



Step-by-Step Guide to Starting or Expanding a Business in West Chester Township, Ohio

1. West Chester Community Development Department is the **first** point of contact for **all** businesses seeking to open a location or expand an existing business in West Chester Township, Butler County, Ohio.
2. West Chester Community Development Department staff is available to provide business development information, project technical assistance including zoning, site availability, workforce, business costs and incentives. A pre-application meeting with the Community Development Department is highly recommended for high profile or special use projects.
3. **All businesses must complete an online zoning permit certificate application at [West Chester Zoning Permit Application](#) regardless if any changes are being made to the property.**
4. West Chester Township Property Advisors typically review the plans within 5 to 10 business days. Customers will receive a Zoning Certificate from West Chester Township when complete. Once received, customers **must** then submit the West Chester Zoning Certificate and **stamped** plans to Butler County Building Department. The Butler County Building and Zoning staff is responsible for enforcing the building and electrical codes. Contact Butler County Building and Zoning Department at (513) 887-3205, 130 High Street, Hamilton, OH 45011 or visit their website [Butler County Building & Zoning](#) for detailed information on their process. The Building Department will distribute the plans to all other applicable Butler County agencies. Customers should coordinate with Butler County's Building Department for any interim inspections that may be required during construction. Interim inspections are not required by West Chester. Butler County offers an online portal to check the status of plans at [Butler County Citizen Portal](#).
5. Construction may begin once **both** the Zoning Certificate is received from West Chester **and** the building permits are received from Butler County.
6. Once all construction is 100% completed, customers **must** call West Chester Community Development Department for a Final Zoning Inspection (513) 777-4214. This must be done for every project that has a zoning certificate issued **prior** to scheduling your final inspections with Butler County. West Chester performs zoning inspections on Tuesday and Thursday mornings. If approved by West Chester Zoning, the inspector informs Butler County via email that the project can be scheduled for final review by Butler County. It is the customer's responsibility to schedule final inspections and to obtain their Certificate of Occupancy from Butler County. A Certificate is issued stating the completed project was built in accordance with the applicable provisions.
7. When the final inspection with Butler County is complete **and** the customer is issued a Certificate of Occupancy from the County, business activities can begin at the location.

WEST CHESTER CONTACTS

West Chester Community Development Department
9577 Beckett Road, Suite 100, West Chester, Ohio 45069
(513) 777-4214
[West Chester Township](#)

Michelle Cone, Economic Development Manager
(513) 759-7226
mcone@westchesteroh.org

Bernie Schroeder, Property Advisor (zoning inspections/plan reviews) (513) 759-7334 bschroeder@westchesteroh.org	Bryan Hellard, Property Advisor (zoning inspections/plan reviews) (513) 759-7228 bhellard@westchesteroh.org
Bureau Chief Scott Brooks (fire reviews/inspections) (513) 759-7243 sbrooks@westchesteroh.org	Vicki Eldridge, Management Analyst II (513) 759-7227 veldridge@westchesteroh.org
ADDITIONAL CONTACTS	
Butler County Building Department 130 High Street, Hamilton, Ohio 45011 (513) 887-3205 Butler County Building & Zoning Department	Butler County Auditor (513) 887-3154 130 High Street, 3 rd Floor, Hamilton, Ohio, 45011 A vendor's license is required for all businesses operating within Butler County, Ohio. Butler County Auditor
Ohio Department of Taxation, Business Resources (888) 405-4039 Ohio Department of Taxation	Butler County Health Department (513) 863-1770 301 South Third Street, Hamilton, Ohio, 45011 Butler County Health Department
Butler County Record/Plat Maps (513) 887-3192 130 High Street, 2 nd Floor, Hamilton, Ohio, 45011 Butler County Recorder/Plat Maps	Butler County Water & Sewer (513) 887-3066 315 High Street, Hamilton, Ohio, 45011 Butler County Water & Sewer
Rumpke Trash Collection (800) 828-8171 Rumpke Business	Ohio Means Jobs – Butler County (513) 785-6500 4631 Dixie Highway, Hamilton, Ohio, 45014 Providers of free workforce and business-related services. Ohio Means Jobs – Butler County
Spectrum Business (855) 325-6063 Providers of phone, internet, mobile, security and cable services. Spectrum Business	Cincinnati Bell/Alta Fiber Business (513) 657-1351 Providers of phone, internet, mobile, security and cable services. Cincinnati Bell/Alta Fiber Business
West Chester Liberty Chamber of Commerce (513) 777-3600 8763 Union Centre Blvd., West Chester, Ohio, 45069 Local Chamber for ground breakings, ribbon cuttings, networking West Chester Liberty Chamber of Commerce	West Chester Post Office (513) 777-2381 8730 Cincinnati Dayton Road, West Chester, Ohio, 45069 West Chester Post Office