

Opening a Business in Mentor, OH

The City of Mentor actively engages in business attraction, expansion, and retention, and offers an array of programs, services and incentives to help businesses achieve their goals. Below you'll find information on things to keep in mind when opening your new business in Mentor. The staff at the Planning and Development Department is available to answer any questions you may have and assist.

FIND YOUR SPACE

The Economic and Development division can assist you with finding the perfect match for your business in the city of Mentor.

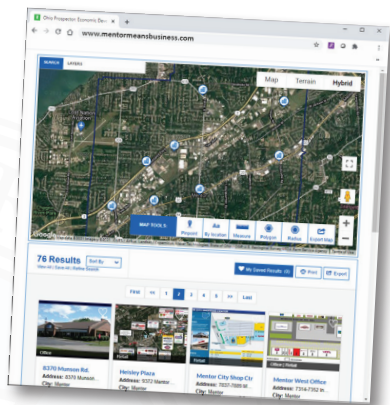
Visit **mentormeansbusiness.com** and click on the Available Properties tab for an up-to-the-minute listing of available properties.

The Planning and Development Department can tell you if its zoned appropriately for the intended use and location and will assist with the permitting process. International Trade sector can assist companies expand or develop new export markets. From one-on-one counseling to market research and detailed compliance guidance, we have the expertise to help you explore import/export expansion strategies.

DO YOU HAVE THE PROPER PERMIT?

Before you can occupy a new space, a proper permit will need to be obtained.

1. If your business is moving into an existing space and is not making any interior changes to the property, download the **Application to Re-Occupy an Existing Building or Tenant Space**. You must call the Building Department to schedule your inspections.



2. If your business is constructing a new building, adding an addition to an existing building, or making major interior changes, download the **City of Mentor Building Department Application**.

Those looking to access construction permits & related documents, schedule building inspections, submit applications, and other city services, can now do so through the **Mentor Gateway**.

This new online resource center provides users with 24/7 access from the comfort of their home or office.

ADDITIONAL CONSIDERATIONS

Conditional Use Permits (CUP) - Required for outdoor dining, auto related businesses, drive-thru windows and other uses.

Parking – Number of spaces, lighting, and landscaping.

Signage (permit required)– Size, number, color, and lighting of signs.

Design Guidelines – Requirements for Old Village, Industrial, Commercial, Retail and Residential districts.

Home-Based Business

If you are planning to operate your business out of your home, you will need to meet the definition of a “Home Occupation” or secure a CUP. The Planning Division (440) 974-5740 can explain the requirements.

BUSINESS INCENTIVES & RESOURCES

The City of Mentor offers a variety of programs and services to assist you in starting or relocating your business in Mentor.

Mentor Economic Assistance Corporation (MEACO) is a not-for-profit Certified Development Company working in conjunction with the City of Mentor, the Small Business Administration, and local banks to provide low interest loans to Northeast Ohio Businesses. MEACO seeks to advance and promote economic and civic development in Lake County. Since 1983, the Mentor Economic Assistance Corporation (MEACO) has been helping businesses throughout Lake

County — and Northeast Ohio — to establish or expand their businesses by providing them with long-term, fixed rate financing. Learn more at www.meaco.us.

Mentor Incentive Grant (MIG) Multi-year performance grant with an emphasis on manufacturing-oriented businesses. Based on investment and the amount of new payroll taxes created. The more a business exceeds the initial payroll threshold, the more it benefits for the Mentor Incentive Grant.

Mentor Economic Development Grant (MEDG) A one-time grant for businesses that do not qualify for a MIG, but are investing in the City and expanding payroll. Grants between \$1,000 and \$10,000 are based on the amount of investment and new payroll taxes created.

Community Reinvestment Areas (CRA) Targeted reinvestment areas provide property owners real property tax exemptions for new construction or remodeling that increases property valuations.

International Trade

Mentor can assist companies expand or develop new export markets. From one-on-one counseling to market research and detailed compliance guidance, we have the expertise to help you explore import/export expansion strategies. Learn more at www.mentorglobal.trade.

Lake County Ohio Port & Economic Development Authority provides various unique economic development tools for project financing and job creation. Visit www.lcport.org or call (440) 357-2290 for more information.

Additional information on business incentives and resources is available at www.mentormeansbusiness.com.

UTILITIES & OTHER SERVICES

Lake County General Health District

If your business intends to prepare and/or sell food, you will need a permit from the Lake County General Health District. Visit www.lcghd.org or call (440) 350-2543 for more information.

Lake County Auditor's Office

A vendor license is required to make a taxable retail or service sale in Ohio. Visit lakecountyohio.gov/auditor or call (440) 350-2531 for more information.

Ohio Division of Liquor Control

If you plan to sell or serve alcoholic beverages, contact the ODLC at (614) 644-2360 or visit com.ohio.gov/liqr. You should also contact the City of Mentor Planning Department regarding local approvals for the sale of liquor.

Water Service

Aqua Ohio
www.aquaamerica.com | (330) 356-2343

Sanitary Sewer Service

Lake County Sewer District
www.lakecountyohio.org/utilities | (440) 350-2645

Electric Service

First Energy
www.firstenergycorp.com | (800) 589-3101

Natural Gas

Dominion East Ohio Gas
www.dom.com | (800) 362-7557

Orwell Natural Gas Company
www.orwellgas.com | (800) 832-6164

Internal Revenue Service

Contact the IRS for a Federal Employer Identification Number, forms and additional information. www.irs.gov

Mentor Area Chamber of Commerce

The Mentor Area Chamber of Commerce promotes and advocates on behalf of member organizations to encourage business development and support a high quality of life for our local communities. Learn more at www.mentorchamber.org or call (440) 255-1616.

Lake County, Ohio

www.lakecountyohio.org | 800-899-5253

CONTACT US

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