Downtown Eaton Inc. is a non-profit organization with a vision to bring people back to the historic downtown Eaton area, to enjoy eateries, retail, arts, and community activities. You can learn more and find out how your business can support DEI's efforts by visiting www.downtowneatoninc.org. You can also find the organization on Facebook at www.facebook.com/DowntownEaton.



The mission of the Preble County Convention & Visitors Bureau (PCCVB) is to serve the people and businesses of Preble County by promoting travel and tourism in the county through collaboration with local resources to provide an outstanding visitor experience. The Preble County CVB publishes a Visitors Guide annually, and provides other materials including a guide/map to the county's covered bridges and more. You can learn more by visiting the website at www.preblecountypassport.com, or find the PCCVB on Facebook at www.facebook.com/PrebleCountyCVB.



Eaton Police Division

The mission of the City of Eaton Police Division is to help save lives, protect property, and assist the citizens of the City of Eaton in their time of need. The Eaton Police Division provides around-the-clock protection for local businesses and residences. Under the leadership of an appointed Chief of Police, the EPD consists of 16 full-time uniformed officers. With a relatively low crime rate, EPD's emphasis is on crime prevention and serving Eaton.



Eaton Police Division
328 N. Maple St.
On the web:
www.eatonpolice.org
Non-emergency Phone:
937-456-5531



Eaton Fire & EMS

The mission of the City of Eaton Fire & EMS Division is to provide prompt, efficient, skilled response to fire, rescue, and medical emergencies; provide fire prevention, public education, and safety services while protecting the lives and property of Eaton's citizens with pride, professionalism and commitment. The Eaton Fire Division is under the leadership of a full-time Fire/EMS Chief and consists of three shift captains, an EMS Lieutenant, and over 30 well-trained part-time and volunteer personnel providing fire and rescue services to the Eaton Community, Washington and Jackson Townships.



Eaton Fire & EMS
Station 1 and
Administrative Office:
328 N. Maple St.
Station 2:
391 W. Lexington Rd.
On the web:
www.eatonfireoh.org
Non-emergency Phone:
937-456-5531

In an emergency, call 9-1-1.

Eaton Police Chief Steve Hurd
shurd@eatonpolice.org

Eaton Fire Chief Brian Smith
briansmith@eatonfireoh.org

PUBLIC SAFETY IN EATON