

Flow Chart for New Businesses

1. Decision to locate in Johnstown
2. Contact the Village Zoning Official to obtain information on Village zoning and occupancy permit requirements. There is a fee paid to the Village for this permit.
3. If there is ANY structural or electrical to be done a permit is required from the Licking County Building Department. There is a fee paid to the County for this permit. Depending on the work being performed, a permit may also be needed from the Monroe Township Fire Department.
4. If there is ANY plumbing work to be done a permit may be required from the Licking County Health Department. There is a fee paid to the County for this permit.
5. If there is a “change of use” as defined by the Ohio Building Code (different from Village zoning), a permit is required from the Licking County Building Department. There is a fee paid to the County for this permit.
6. An occupancy certificate must be obtained from the Licking County Building Department if one does not already exist. There is a fee paid to the County for this certificate.
7. The acquisition of all appropriate permits and certificates is the obligation of the business owner. Approved architectural drawings may be required by the Licking County Building Department.
8. All fire suppression equipment must be serviced.
9. If there is a change of use, the building may be required to be brought up to current building and fire code standards per State of Ohio law.