



SHAKER HEIGHTS

New Business Checklist

Thank you for considering Shaker Heights for your business! To help you with the process of opening your business, this New Business Checklist, can serve as a resource guide to get you started. Check this list off as you go and remember, we're here for you through each step in this process. Reach out to us at 216.491.1335.

We know it isn't easy to open a business. You're not expected to go through the process alone. To help, we offer a **Commercial Project Review**, including an in-depth scheduled meeting with the Building, Planning and Fire departments to discuss how to get your business open. Contact the Economic Development Department at 216.491.1335 to schedule this optional, no-cost Commercial Project Review.

- Location, Location, Location:** If you haven't yet secured a location for your business, consult the [City's available properties](#) or review [Home Based Business information](#). Economic Development staff has detailed knowledge of commercial properties and can help with your search.
- Zoning:** Confirm the property's zoning classification to make sure your business use is appropriate for your new location. The Planning Department can assist and can be reached at 216.491.1435.
- Business License:** Every business needs a Business License *before* moving into a commercial building. [Apply here](#). Questions? Contact the Building Department at 216.491.1470.
- Interior or Exterior Renovations:** Usually, renovations will require permits. Contact the Building Department at 216.491.1470 *before* starting any demolition, construction or system upgrades. Interested in a loan for your buildout? Learn about [business incentives](#).
- Food Sales:** If your business includes food or beverage sales or preparation, contact the [Cuyahoga County Board of Health](#) as soon as possible at 216.201.2000 to determine which permits and inspections are required.
- Signage:** Contact the Planning Department for zoning and design guidelines. Signage must be presented to the Architectural Board of Review (ABR) before a permit is issued to install a sign. Do not fabricate a sign before presenting the design to ABR. Learn about our [Storefront Renovation Program](#) for more information on design assistance as well as a rebate to transform your storefront.
- Taxes:** Shaker Heights is a RITA community, and local income tax withholdings and net profits taxes should be paid through RITA. Confirm your payment due dates with RITA. For more information, be sure to visit www.ritaohio.com or call 800.860.7482.

After You Open

You did it, congratulations! You're officially a part of the Shaker community. We are so lucky to have you here.

Once you are settled, learn about the [Shaker Heights Development Corporation](#), the [Shaker Life Magazine](#) delivered quarterly to every Shaker household, our shop local marketing campaign called Shop Shaker (on [Facebook](#) and [Instagram](#)), and the [Heights-Hillcrest Regional Chamber of Commerce \(HRCC\)](#)!

We'll also add your email to our monthly Business Newsletter for Shaker business owners and managers as well as our quarterly Economic Development Community Update sent to Shaker residents. Please let us know if you have news to share in both these newsletters or through our Shop Shaker social media.

The Economic Development Department is here to help and to welcome you into our wonderful business community. Please do not hesitate to reach out with questions. We want to see you succeed!

[Laura Englehart](#)
Economic Development Director

[Georgina Figueroa](#)
Economic Development Specialist

CITY OF SHAKER HEIGHTS | *Economic Development*

3400 Lee Road Shaker Heights, Ohio 44120 P 216.491.1334 Ohio Relay Service 711

www.shakerheightsoh.gov www.shaker.life