



Dear New Business Owner,

Welcome to the City of Amherst. In an effort to simplify the process, we have compiled the following information in order to assist you in establishing your business within the city. Please use the included forms as noted below:

- Complete the *Commercial Occupancy Permit* application and return it to the Building Department with payment for the permit fee to schedule the required Fire and Building inspections prior to opening (it generally takes a week to coordinate the inspections). **An Occupancy Permit is not a building permit.**
- Complete the *Resident Business Questionnaire* and *Statement of Employee Withholding Status* forms and return them to the Income Tax Department.
- Establish utility service (electric, water and sewer) by completing the start-up paperwork and paying the required deposits at the Utility Department.

If you are planning any new construction, renovations or alterations, please contact the Building Department for the requirements in securing the necessary building permits. If the property is located within a historic district, the work may require approval by the Design Review Board prior to the issuance of any building permits. The included Historical District Design Summary provides a map of the historic districts and basic design guidelines. Applications for the Design Review Board are available at the Building Department.

We have also included is a summary of the temporary sign ordinance indicating what type and size of temporary signs can be used as well as the appropriate placement. The full sign ordinance may be viewed through a link on the city website at www.amherstohio.org.

Below is the contact information for the various departments involved in establishing new businesses within the city should you have any questions throughout the process.

Amherst Building Department
480 Park Avenue - 2nd Floor
(440) 988-3734
building@amherstohio.org

Amherst Income Tax
480 Park Avenue - 2nd Floor
(440) 988-4212
incometax@amherstohio.org

Amherst Utilities
480 Park Avenue - 1st Floor
(440) 988-4224

We wish you success and thank you for choosing to become part of the Amherst business community.



CITY OF AMHERST

480 Park Avenue, Amherst Ohio 44001 • ph. (440) 988-3734 fax (440) 988-3764

APPLICATION FOR COMMERCIAL OCCUPANCY PERMIT

Date: _____ New: _____ Change in Use: _____ Change in Business Owner/Name/Location: _____

PROPERTY INFORMATION:

Property Address: _____

Property Owner: _____

Phone/Fax: _____ Email: _____

BUSINESS INFORMATION:

Business Name: _____

Applicant Name: _____

Applicant Address: _____

Phone/Fax: _____ Email: _____

Applicant Federal ID/Social Security Number: _____

Proposed Use: _____ Opening Date: _____

Total Sqft. of Use Area on All Floors: _____ Proposed Occupancy/Seating Load: _____

Number of Employees: _____ Max. Employees at Peak Hours: _____

Restrooms Available for Occupancy: ADA _____ Men's _____ Women's _____ Family _____

Number of Available Parking Spaces: Standard _____ ADA _____ General Off-Street _____

Print Name of Applicant/Agent

Signature of Applicant/Agent

FOR THE CITY OF AMHERST USE ONLY

Date of Inspection: _____ Building Inspector: _____ Approved Denied

Occupancy: _____ Zoning District: _____ Use Group: _____ Construction Type: _____

Stipulations of Approval/Denial: _____



City of Amherst Income Tax Department

480 Park Avenue

Amherst, OH 44001

Telephone: (440) 988-4212 Fax: (440) 988-3749

E-mail Address: incometax@amherstohio.org

Richard S. Ramsey
Treasurer

The Resident Business Questionnaire and Withholding Status Questionnaire should be completed and returned to the City of Amherst Income Tax Department within 30 days of a business opening or changing ownership. The information will enable the tax office to send the proper forms to your business for filing a net profit return and, if applicable, employee withholding tax.

This letter includes information about the City of Amherst net profit and employee payroll withholding tax. The income tax office is open Monday through Friday from 8:30 a.m. to 4:30 p.m. Please feel free to call the tax office with any questions you may have.

TAX INFORMATION FOR AMHERST CITY BUSINESSES

The city of Amherst, Ohio has mandatory income tax filing for all resident businesses. The tax rate, in effect since 1991, is 1½%. City of Amherst income tax forms must be postmarked by the IRS due date (usually April 15th) or on or before the 15th day of the fourth month after the close of the fiscal year.

A written extension request must be received in our office by the original due date of the return. If a federal extension was submitted to the IRS, a copy should be sent to our office before the original due date of the return to avoid late filing notices. The extended due date of the City of Amherst return is the same date as that of the extended federal income tax return.

An extension is only an extension of the filing due date. Payment must be made by the original due date of the return or a late paying penalty of 15% of the tax due and interest at .42% per month will be charged on any outstanding balances. If the extension request is not received by the original due date or the federal extension is not attached to the return when filing, a \$25.00 per month (maximum \$150.00) late fee will be charged.

You may e-mail, fax, or mail your request to our office. We do not accept extension requests over the phone. Our E-mail address is incometax@amherstohio.org. Our fax number is (440) 988-3749.

Estimated payments on net profit returns are accepted, but are not mandatory. They can be set up at the time of filing or at any time by informing the tax office.

In January, tax forms are mailed to every Amherst business that is on file with our office. While every effort is made to mail a tax form to all taxpayers required to file it is the taxpayer's responsibility to obtain a form. Tax forms may be obtained in the tax office any time during business hours, on the Internet at www.amherstohio.org, or from the Amherst Public Library during the months of March and April. The City of Amherst will accept generic forms.

WITHHOLDING TAX AND SUBCONTRACTOR INFORMATION

Employee withholding tax is mandatory. Every resident employer who employs one or more persons is required to withhold the tax of 1.5% from all compensation paid to employees at the time the compensation is paid and remit the amount withheld to the Amherst Income Tax Department at the above address. New payment frequency and due dates mandated by the State of Ohio beginning tax year 2016: Monthly returns are required if the total taxes withheld exceed \$2399.00 per year in the preceding year or \$200.00 per month in the preceding month. Monthly returns and payments are due on or before the fifteen day after the last day of each month for the amount withheld during the preceding month. Quarterly returns and payments are due on or before the fifteen day of the month following the end of a quarter for the amount withheld during the preceding quarter. Payment forms will be mailed to each business on file with our office unless we are notified that a payroll service is being used and forms are not required.

The City of Amherst ordinance concerning employee payroll withholding is partially stated below.

192.10 COLLECTION AT SOURCE; WITHHOLDING FROM QUALIFYING WAGES (effective 01-01-2016)

(a) (1) Each employer, agent of an employer, or other payer located or doing business in the Municipality shall withhold from each employee an amount equal to the qualifying wages of the employee earned by the employee in the Municipality multiplied by the applicable rate of the Municipality's income tax, except for qualifying wages for which withholding is not required under section 192.11 of this Chapter or division (d) or (f) of this section. An employer, agent of an employer, or other payer shall deduct and withhold the tax from qualifying wages on the date that the employer, agent, or other payer directly, indirectly, or constructively pays the qualifying wages to, or credits the qualifying wages to the benefit of, the employee.

All employers, individuals and businesses that provide any services within the City of Amherst, and who employ subcontractors paid on a federal form 1099 in conjunction with that service, shall provide the names and addresses of those subcontractors that will be working within city limits. **This information must be sent to the Amherst Income Tax Department by the last day of February of each year.** The subcontractors shall be responsible for all income tax withholding and filing requirements under the City of Amherst ordinances. **If your payroll status changes you must notify the tax office immediately.**

**City of Amherst
Income Tax Department
480 Park Avenue Amherst, OH 44001
Phone (440) 988-4212 Fax (440) 988-3749**

Resident Business Questionnaire

Company Name: _____ Federal ID#: _____
DBA or Trade Name: _____
Amherst Address: _____ Date Started or Acquired in Amherst: _____
E-mail Address: _____ Amherst Phone: _____
Address of Main Office: _____ Amherst Fax: _____
Address where Net Profit forms are to be mailed: _____ Phone: () _____
Accounting Period Used:
Calendar Yr. _____ FYE Month _____

Type of Ownership: Corporation Partnership 1120S Sole Proprietorship Non-Profit
Other: _____

If this business is a Sole Proprietorship, Partnership or LLC please complete the following information:

Name: _____ SS# _____
Address: _____
Name: _____ SS# _____
Address: _____

Payroll Withholding Information- Tax Rate 1.5%

Address where W/H forms mailed: _____ Number Employed in Amherst: _____
W/H Contact Name: _____ Phone: () _____
OR: Payroll Service (FEIN is used as the Account Number) Monthly Quarterly
Company Name: _____
Address: _____
Contact Name/Dept: _____ Phone: () _____

If Amherst location is rented or leased, please provide name, address & phone of rental owner:

Name: _____ Phone: () _____
Address: _____

Signature

Date

City of Amherst Income Tax Department
Statement of Employee Withholding Status

Company Name and Address:

Tax ID: _____

Effective ___/___/___ the business shown above:

Will have employees working in the City of Amherst. (Number of employees _____)

____ The business is using a payroll company; no forms are needed.

____ Payroll withholding forms should be sent to the following address:

Will be remitting withholding: _____ Monthly (required if more than \$200 per month) _____ Quarterly

Will have **no employees** at the city of Amherst location beginning ___/___/___.

Will be using **leased employees** at the city of Amherst location beginning ___/___/___.

Name and Address of employee leasing service: _____

Phone: _____

Will be using **contract labor** at the Amherst work location (paid on Federal Form 1099).
Names and addresses of all contract labor active during the preceding year must be reported to the Amherst Income Tax Department by the last day of February of the following year.

Supplemental Information: _____

I hereby certify that the information and statements contained herein are true and correct. I understand that employee payroll withholding at 1.5% is mandatory per City of Amherst Codified Ordinance No. 192.10.
I will notify the city tax office if any changes are made to the status shown above.

Signature: _____

Printed Name: _____

Title: _____

Phone: _____

Date: _____

Mail form to: Amherst Income Tax Department
480 Park Avenue
Amherst OH 44001

Phone: (440) 988-4212
Fax: (440) 988-3749



Amherst Building Department

Temporary Sign Summary

The following information is a summary of the City of Amherst's sign ordinance (chapter 1149) regarding the use and placement of temporary signage. The full codified ordinance can be accessed from a link on the Building Department webpage at www.amherstohio.org.

- Temporary signs may not be placed on property, or when otherwise allowed by the sign ordinance, without the approval of the property owner.
- No temporary sign shall be placed in a manner which obstructs the view of the travelling public at or near intersecting roadways or rights-of-way or which hinders pedestrian traffic. For the purposes of temporary sign placement, rights-of-way shall be defined as:
 - The area between the edge of roadway and city sidewalks; or
 - The area between the edge of roadway and utility poles for properties without city sidewalks; or
 - The area within 15 lineal feet of the edge of roadway for properties without city sidewalks or utility poles
- Signs cannot be placed on any power poles or traffic sign or signal posts.
- String lights, banners, pennants, streamers, spinners, feather flags and inflatable advertising are not permitted. Some banners may be permitted upon application and approval from the Building Department.
- Signs may not be placed in any area that may constitute a traffic hazard or a detriment to traffic safety by obstructing the vision of drivers, or by obstructing or detracting from the visibility of any traffic sign or control device on public streets or roads.
- Signs cannot contain the words "Stop", "Look", "Danger", or any other words, phrases, symbols or characters in such a manner as to interfere with, mislead or confuse traffic.
- Signs may not contain any obscene, indecent or immoral matter.
- Off-premises advertising is not permitted.
- Temporary signs that are larger than six (6) square feet in area per side (12 square foot total) are not permitted. A maximum of ninety-six (96) combined square feet or ten (10) individual temporary signs are permitted on any single parcel.
- Temporary sign violations may be subject to a fine per ACO 1149.99 (\$50.00 per violation per day).

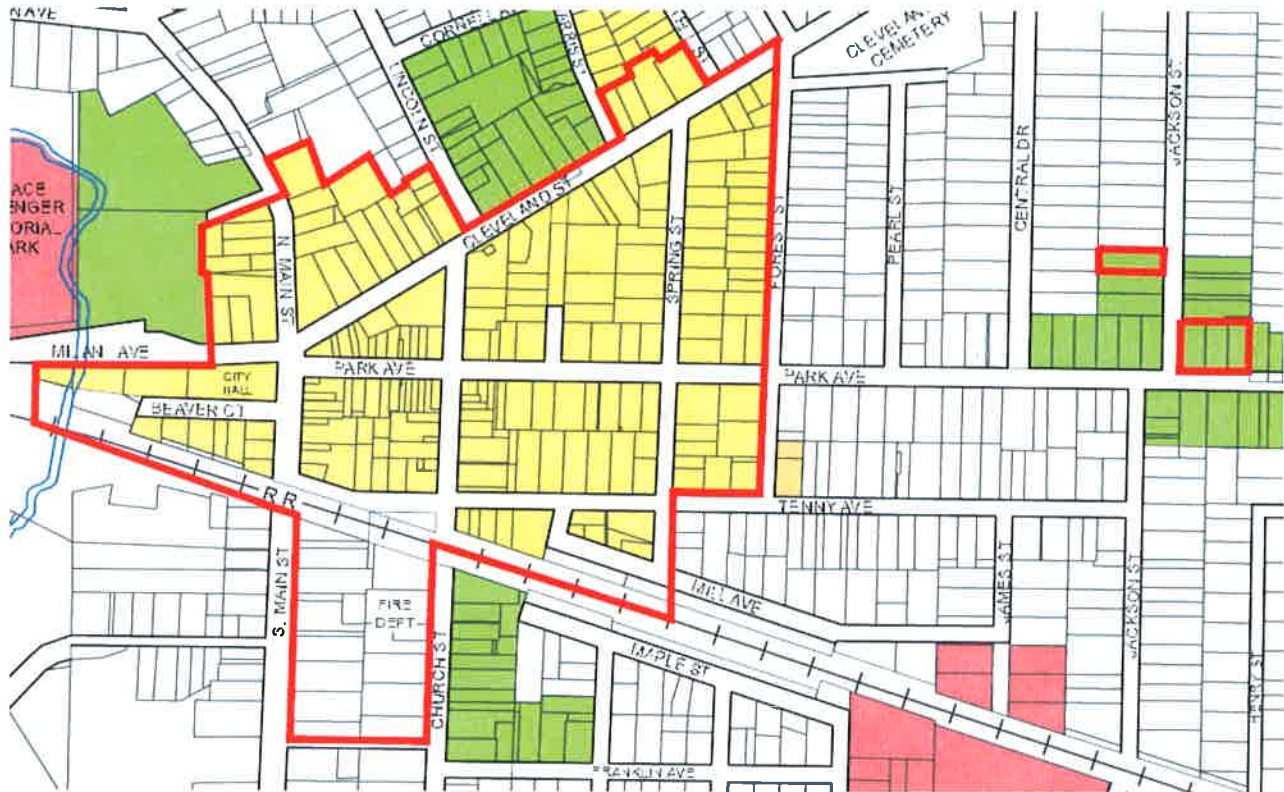
Please contact the City of Amherst Building Department if you have any questions.



Historical District Design Summary

- ~ All exterior work may be subject to approval by the Design Review Board. Contact the Building Department with questions regarding the process.
- ~ When considering any renovation, every reasonable effort should be made, through local historic research, to return a property to its original architectural state.
- ~ Properties within a historic district should be used in a way that preserves the historical character of the property and that of the surrounding properties.
- ~ Every property within a historic district should be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development or seek to create the appearance of an earlier era should not be undertaken.
- ~ The historical character of a property should be retained and preserved. The removal or alteration of distinctive materials, features or spaces that characterize a property should be avoided.
- ~ Distinctive materials, features, finishes and construction techniques unique to a property or historic time period should be preserved and repaired rather than replaced.
- ~ Deteriorated historic features of a property should be repaired rather than replaced. In instances of severe deterioration requires replacement of a historic feature, the new feature should match the original in design, color, texture and materials whenever economically possible.
- ~ New additions, exterior alterations or related new construction should not destroy historical materials, features or spatial relationships that characterize a property.
- ~ New work shall be differentiated from the existing and should be compatible with the historic materials, features, size, scale and proportion to protect the overall character of the property and that of the surrounding properties.
- ~ New additions and adjacent or related new construction should be undertaken in a manner that, if removed in the future, will not affect the historic character of the remaining property.
- ~ Chemical or physical treatments, if appropriate, should be undertaken using the gentlest methods possible. Treatments that may cause damage to historic materials or features should not be used.

The Historic Downtown District is generally bounded by Cleveland Avenue and Washington Street west to Beaver Court, Beaver Court east to South Main Street, South Main Street south to Franklin Avenue, Franklin Avenue east to Church Street, Church Street north to Tenney Avenue, Tenney Avenue east to Spring Street, Spring Street north to Park Avenue, Park Avenue west to Forest Street, Forest Street north to Cleveland (not inclusive of the Board of Education Administrative Offices).



Historic Downtown District Boundary