



**City of Parma Heights**  
6281 Pearl Road • Parma Heights, Ohio 44130  
440.884.9607 • [building@parmaheightsoh.gov](mailto:building@parmaheightsoh.gov)

Dear New Business Owner,

Welcome to the City of Parma Heights! As a new business owner or new owner of an existing business, we wanted to share with you the required licensing and permit procedures. Whenever there is a change in ownership, the new business owner must obtain a **New Occupancy Permit** and a **New Commercial License**, as required by Parma Heights Codified Ordinance. Both documents are non-transferrable. Below are the steps you need to take:

- Letter of Intent** - Send a letter of intent to Service Director Robert Sepik via mail (6281 Pearl Road, Parma Heights, OH 44130) or email ([rsepik@parmaheights.us](mailto:rsepik@parmaheights.us)). Include your name, the names of any other owners, home address, telephone numbers, type of business, name of business, location of business, email address, hours of operation and number of total employees, along with a brief description of the business. Please also include a parking plan. This information will be used in the event of a police or fire emergency and for purposes of future correspondence.
- What Happens Next** - Once the Letter of Intent is received, you will be contacted by the Building Department. You may be referred to the Planning Commission, whose meetings are generally held on the first Monday of the month at 5:30 p.m. There is an associated fee with this meeting.
- A Code Update Inspection** -- Required for your business space, which can be scheduled by contacting the Building Department. These inspections are scheduled Monday, Wednesday or Friday between 9:00-11:30 a.m. only. Any intended changes to the building should be discussed with the Chief Building Official, Assistant Fire Chief and Electrical Inspector at the initial inspection. Permit requirements for work being done will be discussed at that time.
- A Final Code Update** - May be required if there are code violations or work to be completed prior to the granting of final approval. Once the final code update is approved, you must apply for an Occupancy Permit and Commercial License.
- Plans for Renovations** - Will be sent to the Plans Examiner, who will determine a Plan Review Fee.
- Building Permits** -- Required for any and all work being done. Contractors must be registered with the city. Fees per permit are listed on our website [www.parmaheightsoh.gov](http://www.parmaheightsoh.gov) on the Building Department page.
- Selling Food Permits** -- If your business involves cooking, you will require a separate permit from the Fire Department which can be obtained by calling **440.885.1717**. The Cuyahoga County Board of Health also has permit requirements. They can be reached at **216.201.2001**.
- A New Occupancy Permit** - Must be obtained prior to installing permanent signage. A Sign Permit is also required. Signs must conform to the current sign code. Pole signs are not permitted. The cost of this permit is \$250 and is valid for as long as you own the business/property.
- Commercial License Required** - Every new business must obtain an annual renewable Commercial License for \$25.

Thank you in advance for your cooperation. If you have any questions, please contact the Building Department at **440.884.9607**, or via email at [building@parmaheightsoh.gov](mailto:building@parmaheightsoh.gov).