



## Commercial Property Purchase Checklist

Purchasing commercial property can sometimes be a challenging effort. The City of Steubenville wants to make the decision-making process easier, so you get the property that best suits your needs with no unforeseen surprises down the road. When you're looking to buy commercial property, there are some key questions you should answer. Below is a checklist of items you should explore before making any final decisions regarding your purchase.

### ◆ ZONING

- Is the property zoned to fit my type of business operation (i.e., commercial, industrial, business/office, mixed-use, etc.)?
  - If not, is there an option to obtain a conditional use approval or change the existing zoning designation?
- Is the property located within a Historic District?
  - If yes, what special guidelines or requirements apply?
- Are there zoning requirements (i.e., signage, parking, minimum yard requirements, etc.) that I need to consider?

For more zoning information, please contact 740-283-6000 x 1700

### ◆ BUILDING CODES

- Are the approved uses for the building compatible with my future business plans and operations?
- Are there any existing code violations on record for the building?
- Will I need certified architectural drawings to ultimately develop the property?
- Will building permits be required if I make additional investments in the property?

For more building code information, please contact 740-283-6000 x 1700

### ◆ OUTSTANDING BILLS

- Are there outstanding property taxes or liens on the property?
- If the property is a vacant lot, are there any outstanding demolition costs or liens associated with it?
- Are there outstanding sewer, water or other utility bills connected with the property?

For information on property taxes or liens, contact the Jefferson County Auditor at 740-283-8511

For more utility billing information, please contact 740-283-6000 x 1400

### ◆ ENVIRONMENTAL ISSUES

- Will I need to comply with soil erosion control and/or storm water management requirements?
- Are there pre-existing environmental concerns, such as underground storage tanks, asbestos issues, etc?

For more environmental information, please contact 740-283-6000 x 3300