

# DOWNTOWN BUSINESS GUIDE

Welcome to Downtown Troy! We're happy you've chosen to locate your business in our historic downtown, and look forward to your continued success as a member of our community.

The following information includes the basics of getting started.

## *Locating Your Business*

You may have questions about where you can locate and what type of permits are required. The Troy Development Department is a good place to start. We look forward to working with you!

Development Department  
100 S. Market Street  
Troy, Ohio 45373  
937-339-9481  
Troy.permits@troyohio.gov

## *The Permit Review Process*

After you have selected a location for your business, the next step is to initiate the permit review process. This typically involves submitting materials (e.g. building & site plans) for review by staff. This process starts with the [Zoning Occupancy Permit](#) and Miami County Certificate of Occupancy through the Miami County Department of Development.

## *Historic Review Submittals*

Additional applications may include the [Historic Review Application](#) for any exterior alteration including signage, paint, etc. Historic Reviews are conducted by the City of Troy's Planning Commission. The Planning Commission meets on the second and fourth Wednesday of every month. Completed applications are due two weeks prior to the requested meeting date.

The following information may be required as part of the Historic Review Process:

- Visual representation of exterior alterations, including signs, fences, windows, light fixtures, awnings, outdoor seating, exterior paint, etc.
- Sign details including colors, material, size (square feet), and location.
- Signage shall feature a simple and clear message (may not include websites, phone numbers).
- Signage shall be otherwise consistent with the streetscape, and may not be internally illuminated. Signs can be lit through indirect lighting sources, such as gooseneck lighting, etc.
- Description and samples of materials proposed to be used in the project.
- Paint samples for painting applications.
- Any other photographs or illustrative visual aids and/or materials relevant to the project
- A written letter from the owner acknowledging the application, or a printed signature from the property owner on the application.
- Application fee: \$25.00, payable to the City of Troy.

Please check with the [Miami County Development Department](#) at 937-440-8121 for any additional permitting requirements.



***Local Business Services***

**City of Troy Development**

937-339-9601  
100 S. Market Street  
Troy, OH 45373

**Troy Area Chamber of Commerce**

937-339-8769  
405 S.W. Public Square, Suite 330  
Troy, OH 45373

**Troy Main Street**

937-339-5455  
405 S.W. Public Square, Suite 213  
Troy, OH 45373

**Miami County Visitors and Convention Bureau**

800-348-8993  
405 S.W. Public Square, Suite 272  
Troy, OH 45373

**Miami County Development (Building Inspections)**

937-440-8121  
510 W. Water St.  
Suite 120  
Troy, OH 45373