

SEARCHING FOR THE RIGHT LOCATION FOR YOUR NEW BUSINESS?

The City of Shaker Heights, long-known as a distinctive place to live, is emerging as a distinctive place to do business. With the revitalization of commercial districts underway, opportunities abound to start and grow your business here.

We invite you to look through the **City's available commercial properties list** at <http://bit.ly/commproplist>.

Prefer to grow your business from your home in Shaker Heights? Take a look at our **Home Based Business Guidelines** available online at <http://bit.ly/hbbguide>.

Your First Step:

Call the Economic Development Department at **216.491.1335** to get started. We will walk you through the steps and convene a meeting with City departments for an initial conversation.

READY TO OPEN YOUR NEW BUSINESS?

Here are some things to consider.

- **Found the perfect location?** Call the Planning Department at 216.491.1435 to confirm that the location is zoned for your business. And heads up: You may need a Conditional Use Permit or Variance.
- **Planning interior or exterior renovations?** You will need to apply for Building Permits and submit construction drawings before you start the work.
- **Interested in early feedback on your plans before applying for permits?** Building, Fire, and Health Departments will meet with you before you get started. We can schedule a Commercial Project Review. It will save you time and money in the long run.
- **Thinking about signage?** Good...a sign is an essential marketing tool! We'll provide zoning and design guidelines to help you with that process.
- **Selling food?** You'll need permits and inspections.
- **Ready to open?** Before you do, schedule a final building inspection with the Building Department at 216.491.1462 and a fire safety inspection with the Fire Department at 216.491.1215. You will also need to get a Commercial Occupancy Permit (a business license renewed bi-annually), through the Building Department. Here's the form: <http://bit.ly/commocccpermit>.

INTERESTED IN GROWING YOUR BUSINESS?

Here are some tools to help.

FINANCIAL

- **The Shaker Vision Fund:** Aimed at established, growing businesses ready to move into office space in Shaker Heights. This is a forgivable loan program for tenant improvements and equipment purchases based on income/payroll taxes the City collects over a three to five year period.
- **SBA Shaker Partnership Loan:** Created in partnership with Cuyahoga County and the Small Business Administration (SBA), this loan with grant component is available to Shaker Heights businesses meeting SBA loan qualifications. For more information go to <http://bit.ly/bizincentive>.

MARKETING

- **Shop Shaker:** Sign up to list your business on Shop-Shaker.com, a free mobile-enabled website that lists all Shaker businesses, and highlights those who have Shaker Made products. Like ShopShaker on Facebook.
- **Shaker Life:** The City's quarterly magazine is delivered to a readership of 40,000; a key place to advertise your business. Contact John Moore at jmoore@livepub.com to advertise.



RESOURCES

Economic Development Department

economic.development@shakeronline.com
216.491.1335

- First point of contact for new businesses
- Assists with finding the right location for your business
- Walks you through the permitting and approval processes
- Provides links to resources for small businesses at <http://bit.ly/infosmbiz>

Planning Department

planning@shakeronline.com, 216.491.1430

- Reviews all business locations to ensure that use conforms to the Zoning Code
- Reviews all sign permits
- Assists with approval process from Architectural Board of Review, City Planning Commission, and Zoning Appeals for exterior improvements, signage, zoning, and site usage

Building Department

building@shakeronline.com, 216.491.1460

- Reviews and approves plans in compliance with the Ohio Board of Building Standards (OBBS)
- Registers contractors
- Issues Construction and Occupancy Permits (Business License)
- Issues the OBBS Certificate of Occupancy

Health Department

health@shakeronline.com, 216.491.1480

- Issues licenses for food service operations and retail food establishments
- Conducts plan reviews for new food facilities to ensure code compliance

Fire Department

fire@shakeronline.com, 216.491.1200

- Provides guidance and inspects properties for compliance with the Ohio Fire Code
- Performs annual life safety inspections
- Provides guidance and evaluation of safety equipment and procedures, and guidance in properly placing fire extinguishers
- Issues permits for regulated operations and processes

PARTNERS

The Dealership

3558 Lee Road
www.thedealership-shaker.com, 216.491.1425

- Offers a co-work community of entrepreneurs, freelancers, creatives, and doers
- Provides co-working desks and office space in a variety of sizes, and amenities including high-speed fiber internet, office space for individuals and small businesses, conference/meeting rooms, free bike and car parking, and kitchen facilities
- Presents programs managed and operated by the Economic and Community Development Institute, which offers training, one on one coaching with certified business advisors, and access to capital to assist individuals in starting or expanding a business. Visit ecdi.org or call 216.912.5655.

Shaker Heights Development Corporation

3558 Lee Road
nick.fedor@shakerdevcorp.com, 216.491.1425

- Operates as a 501(c)(3) nonprofit to enhance Shaker's commercial districts through economic development and place-based redevelopment strategies
- Assists with site selection, zoning, permitting, real estate acquisition, and development

Heights-Hillcrest Regional Chamber of Commerce

www.hrcc.org, info@hrcc.org, 216.397.7322

- Official Chamber of the City of Shaker Heights since 1949
- Serves six member cities resulting in a wider network for support
- Offers quality events and workshops

NICE DOING BUSINESS WITH YOU



SHAKER
HEIGHTS