



FOSTORIA
ECONOMIC DEVELOPMENT CORPORATION

Fostoria Area
Chamber
of Commerce
& *Visitors Bureau*

Business Start Up and Expansion Guide

Start Up Basics:

Business Plan: one of the first things you should have is a good business plan. If you don't already have one, you will discover a well written business plan or a canvas model will keep you on track while building your business. It will help you determine what you must accomplish, acquire and learn before you open your business. It will also be used as a tool to access money to start your business. The local Small Business Development Center (SBDC) can help you create a plan.

SBDC at Terra State Community College

Bill Auxter, Director

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Free Small Business Basics seminars are offered monthly. [Click here for the 2020 schedule.](#)

Another great resource for starting a business in Ohio can be found at www.business.ohio.gov.

There you can find a downloadable Start Up Guide, a checklist specific to the the type of business you wish to start as well as other helpful resources. Click here to view the [Start Up Guide](#)

An accountant and/or tax professional can also be helpful when starting a business. For references and additional help, contact the Chamber.

State of Ohio Requirements:

Determine the type of legal entity you will be forming and register with the Ohio Secretary of State. Register online or find the forms needed to file your business at www.OhioSecretaryofState.gov Also, on this site you can find additional resources for starting and maintaining a business in the State of Ohio.

City of Fostoria: If you are planning to build or remodel in the City of Fostoria you will be required to submit a detailed site plan to the City Planning Commission for review. This process takes approximately one month. Once the Planning Commission approves the site plan, a permit number is issued by City of Fostoria's Zoning Department. The permit number is needed by the **Wood County Building Inspector** (419)354-9190 who reviews construction plans for your building. The Wood County Building Inspector covers ALL of Fostoria. Before choosing a location, you will want to make sure the site you have chosen meets the local zoning code. Taking care of these matters early can prevent problems and save you time and money. Contact the **City of Fostoria Zoning Department Office** (419)435-8243 for applications and information.

In addition, the **Fostoria Fire Department** (419)435-3206 should inspect all commercial and Industrial buildings to check the fire suppression systems. This inspection must be done in addition to the Wood County Building Inspection.

For all Health Department inspections, for food related businesses, the **Seneca County Health Department** (419)447-3691 conducts all inspections for Fostoria.

Businesses hiring in Fostoria need to register with the **City of Fostoria Income Tax Office** (419)435-6449.

Helpful Contact Information:

Local Utilities:

American Electric Power

877-237-2886

AEP Underground line locator

800-362-2764

North Central Electric Cooperative

800-426-3072

Columbia Gas New Construction/Conversions

800-440-6111

Ohio Utilities Protection Services (O.U.P.S.) /Call before you dig

8-1-1 or 800-925-0988

Inspections/Permits/Zoning:

City of Fostoria Zoning Department

419-435-8243

Wood County Building Inspector

419-354-9190

Seneca County Health Department

419-447-3691

Fostoria Fire Department

419-435-3206

City of Fostoria Income Tax Office

419-435-6449

Other Licenses & Permits Required by the State of Ohio

www.business.ohio.gov/licensing/

Other Helpful Resources:

Fostoria Area Chamber of Commerce

419-435-0486

Fostoria Economic Development

419-435-7789

SBDC at Terra State Community College

419-559-2210

Ohio Business Gateway-1st Stop Business Connection

www.business.ohio.gov/

[Ohio Secretary of State](#)

Ohio Department of Taxation

www.tax.ohio.gov

Ohio New Reporting Center

www.OH-NewHire.com

888-872-1490

Ohio Bureau of Worker's Compensation

www.bwc.ohio.gov search "employer"

Ohio Department of Job & Family Services

www.jfs.ohio.gov search "employer"

Fostoria is a great place to do business! Please don't hesitate to contact us with any questions. We are here to help.

Sincerely,

Sarah Stephens Krupp

Chamber/Small Business Director

Fostoria Area Chamber of Commerce

419-435-0486

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