



# BUSINESS HANDBOOK



## GUIDING YOUR SUCCESS

From Building codes to contacts and local resources,  
Inside you'll find relevant information to help  
your business succeed in our thriving downtown.



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# Table of Contents

**7** Public Services  
Utilities  
Offices

**10** Public Right-of-Way  
Owner Responsibilities

**12** Maps: Downtown  
Design District, DORA  
& Historic Register

**15** Application for  
Certificate of  
Appropriateness

**17** Design Review Board  
Guidelines

**22** Development  
Requirements

**24** Building Checklist

**26** Commercial Use  
of Sidewalks



# Welcome!

## We're glad you're here!

The board and staff of Downtown Marion, Inc. are delighted to share with you all the ways you can connect with our city. Celebrating 200 years of continuous business through many ups and downs has created a strong community that embraces entrepreneurs, small businesses and corporations equally.

For more than 20 years, Downtown Marion, Inc., has worked diligently to revitalize the downtown district of our county. We view our downtown as the heart of our community and we know that when the heart is strong then we will thrive. Your presence here is what contributes to that strength.

In the pages that follow, you will find information about services and individuals that we believe can help you succeed. We view this booklet as a written networking opportunity, we encourage you to use it to the full. If you don't see what you are looking for, you can reach out to us and we will be happy to help make the appropriate connections for you. We want you to be wildly successful!



*Allen Wilson*

Allen Wilson  
Executive Director  
Downtown Marion, Inc.  
267 W. Center St., Suite 220  
Marion, OH 43302  
[www.downtownmarion.com](http://www.downtownmarion.com)  
740.802.7329



# Welcome to Downtown Marion, Ohio!

## We are excited to know that you are looking to make the downtown area a home for your business.



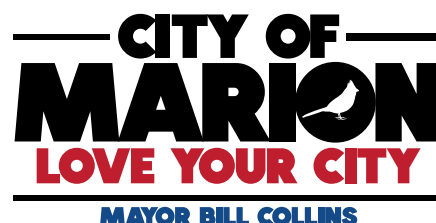
Over the last several years, Downtown Marion has undergone extensive revitalization and will continue to see exciting changes in the coming years. As your Mayor, I am committed to doing what it takes to foster a favorable economic climate, while ensuring city services are available so that your business may flourish and become an integral part of our community.

My staff is available to offer assistance with any issues that may arise pertaining to the services we offer, including but not limited to fire inspection, sewer and sanitation billing, and zoning permits.

If you have any questions or issues that you would like to discuss, do not hesitate to contact my office at (740) 387-3591.

Once again, welcome to Downtown Marion and I wish you the best as you move forward with your business.

**Bill Collins, Mayor**

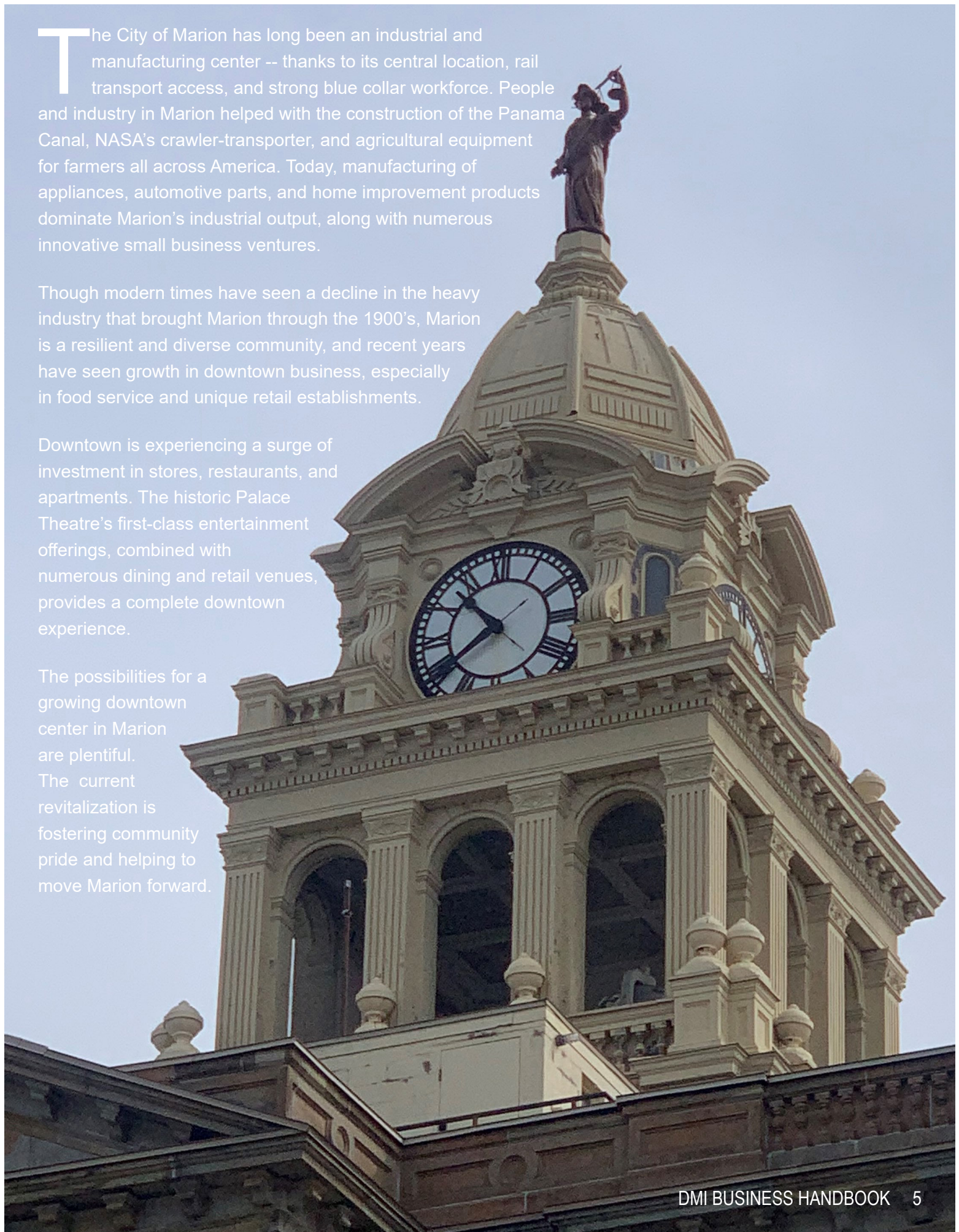


The City of Marion has long been an industrial and manufacturing center -- thanks to its central location, rail transport access, and strong blue collar workforce. People and industry in Marion helped with the construction of the Panama Canal, NASA's crawler-transporter, and agricultural equipment for farmers all across America. Today, manufacturing of appliances, automotive parts, and home improvement products dominate Marion's industrial output, along with numerous innovative small business ventures.

Though modern times have seen a decline in the heavy industry that brought Marion through the 1900's, Marion is a resilient and diverse community, and recent years have seen growth in downtown business, especially in food service and unique retail establishments.

Downtown is experiencing a surge of investment in stores, restaurants, and apartments. The historic Palace Theatre's first-class entertainment offerings, combined with numerous dining and retail venues, provides a complete downtown experience.

The possibilities for a growing downtown center in Marion are plentiful. The current revitalization is fostering community pride and helping to move Marion forward.





# Letter from County Commissioner Chair



**W**elcome to Downtown Marion, the county seat of Marion County. The economic vitality of downtown is important to the greater Marion community. Thank you for choosing to invest in Marion County.

Downtown Marion is home to local government offices and many of the county's cultural resources. In fact, the County owns and maintains several of its own properties located in the central business district. Cooperation is key in Marion. The Board of Downtown Marion Inc. is made up of all public and private sectors, including one of the three county commissioners and the Mayor. Marion County has partnered with the City of Marion and local owners and agencies on significant downtown projects such as the Harding Centre, Palace Theatre and Heritage Hall.

Our Planning Staff can arrange for personal building walk-throughs of your building with State of Ohio Building Department, local fire Inspector and/or Public Health Department to assist you with the permitting process. Regional Planning also serves as the staff for the Downtown Design Review Board and Community Development Block grant program. To encourage investment in the downtown buildings, there are several financial incentives in place. One of the economic development tools available downtown is the Community Reinvestment Area (CRA) which abates property taxes on the improved value of the building (with investments of \$75,000 or more). The Marion City/County Regional Planning Staff handles the tax abatement programs as well as serves as liaison between the County Port Authority, the County Land Bank and the Marion Energy Special Improvement District. The Marion City/County Regional Planning Office is located in the Marion County Building at 222 W. Center Street on the 2nd floor and can be reached at 740-223-4140.

We wish you success in your project. Welcome to the neighborhood!!

**Andy Appelfeller, Kerr Murray, Mark Davis**  
Marion County Commissioners



# Public Services

**Police - Non-Emergency** (740) 387-2525

**Police - Administration** (740) 387-0541  
233 W. Center St.,  
Marion, OH 43302

**Codes/Zoning** (740) 383-4114  
233 W. Center St.  
Marion, OH 43302

**Fire Department** (740) 382-0040

Station # 1  
186 S. Prospect St.  
Marion, OH 43302

Station #2  
1069 Bellefontaine Ave.  
Marion, OH 43302

Station #3  
599 Jefferson St.  
Marion, OH 43302



# Marion Public Health



740-387-6520

181 S. Main Street, Marion, Ohio 43302

Monday-Friday: 8am-4:30pm

[www.marionpublichealth.org](http://www.marionpublichealth.org)

Health Commissioner

740-692-9102

Environmental Health Director

740-692-9114

## Utilities

Sanitation, Streets, Recycling & Central Garage

[www.marionohio.us/streets](http://www.marionohio.us/streets)

AQUA Ohio

<https://www.aquaamerica.com/our-states/ohio.aspx>

Columbia Gas

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

Ohio Edison

[www.firstenergycorp.com/content/customer/ohio\\_edison.html](http://www.firstenergycorp.com/content/customer/ohio_edison.html)

## Mail Services



### **Collectables Marion Post Office**

206 E Center St., Marion, Ohio 43302

(740) 389-4621

### **United States Postal Service**

230 Barks Rd. W., Marion, Ohio 43302

(800) 275-8777

### **Got Mail? (Notary)**

1328 Mount Vernon Ave., Marion, Ohio 43302

(740) 725-9500

# County Offices

## Marion County offices

[www.co.marion.oh.us](http://www.co.marion.oh.us)

### Auditor

[www.co.marion.oh.us/auditor/](http://www.co.marion.oh.us/auditor/)

### Board of Elections

[www.marionelections.com](http://www.marionelections.com)

### Board of Developmental Disabilities

[www.marioncountyydd.org](http://www.marioncountyydd.org)

### Sheriff's Office

[www.co.marion.oh.us/sheriff/](http://www.co.marion.oh.us/sheriff/)



## Downtown Marion Business Owners Collaborative



Downtown Marion Business Owner Collaborative meets once a month to discuss promotions, events, and other business-related opportunities with one another. Please scan the QR Code above to join the collaboration. We look forward to working with you.

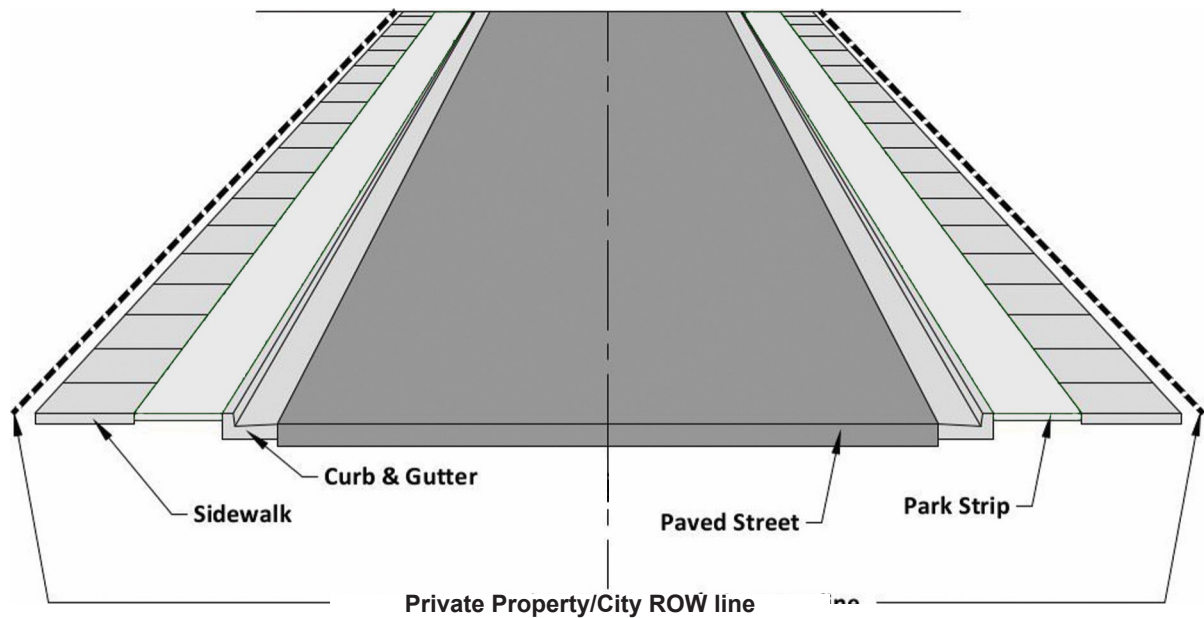
## Yiftee Downtown Marion Dollars Digital Gift Card



Participating in this program means supporting the heart of what makes our community unique. The purchase of a Downtown Marion Dollars Community Card creates a pool of cash that local businesses in Downtown Marion can rely on. Studies have shown that local independent retailers recirculate 47% of their revenue back into the community, while only 14% of national chains' revenue stays in the community. More dramatically, restaurants recirculate 73% of their revenue back into the community, versus only 30% for national chains.

Email Executive Director Allen Wilson to get signed up today.  
[manager@downtownmarion.com](mailto:manager@downtownmarion.com)





# Everything you need to know about the Public Right-of-Way

A street Right-of-Way is the public area that includes the roadway surface, concrete or grassy median, intersections, entrance and exit ramps, and strip of land, usually bordering either side of the road, which is reserved for shoulders, drainage ditches, sidewalks, traffic signs/signals, fencing, electrical traffic signal control boxes, utility lines, and future road expansion.

## Homeowners' Responsibilities within the Tree Lawn

1. Trees shall be trimmed to provide 7' clear passage under the branches. (905.02)
2. Trim or remove any dead/decayed tree, plant, or shrubbery so it does not fall onto the street or sidewalk. (905.02) *Please call the Engineer's Office at 740-387-2240 before removing.*
3. On occasion, where the tree or shrub blocks view of traffic or becomes a safety issue to drivers or pedestrians, the owner shall trim or remove it. (905.02)
4. Failing to do so may result in the Safety Director enforcing the rule and assessing fees. (905.04)
5. Permits are required from the City Engineer's Office before planting anything in the tree lawn. (905.01 )  
*Please call 740-387-2240*

## Obtain a Permit Before Planting Trees Within Public Right-of-Ways

Guidelines and information for home and property owners who wish to plant trees within a public right-of-way are listed below. Trees planted between the curb and sidewalk or within the public right-of-way must meet certain guidelines as outlined, and citizens must obtain a permit from the Marion City Engineering Department, after contacting Ohio Utilities Protection Service at 800-362-2764.

## Right-of-Way Planting Guidelines

Trees should be planted at least 10' from fire hydrants and utility poles; 8' from driveways and street signs; 6' from underground utilities; and 35" from the corner of street intersections. In addition, the following spacing guidelines apply:

*Large Tree Species:* 8' width of tree lawn and 40" spacing between trees

*Medium Tree Species:* 5' width of tree lawn and 30" spacing between trees

*Small Tree Species:* 4' width of tree lawn and 20" spacing between trees

If overhead utility lines exist, small tree species must be utilized. Medium tree species may be considered in situations where overhead utility lines are above 40'.

## Recommended Street Trees

The following deciduous trees should be successful in an urban environment. Tree species size and site guidelines must be carefully matched, and each site will be inspected by the City. City staff can help identify which tree species are appropriate for a given location. More detailed information about species and cultivars is available at <http://www.webgarden.osu.edu>.

### Small Tree Species (Less than 30')

Serviceberry - Amelanchier sp. (Tree Form)  
Hedge Maple - Acer campestre  
Amur Maple - Acer ginnala  
Paperbark Maple - Acer griseum  
Pacific Sunset Maple - Acer truncatum x  
    platanoides  
Japanese Tree Lilac - Syringa reticulata  
Eastern Redbud - Cercis canadensis

### Medium Tree Species (30-45')

European Hornbeam - Carpinus betulus  
American Hophornbeam - Ostrya virginiana  
Aristocrat Callery Pear - Pyrus calleryana 'Aristocrat'  
Cleveland Select Pear - Pyrus calleryana 'Cleveland Select'

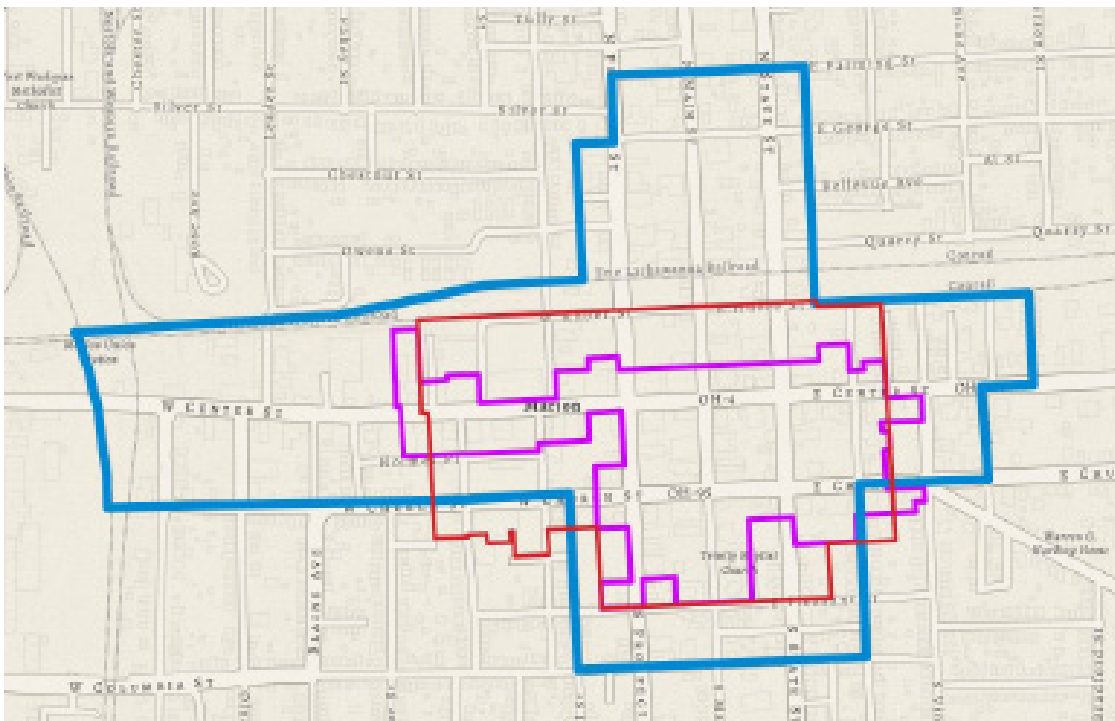
### Undesirable Street Tree Species

Ash	Ginkgo Female
Birch	Horsechestnut
Black Locust	Mountain Ash
Boxelder	Mulberry
Catalpa	Poplars
Cottonwood	Siberian Elm
Evergreen Trees	Silver Maple
Fruit Bearing Trees	Willows

### Large Tree Species (Over 45')

Norway Maple - Acer platanoides  
Red Maple - Acer rubrum  
Sugar Maple - Acer saccharum  
Hackberry - Celtis occidentalis  
Turkish Filbert - Corylus colurna  
European Beech - Fagus sylvatica  
Ginkgo (Males only) - Ginkgo biloba  
Honeylocust (thornless) - Gleditsia triacanthos var. inermis  
Sweetgum - Liquidambar styraciflua  
Blac Gum - Nyssa sylvatica  
White Oak - Quercus alba  
Swamp White Oak - Quercus bicolor  
Shingle Oak - Quercus imbricaria  
English Oak - Quercus robur  
Red Oak - Quercus rubra  
Shumard Oak - Quercus shumardii  
Baldcypress - Taxodium distichum  
American Linden - Tilia Americana  
Silver Linden - Tilia tomentosa  
Japanese Zelkova - Zelkova serrata

# Downtown Design District



**Combined overlay of  
Downtown Design,  
DORA, CRA, and  
Historic Tax districts.**



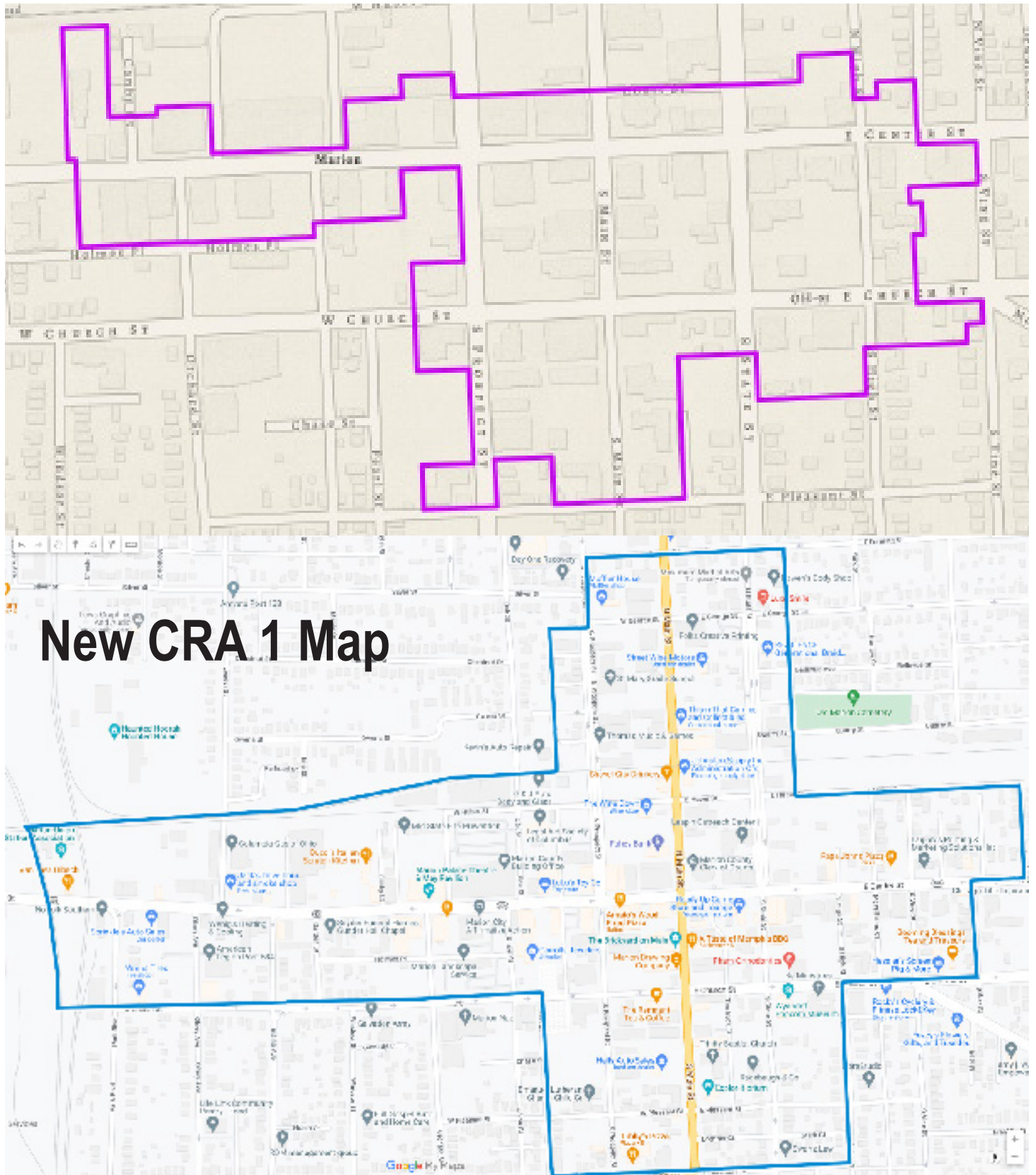
# DORA:

## Designated Outdoor Refreshment Area



**DORA Information** can be found at [downtownmarion.com](http://downtownmarion.com) or by reaching out to Executive Director Allen Wilson by emailing [manager@downtownmarion.com](mailto:manager@downtownmarion.com) or by calling 740-802-7329 he can also provide you with your outside stickers to represent you as selling, allowing, or not allowing DORA in your establishment. DORA Cup stickers can be purchased from Storad Label Co. by emailing [sales@storadlabel.com](mailto:sales@storadlabel.com) or calling 7403826440.

# Historic Register: Historic Tax District



# Application for Certificate of Appropriateness

(To be used alone or in conjunction with zoning, building, use, or demolition permit application)

Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Phone: \_\_\_\_\_

Owner (if different): \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Phone: \_\_\_\_\_

Author of Drawings, if any \_\_\_\_\_ Phone \_\_\_\_\_

Contractor, if known \_\_\_\_\_ Phone \_\_\_\_\_

Building Address/Location: \_\_\_\_\_

Proposed Activity (Check **ALL** that Apply)

_____ New Construction	_____ Addition	_____ Change in Exterior
_____ Demolition	_____ New Sign	_____ New Fence/Screening
_____ Landscaping	_____ Lighting	_____ Parking
		_____ Other

Presently Used As: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

\_\_\_\_\_

**If new construction, addition, alteration, or signage**, please submit copies of drawings or plans. Drawings should include Elevation, Site Plan, and Floor Plan, and Signage as it will appear on building or lot. Drawing by design professionals are preferred, however applicant may submit their own drawings provided they are drawn to scale, accurately represent the proposed changes, and are of a quality that is acceptable to the Planning Director.

**If demolition**, explain if all or part of the structure is to be demolished. Include reason for the demolition, and an explanation of how the property is to be used after demolition. Please show plans for new use after demolition.



**Description of Proposed Project:** Please describe color, dimensions, height, material, location, directional expression, etc.

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**List of Adjoining and Butting Addresses or Land Owner:** (including directly across the street and/or alley)

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**Return To:**    Zoning Inspector  
                     Marion City Hall

**Fee:** \$10.00 for original application.  
      No fee will be charged if used in conjunction with another application  
      (use permit, zoning permit, demolition permit, sign permit)

# Marion Design Review Board Guidelines

## **Purpose:**

In addition to using the Secretary of Interior's Standards for Rehabilitation, when evaluating applications for Certificate of Appropriateness, the Design Review Board has adopted the following general design guidelines. The purpose of these policies is to help business and property owners, and design professionals undertaking construction, demolition and rehabilitation projects in the Design Review District by identifying guidelines intended to preserve the architectural integrity of the district by promoting sensitive renovation and compatible new construction.

## **1 . Site Development/Setback:**

On blocks where no front yard set back is present, development will be required at the property line. Maintaining the historic facade lines of the streetscape will be achieved by locating the front walls of new buildings in the same place as the existing buildings. Storefronts should be contiguous to produce non-stop impulses for the pedestrian to keep moving. Putting buildings in front or behind the existing setback or at odd angles to the street should be avoided.

## **2. Directional Expression:**

Buildings should be oriented or have a facade character similar to the pre-dominant directional expression of other buildings on the block and in the near vicinity. Special attention should be given to corner lots, which face more than one street. Corner buildings should announce the block by being larger or having a dominant building element that sets them off from the rest of the street, such as a corner entrance, corner tower, canopy or cupola. All facades that are visible to the public, including approaches from parking areas, shall be treated in a sensitive manner. Side and rear walls may remain plainer, but should relate to the main elevation by color, material and detail as much as possible.

## **3. Parking Lots:**

Parking lots should not be in front of the building. Zero setback from the street is preferred in areas where it is common, such as on Center Street. Instead parking should be to the rear of the building or the side of the building wherever possible. Side parking shall incorporate pedestrian scale fencing or landscaping to screen the parking area. Thus the open lot will be less likely to create an uncharacteristic gap or void along the streetscape. Parking areas shall be treated with decorative elements, building wall expansions, plantings, berms, or other innovative means to screen parking areas from public ways. Signage should clearly and neatly identify whether or not the lot is open to the public or for a specific use.

## **4. Height:**

Buildings should relate the overall height of new construction to the average height of existing adjacent buildings. Downtown Marion has many two- and three- story buildings. It is preferred that new structures are comparable in height to maintain the character of the district.

## **5. Scale:**

Size and proportion of new structures shall be related to the scale of the adjacent buildings. Height, width, and or massing create the rhythm of the streetscape. New constructions should complement the existing rhythm.

## **6. Massing:**

Variety of form and massing are important elements in establishing the character of the historic streetscape. For example, it is common on N. Main Street to have a 2- or 3-story building which is taller than it is wide and has a flat roof line. A single story, horizontally oriented building with a gabled roof would be an example of a different, inappropriate massing.

## **7. Sense of Entry:**

Entries in Downtown Marion typically face the street and are flanked by storefront windows. The Italianate buildings common along Center Street have their entrances at grade level. For example, in typical Italianate commercial buildings, it is common to have a recessed entrance which allows enough space for the slight incline between the sidewalk and the higher main floor level. Meanwhile, some buildings found on South Main Street were originally residential in nature and may have raised porches with entries a few steps above grade. Consideration should be given to which type of entry is most appropriate.

## **8. Projections into the Required Yards:**

Section 1 1 51.065 of the zoning code eaves, cornices, windowsills and belt courses may project into any yard a distance not to exceed three feet. If a proposed building or renovation will project into the street or alley right-of-way, it may be necessary to obtain an easement from the City before proceeding with said project.

Section 1 161.025 states that no part of any accessory sign may project beyond the property line except in the C-3 district, where signs may project into the street right-of-way as follows:

- A.** Projecting signs may extend into the street right-of-way no more than three feet and the bottom thereof shall be no less than ten feet above the grade of the sidewalk beneath.
- B.** Awnings, canopies or marquees extending beyond the property line may have signs upon them, which shall be affixed flat to the surface thereof, unless extending vertically beneath such awning, canopy, or marquee, complying with height limits of Section 1 161.026. (E).
- C.** Wall signs may project into a street right-of-way no more than twelve (12) inches.



## **9. Roof Shapes:**

Applicants should relate the roof form of new buildings to those found in the area. Using similar shapes, pitches and materials on roofs of new construction and rehabilitation projects makes the buildings more compatible to the overall district.

Similarly, the presence of cornices and frieze are common decorative features at the top of many downtown buildings. These decorative elements are an important crowning feature and should be maintained whenever possible. Removing these features results in an unfinished look for the building. Maintaining and repairing is preferred. If possible, new construction should be designed to incorporate a comparable feature at the top of the proposed building, at a minimum a decorative corbelled brick pattern or a series of crown molding should be used to allude to a cornice.

## **10. Rhythm of Openings:**

The alternation of wall areas with door and window elements as well as width-to-height ratio of bays in the facade create the rhythm of a building. When this rhythm is found in series of adjacent buildings, it creates a rhythm to the streetscape. For example, it is common in Downtown Marion for first floor storefronts to consist of large store front windows on the first floor and a series of narrow, tall, rectangular, double-hung windows on upper stories. The facades are often symmetrical in nature. Buildings with large expanses of windowless walls, or bricking-in existing windows, disrupt the rhythm of the openings and should be avoided.

## **11. Windows:**

The Italianate style that became popular in the 1860's emphasized vertical proportions. The tall, narrow, double-hung windows were used in upper stories. The exceptions are store front display windows. Storefront windows should contain clear glass to allow visual access of the interior space. Smoked and mirrored glass should be avoided. Repairing original windows is preferable to replacing them with windows of different size or material. Unused windows should not be closed or covered by bricks, metal, or wooden boards.

## **12. Material:**

Care should be given especially when altering first floor storefronts, not to use modern, incompatible materials such as vinyl and aluminum siding, mirrored or tinted glass, wood-shake shingles, artificial stone and brick veneer. Materials shall be selected for suitability to the type of building(s) and the design in which they are used. Building shall have the same material(s) that will be architecturally harmonious, for all walls and other exterior components wholly or partly visible from public ways. Materials shall be of durable material.

### **13. Storefront Signage:**

Preserve and maintain historic signage on the building. Historically, commercial signage was pedestrian oriented. A sign band was often found between the lintel between the first floor and second story. Locating wall-mounted fascia signs or projecting signs in this space or placing signage in the storefront windows is preferred. Ensure the size and placement of signage compliments the building's architectural style. Place signage where it cannot obscure significant architectural detail or block the view of buildings beyond either side. For new signage, use external illumination as opposed to internal.

While content is not regulated, signs that are small and easily read with simple messages are preferred to large signs that are visually cluttered with multiple messages. Duplication of messages should be avoided. Signs that are most effective focus primarily on identifying the building name or business name. Secondary information such as tenant lists, services, or brand names of products offered should be smaller and located in less prominent locations. Restraint in the number of colors and letter styles used on signage is urged. Buildings with multiple tenants or storefronts should develop an overall sign plan for the entire building to create a neat, balanced, complimentary appearance and prevent information overload with visual disorder.

Do not install large scale wall signs on massive buildings. Instead, add a small plaque-style wall or small projecting sign scaled to the size of the entrance. The top and bottom of an awning may also be used to provide signage. It is not uncommon to see a business name or address printed on the front panel or lower flap of a canvas awning.

Use a detached sign whenever signage was not an integral part of the structures original use. For example, in residential areas with a front yard setback, consider using a low ground sign or a pole sign in the front yard. Portable, trailer-mounted, temporary signs and large scale billboards are not desired within the district. Existing billboards may remain, but new ones will not be permitted in the district. The City permits small sandwich board signs to be placed on the sidewalks provided they do not impede pedestrian movement and are taken indoors every evening. It is suggested that they take up no more than one quarter of the width of the sidewalk.

In order to create a signage system for visitors that is user friendly, uniform appearance of directional and parking signs throughout the district is desired. Parking signs should clearly indicate whether the spaces are open to the public or are reserved for private use.

Patriotic flags are not regulated under the zoning code. However, decorative and seasonal flags as well as flags used as signs with business names and/or graphics are not permitted within the district.

### **14. Lighting:**

Exterior lighting, where permitted, can enhance the building design, signage, and landscape. Lighting shall be restrained in design and excessive brightness shall be avoided.

## **15. Building Site:**

The relationship between a building and its site features help define the historic character and should be considered an important part of the design of a rehabilitation or new construction project within the design district. Site features can include, but are not limited to driveways, walkways, streetscape features, lighting, fencing, benches, landscaping, planters, fountains, terraces, and the visible presence of mechanical units, loading docks and dumpsters. Attention to detail, especially scale and material, should be given when removing, adding, or drastically changing such site features. For example, chainlink or tall, wooden privacy fences shall be discouraged, while smaller iron or brick fences may be more appropriate.

## **16. Awnings:**

Awnings were commonly used in the downtown. They act as a transition between the building, the sidewalk, and the street. They also shelter pedestrians and reduce glare. Fixed aluminum canopies, awnings made of plastic or wood shingles or those simulating mansard roofs are generally incompatible with older commercial buildings. Awnings should look traditional and be made of soft canvas or vinyl. Install awnings with a fixed or retractable pipe frame construction having a canvas cover in an opaque muted color. The color should complement the building and not clash with properties in the near vicinity. Awnings should be installed in a way that does not damage the building or obscure important architectural features. Place a low level light above, rather than underneath it. Do not try to use an awning to replace a porch that has been removed from a residential building. Awnings should be mounted high enough to provide adequate clearance beneath them and to minimize potential vandalism.

## **17. Street Furniture:**

Generally, street furniture should be simple in style. Placement should not hinder pedestrian movement or visually conceal important architectural features.

## **18. Patios and Decks:**

Decks are a feature of suburban development and not appropriate in an historic commercial district. Porches and patios are more acceptable in the residential section of the district. When appropriate, brick pavers are the preferred material.

# Development Requirements

## Who Has Jurisdiction?

### A. City of Marion Zoning:

1. Issues Land Use/Zoning Permits
2. Reviews All Parking Lots
3. Issues Sign/Awning Permits
4. Issues Demolition Permits

### B. Design Review District (DRB) - Overlay Zoning District

1. All Construction, Demolition, Signs, and Exterior Alterations to Property within the Downtown Design Review District must go through the Certificate of Appropriateness Process BEFORE being issued a Zoning Permit, if in the DRB District. (Zoning Office: 3rd floor City Hall, 223 W. Center Street)
2. A public meeting is required. Typically, the Design Review Board meets the 1st Tuesday of the Month at 6:00pm on the 2nd floor of City Hall.
3. Regional Planning Commission is staff to the Design Review Board. Applications to get on the DRB agenda can be obtained at the RPC office in the County Building: 222 W. Center Street, 2nd floor.

## Local Building Codes

1. Contact City Fire Inspector Regarding State and Local Fire Code.
2. Plumbing Code is regulated by Marion Public Health Department. Any Plumbing, Bathrooms, Kitchen, and Restaurant Permits are through the Joint City and County Health Department.

## Where to Begin

### A. Analysis of the Building

- |                         |   |
|-------------------------|---|
| 1. Structural Condition | 5. HVAC System                                |
| 2. Roof Condition       | 6. Plumbing System                            |
| 3. Exterior Closure     | 7. Handicapped Accessibility/ADA Adaptability |
| 4. Electrical System    | 8. Adaptability for Code-Compliance           |



## B. Preliminary Plan Overlay

1. Clearly Define what you want to use the space for and your goals.
2. Begin to define the anticipated scope of work.
3. Budget versus Cost
4. Develop an early budget that should include:
  - *Property Acquisition Costs*
  - *Preliminary Construction Budget*
  - *Preliminary Design Budget*
  - *Government Fees*
  - *Utility Costs*
  - *Legal Fees*
  - *Contingency Finances*
5. Develop a Timeline.
6. Determine how construction will occur and by whom.

## C. Refinement

1. As details become known, Budget and Timeline Refinement will be necessary.

## Successful Projects Involve:

- A. Choosing the Right Building
- B. Thoroughly Analyzing the Building
- C. Development of a Budget that Includes a Cushion
- D. Developing a Timeline
- E. A Design that Works.
- F. Obtaining Proper Zoning Permits
- G. Obtaining a State Building Permit
- H. Choosing the Right Contractor
- I. Attending to the Construction Process to get the results you want
  - *It is a process, not a product!*
- J. Getting a Certificate of Occupancy

# Building Checklist

	Y	N
1. Is the Building Use changing or is there any construction or remodeling anticipated?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has a building analysis been performed?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you checked Zoning with Regional Planning Commission or local Zoning Officer?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you contacted an Architect for an opinion or for a Feasibility Study?	<input type="checkbox"/>	<input type="checkbox"/>
5. Has a budget been established for the project that includes Construction, Design, and Permitting?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are Hazardous Materials such as asbestos, lead, PCRs in the building?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the building subject to Design Review?	<input type="checkbox"/>	<input type="checkbox"/>
8. If so, what are the parameters?		
<hr/>		
9. Has a licensed Architect or Engineer prepared plans for submittal to the Ohio Bureau of Building Code Compliance?	<input type="checkbox"/>	<input type="checkbox"/>
10. Have I chosen the right Contractor for the work to be done?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do I have a State Building Permit in-hand?	<input type="checkbox"/>	<input type="checkbox"/>

Please keep in mind that the Marion City/County Planning Staff is willing to sit down and help you navigate through the different agencies potentially involved. We want you to be able to move forward!

1. We take Design Review applications and set up the meeting with the Design Review Board, if necessary.
2. We work with the Marion City Zoning Inspector on new use changes.
3. We routinely set up meetings with the Ohio Department of Commerce and Marion City Fire Inspector to do informal “walk throughs” of buildings so that a prospective owner, tenant, or renovator can get an idea of what State Building Code and Local Fire Code issues will be involved. A state building official will come to Marion once a month to go through buildings.
4. We have a great working relationship with Marion Public Health.

Finally, we also have information on Economic Incentives, namely, Community Reinvestment Area (CRA) tax abatement on renovation projects of over \$75,000, and on Marion’s Energy Special Improvement District (ESID). If applicable, we can also assist you in using programs of the Marion Port Authority.

**Marion City /County  
Regional Planning Commission**

222 West Center Street, Marion, OH 43302  
Phone: (740) 223-4140  
Fax: (740) 223-4149

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Richard Fender, Land Bank Director  
(740) 223-4140  
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[regionalplanning@co.marion.oh.us](mailto:regionalplanning@co.marion.oh.us)

**Commercial Building Information**

Department of Commerce  
Division of Industrial Compliance  
6606 Tussing Road  
Reynoldsburg, OH 43068-9009  
P.O. Box 4009  
Phone: (614) 644-2223

**Marion City Engineering Department**

233 West Center Street, Marion, OH 43302  
Phone: (740) 387-2240  
Fax: (740) 382-5712  
Jim Bischoff: Director of Public Works  
Maria Hardy: City Engineer

# Commercial Use of Sidewalks

No goods, materials, equipment, displays in the public right-of-way (sidewalk)



1. Temporary placement for delivery or pickup for less than one (1) hour.
2. Special event permit from City Safety Director with application & fee.
3. Temporary Displays or Occupations require a Revocable Temporary Sidewalk Permit from the Safety Director. Permits can be good for up to one year.
  - Requires indemnity agreement, permit, and fee
  - No negative impact on adjoining properties
  - Leave five feet (5') unobstructed sidewalk for pedestrians
  - Must control the space identified on the permit
  - Outdoor sales can last up to 3 days, and held no more than 10 times a year
  - No items taller than six feet (6') in height



## Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



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