



# Miami Township Fire & EMS

5888 McPicken Drive - Milford, Ohio 45150-4904

Phone: 513.248.3700 [www.miamitwpoh.gov/fd/](http://www.miamitwpoh.gov/fd/)

## New Tenant or Business Requirements

Miami Township Fire & EMS is committed to making our Township a safe place to live, work, and play. We appreciate all businesses, homeowners, and organizations that commit to our community and work to develop the land within it.

As Fire Code Officials, we are responsible for assisting owners in ensuring the safety of those within our community, especially in commercial occupancies. To help inform you of potential needs for your business, I wanted to share these recurring expectations. Ultimately, the property owner is responsible for maintaining a safe environment for those in their building.

Upon moving into a space within Miami Township, the following steps are needed:

- Current Zoning Certificate
  - [www.miamitwpoh.gov](http://www.miamitwpoh.gov) and visit the “Zoning” tab or call (513) 248-3731
  - Zoning certificates are needed for the following (but not limited to)
    - New business
    - Signs / monument signs
    - New building
    - Additions or alterations
- Current Building Department Issued Occupancy Permit posted and available
  - Required for any business change or change in operations within a location
    - The Ohio Building Code (OBC) and the Residential Code of Ohio (RCO) requires that a VALID Certificate of Occupancy be issued before any building or structure can be used or occupied. The certificate indicates the conditions under which the building shall be used. The building owner shall only use the structure in accordance with valid Conditional or final Certificates of Occupancy.
  - Apply at <https://permit.clermontcountyohio.gov/> Call (513) 732-7213 with questions
    - Look for Permit Application
- Schedule your initial fire inspection
  - Information at [www.miamitwpoh.gov/fire-prevention](http://www.miamitwpoh.gov/fire-prevention) or via QR Code below
  - The Knox Boxes should always have current keys/access codes, have updated keys and codes available for the inspection.

Regular Fire Inspections are conducted within all commercial and multifamily occupancies. For information on Fire Inspection Requirements and expectations, please visit [www.miamitwpoh.gov/fire-prevention](http://www.miamitwpoh.gov/fire-prevention) or via QR Code below

Messages can be sent to [FirePrevention@miamitwpoh.gov](mailto:FirePrevention@miamitwpoh.gov).

Fire Prevention Resources / Forms / Email Link available via QR Code:

