



# City of Trotwood

## Starting a New Business

### Permit & Registration Process

Welcome to Trotwood!

To help you get started, here are the steps you'll need to follow to open your business.

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## Steps to Open Your Business

### Pre-check

- Contact the City of Trotwood Planning & Development Department before signing a lease or purchasing property; confirm your business type is allowed at the proposed location.
- Contact the Montgomery County Building Department ask what requirements they might have, (i.e. will you need an architect? etc.)

### 1. Zoning Permit ([www.trotwood.org/planning-development/zoning-permits-applications/](http://www.trotwood.org/planning-development/zoning-permits-applications/))

- File a **Business Registration Form** with the City of Trotwood. (Up to \$100 filing fee for new businesses) – Zoning Permit approval verifies compliance with the Trotwood Zoning Code
- This is the first step of registering your business with the City – initial review typically takes 7-10 business days, we will call with any additional questions.

### 2. Building Permit (contact Montgomery County Building department 937-225-4622)

- **New construction or remodeling:** Submit building plans and apply for necessary **building permits** (structural, electrical, plumbing, HVAC).
- **Occupancy Permit.**

### 3. Fire Safety Inspection (contact Trotwood Fire Marshal 937-854-7270) (fees range from \$25-\$100)

- Schedule with Trotwood Fire & Rescue.
- The Trotwood Fire Marshal will check for exits, alarms, extinguishers, sprinklers, and overall compliance.

### 4. Health Department (if applicable)

- Required for food service, salons, medical offices, or other health-related businesses.
- Contact the Public Health Department Montgomery County Health District for permits/inspections.

### 5. Final Approval

- Contact each department for final inspections.
- Once all inspections are passed, the Certificate of Occupancy is issued.

**IF YOU WOULD LIKE TO SCHEDULE A GRAND OPENING  
CONTACT THE CLERK OF COUNCIL (937) 837-7771**

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## Helpful Contacts

- **Trotwood Planning & Development Department:** (937) 937-854-7230
- **Montgomery Country Building Department:** (937) 225-4622
- **Trotwood Fire Marshal's Office:** (937) 854-7270
- **Public Health Department Montgomery County Health District:** (937) 225-5700