



Opening a Business

I want to open a business in Summit

START HERE

Complete all three steps below.

1 Submit, pay for, and schedule an inspection for a **Zoning Certificate of Occupancy (ZCO)**.
Questions: summitDCS@cityofsummit.org

2 Will I be modifying the interior space or building exterior? (e.g. demo, construction, awning, signage)

Yes

Submit a Construction Permit application at the DCS Counter.
NOTE: All Exterior work requires a "Zoning Prior Approval."
Upon approval of a permit application, work may commence. It may be inspected, completed, and the permits closed while you finalize preparations for opening your business. Not all permits must be closed before opening for business.

Questions: summitDCS@cityofsummit.org

3 Does my business type require a special operating license?

No

Yes

Apply for business license at Clerk's Office

Some business types and business activities require a license. They include but are not limited to:

- Retail Food
- Dance Schools
- Taxi/Limo
- Liquor
- Sidewalk Cafes
- Peddler
- Parklets
- Kennels, Pet Shops, and Pounds

Licensure requires approvals/inspections from multiple city departments.

Questions: nsarna@cityofsummit.org

Contact the Zoning Officer to discuss your business type and any relevant zoning requirements

summitDCS@cityofsummit.org

You may refer to the **Development Regulations Ordinance (DRO)** for help with answering the following:

1. Is my business type permitted in Summit?
2. Is it permitted in my proposed location/zone?

Opening a Business Summary Checklist

1. Contact the Zoning Officer to discuss requirements for opening your type of business.
2. Schedule, pay for, and have the location inspected to receive a Zoning Certificate of Occupancy (ZCO).
3. If applicable, apply for building permits for any interior and/or exterior work.
4. Acquire a special license from the Clerk's Office (certain business types and activities only).

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