

## City of Salem, Ohio

### New Business Steps

#### Five Types of Business:

1. Restaurant / Mobile Food
2. Public swimming pool, spa and special use pools (such as Splash Pads)
3. Tattoo or Piercing Parlor or Public Water Hauler
4. Contractor to be operating within Salem City Limits
5. All other

#### Business Type #1: Restaurant / Mobile Food

1. Verify zoning for location of proposed business. Zoning Map available here: [http://www.cityofsalemohio.org/wp-content/uploads/2016/12/Salem\\_Zoning\\_District\\_Map\\_2012-05-01.pdf](http://www.cityofsalemohio.org/wp-content/uploads/2016/12/Salem_Zoning_District_Map_2012-05-01.pdf)
2. Visit the Ohio Business Gateway, 1<sup>st</sup> Stop Business Connection at [business.ohio.gov/starting](http://business.ohio.gov/starting).
3. Visit the {Columbiana County Auditor} website to obtain any county licensing for your type of business.
4. Contact {Ohio Division of Industrial Compliance} about obtaining a **{Certificate of Occupancy}** if you will have a physical business location. There are two types of applications for Certificate of Occupancy depending on if it would be considered a "Change of Use" or not. This application should also include any changes to your space. Contact {Fire Department} to set up Knox Box (for emergency building access).
5. If leasing, ask to see the completed and passed Fire Inspection
6. Obtain Plan Approval from the Columbiana County Health Department.  
Coming soon: online application.
7. Contact the {Salem Zoning Office} for any City permitting requirements as outlined in {Salem Zoning Permits} for new construction, building, additions or repairs.
8. Complete the Salem Health Department Plan Review Packet for Food Service Operation (FSO):  
{Health Department – Food Service Operation Plan Requirements Booklet}  
{Health Department – Food Service Operation Application}
9. To serve Liquor, obtain a permit from the Ohio Department of Health and Commerce.  
[www.com.ohio.gov/liqr](http://www.com.ohio.gov/liqr)

10. Contact the Fire Department, giving at least 48 hours notice, for final inspection and to provide contact information. Different businesses have different forms and they all require a signature. You can pick up your signed inspection form at the station or it can be dropped off at your business by the inspector upon request.  
[Contact Information.pdf](#)
11. Contact the {Salem Utilities Department} to set up Water and Sewer service. You may contact the Utilities Superintendent or Assistant Superintendent to discuss which forms are necessary for your business. Applicable forms may be picked up from the Utilities Department or e-mailed upon request.

**Business Type # 2: Public swimming pool, spa and special use pools (such as splash pad)**

1. Verify zoning for location of proposed business. Zoning Map available here:  
[http://www.cityofsalemohio.org/wp-content/uploads/2016/12/Salem\\_Zoning\\_District\\_Map\\_2012-05-01.pdf](http://www.cityofsalemohio.org/wp-content/uploads/2016/12/Salem_Zoning_District_Map_2012-05-01.pdf)
2. Visit the Ohio Business Gateway, 1<sup>st</sup> Stop Business Connection at [business.ohio.gov/starting](http://business.ohio.gov/starting).
3. Visit the {Columbiana County Auditor} website to obtain any county licensing for your type of business.
4. Contact {Fire Department} about obtaining a **{Certificate of Occupancy}** if you will have a physical business location. There are two types of applications for Certificate of Occupancy depending on if it would be considered a "Change of Use" or not. This application should also include any changes to your space. Also set up Knox Box (for emergency building access) with the Fire Department.
5. Contact the County for any additional County Business licensing requirements
6. If leasing, ask to see the completed and passed {Fire Inspection}
7. {Register} with the {Salem City Income Tax Office}
8. Complete the Ohio Department of Health and Commerce Plan Review Application:  
<http://www.odh.ohio.gov/odhprograms/eh/swim/pforms1.aspx>
9. Contact the {Salem Zoning Office} for any City permitting requirements as outlined in {Salem Zoning Permits} for new construction, building, additions or repairs.
10. Obtain Permit from the Columbiana County Health Department for the plumbing. Coming soon: online application.

11. Any pool injuries, even minor, need to be reported to the {Salem City Health Department}.
12. Contact the Fire Department, giving at least 48 hours notice, for final inspection and to provide contact information. Different businesses have different forms and they all require a signature. You can pick up your signed inspection form at the station or it can be dropped off at your business by the inspector upon request.  
[Contact Information.pdf](#)
13. Contact the {Salem Utilities Department} to set up Water and Sewer service. You may contact the Utilities Superintendent or Assistant Superintendent to discuss which forms are necessary for your business. Applicable forms may be picked up in their office or can be e-mailed.

### **Business Type # 3: Tattoo, Piercing Parlor or Public Water Hauler**

1. Verify zoning for location of proposed business. Zoning Map available here:  
[http://www.cityofsaalemohio.org/wp-content/uploads/2016/12/Salem\\_Zoning\\_District\\_Map\\_2012-05-01.pdf](http://www.cityofsaalemohio.org/wp-content/uploads/2016/12/Salem_Zoning_District_Map_2012-05-01.pdf)
2. Visit the Ohio Business Gateway, 1<sup>st</sup> Stop Business Connection at [business.ohio.gov/starting](http://business.ohio.gov/starting).
3. Visit the {Columbiana County Auditor} website to obtain any county licensing for your type of business.
4. Contact {Fire Department} about obtaining a **{Certificate of Occupancy}** if you will have a physical business location. There are two types of applications for Certificate of Occupancy depending on if it would be considered a "Change of Use" or not. This application should also include any changes to your space. Also set up Knox Box (for emergency building access) with the Fire Department.
5. If leasing, ask to see the completed and passed {Fire Inspection}
6. Contact the County for any additional County Business licensing Requirements
7. {Register} with the {Salem City Income Tax Office}
8. Register with the {Salem Health Department}

For Tattoo or Piercing, complete the appropriate Salem Health Department Plan Review Packet:

{Insert Link to Health Department – Tattoo Establishment Application}

{Insert Link to Health Department – Artist Reg Form}

9. Contact the Fire Department, giving at least 48 hours' notice, for final inspection and to provide contact information. Different businesses have different forms and they all require a signature. You can pick up your signed inspection form at the station or it can be dropped off at your business by the inspector upon request.  
[Contact Information.pdf](#)
10. Contact the {Salem Utilities Department} to set up Water and Sewer service. You may contact the Utilities Superintendent or Assistant Superintendent to discuss which forms are necessary for your business. Applicable forms may be picked up in their office or can be e-mailed.

#### **Business Type # 4: Contractor to be operating within Salem City Limits**

1. Visit the Ohio Business Gateway, 1<sup>st</sup> Stop Business Connection at [business.ohio.gov/starting](http://business.ohio.gov/starting).
2. Visit the {Columbiana County Auditor} website to obtain any county licensing for your type of business.
3. Register with the {Columbiana County Health Department} if your contracted work will involve well, septic or plumbing.
4. Register with the City Income Tax Office: {Contractor Registration}

#### **Business Type # 5: All Other**

1. Verify zoning for location of proposed business. Zoning Map available here: [http://www.cityofsaalemohio.org/wp-content/uploads/2016/12/Salem\\_Zoning\\_District\\_Map\\_2012-05-01.pdf](http://www.cityofsaalemohio.org/wp-content/uploads/2016/12/Salem_Zoning_District_Map_2012-05-01.pdf)
2. Visit the Ohio Business Gateway, 1<sup>st</sup> Stop Business Connection at [business.ohio.gov/starting](http://business.ohio.gov/starting).
3. Visit the {Columbiana County Auditor} website to obtain any county licensing for your type of business.
4. Contact {Fire Department} about obtaining a **{Certificate of Occupancy}** if you will have a physical business location. There are two types of applications for Certificate of Occupancy depending on if it would be considered a "Change of Use" or not. This application should also include any changes to your space. Also set up Knox Box (for emergency building access) with the Fire Department.
5. If leasing, ask to see the completed and passed {Fire Inspection}
6. {Register} with the {Salem City Income Tax Office}

7. Contact the {Salem Zoning Office} for any City permitting requirements as outlined in {Salem Zoning Permits} for new construction, building, additions or repairs.
8. Contact the Fire Department, giving at least 48 hours' notice, for final inspection and to provide contact information. Different businesses have different forms and they all require a signature. You can pick up your signed inspection form at the station or it can be dropped off at your business by the inspector upon request.  
[Contact Information.pdf](#)
9. Contact the {Salem Utilities Department} to set up Water and Sewer service. You may contact the Utilities Superintendent or Assistant Superintendent to discuss which forms are necessary for your business. Applicable forms may be picked up in their office or be e-mailed.