

Uploading Properties into Ohio InSite

All properties appearing in Ohio InSite are entered by a designated administrator in each county through the E-ProCure system. If you have non-residential and non-retail properties that you would like to appear in Ohio InSite, contact the county office in which the property is located for assistance. Click [here](#) for a list of county offices.

Property Upload Instructions

1. Only non-residential and preferably non-retail properties are permitted for listing in Ohio InSite (eligible uses include industrial, distribution, office, R&D, data centers, etc.)
2. Gather the required information listed in the tables below:
 - a. Information listed in the tables below is required in order to have a listing appear in Ohio InSite.
 - b. Data requested is based on the field names required by E-Procure, the system used by county administrators to upload properties that appear in Ohio InSite
3. Adhere to the following instructions when naming your property image files
 - a. **Property images are required. At least one is required, up to four is preferred.**
 - b. All file formats must be JPG.
 - c. Image files must be named after the associated site or building.
 - d. If there is more than one image file for a site or building, a number should be placed after the site or building name in the title of the file.
 - e. The photo that you want to appear as the thumbnail in Ohio InSite (shown in the placemark bubble of the map and search results for Featured Properties) must be listed as the first image in ProCure. Graphics in ProCure are ordered by file name. Simply name each image after the property, distinguishing each file by a number after the property name. A suggested format is below.
 1. SmithBuilding1.jpg <- Will appear as thumbnail in Ohio InSite
 2. SmithBuilding2.jpg
 3. SmithBuilding3.jpg
4. Contact your county administrator to have the property uploaded into Ohio InSite through the E-ProCure system
5. When a property goes off of the market, contact your county administrator to have the property removed.

Required Site Data

Site Name	Electric Provider
Site Address	Electric Location
Zoning	Gas Provider
Latitude	Gas Location
Longitude	Water Provider
Minimum Acreage Available	Water Location
Maximum Acreage Available	Sewer Provider
Sale or Lease Price	Sewer Location
Rail (Access, provider, and distance)	Economic Developer Contact Information (as listed under the contact field: Contact, Email, and Phone)
Incentives possible	Minimum One Aerial (site must be delineated)
Description	Interstate (Name and distance)
Airport (Name and distance)	Highway (Name and distance)
Water port (Name and distance)	

Required Building Data

Building Name	Electric Provider
Building Address	Gas Provider
Building Type	Water Provider
Zoning	Sewer Provider
Minimum Available Square Footage	Telecom Provider
Maximum Available Square Footage	Dimensions
Minimum Ceiling Height	Sprinkler
Maximum Ceiling Height	Parking
Rail (Access (Yes/No), provider name, and distance)	Incentives Possible
Sale/Lease Price	Description
Number of Truck Docks	Minimum one image
Interstate (Name and distance)	Economic Developer Contact Information (as listed under the contact field: Contact, Email, and Phone)
Multi-tenant (Yes or no)	Airport (Name and distance)
Water port (Name and distance)	
Highway (Name and distance)	

County Administrators

All properties appearing in Ohio InSite are entered by a designated administrator in each county through the E-ProCure system. If you have non-residential and non-retail properties that you would like to appear in Ohio InSite, contact the county office in which the property is located for assistance.

<u>Organization</u>	<u>Phone</u>
Adams County Economic Development Group	937-544-5151
Allen Economic Development Group	419-222-7706
Area Development Foundation of Knox County	740-393-3806
Ashland County - City of Ashland	419-289-8622
Ashtabula Growth Partnership	440-576-9126
Athens Area Chamber of Commerce	740-594-2251
Auglaize County	
• City of St. Marys	419-394-3303
• City of Wapakoneta	419.738.6807

• City of New Bremen	419.629.2447
Belmont Co. Dept. of Dev. of the CIC	740-695-9678
Brown County Dept. of Economic Development	937-378-3536
Butler County Dept. of Development	513-785-6335
Cambridge-Guernsey County CIC	740-432-1881
Carroll County Econ. Dev.	330-627-5500
Champaign County Econ. Dev. Office	937-484-1526
Clermont County Chamber of Commerce	513-576-5006
Clinton County Planning Commission	937-383-1170
Columbiana County Port Authority	330-386-9051
Coshocton Port Authority	740-622-7005
Crawford County Economic Development Partnership, Inc.	419-563-1809
Cuyahoga County	440-994-8340
Darke County Economic Development	937-548-3250
Defiance County Economic Development	419-784-4471
Delaware County Economic Development	740-833-2112
Erie County Economic Development Corporation	419-627-7791
Fairfield County Economic Development	740-652-1546
Fayette County Economic Development Office	740-636-2354
Fulton County Economic Development	419-337-9215
Gallia County CIC	740-446-3662
Geauga County	440-994-8340
Greater Akron Chamber of Commerce (for Summit County)	800-621-8001
Greater Columbus Chamber of Commerce (for Franklin County)	614-225-6953
Greene County Development Office	937-562-5007
Hamilton County Dev. Company, Inc.	513-631-8292
Hancock Co.- Greater Findlay, Inc.	419-422-5891
Hardin County EDC	419-673-4131
Harrison County CIC	740-942-2027
Henry County Economic Development Team (CIC)	419-592-4637
Highland County CIC	937-393-1111
Holmes County Economic Development	330-674-1111
Huron County Development Council	419-663-4232
Jackson County Econ. Dev. Ofc.	740-286-2838
Jefferson County - Progress Alliance	740-283-2476
Lake County ED Center	440-357-2290
Lawrence County Econ. Dev. Corp.	740-377-4550
Licking County Planning Commission	740-349-6946
Logan County Chamber	937-559-5121
Logan-Hocking County Chamber of Commerce	740-385-6836
Madison County Chamber of Commerce	740-852-2250
Marion CAN-DO	740-387-2267

Medina County EDC	330-722-9215
Meigs County Development Office	740-992-3034
Mercer County Community Development	419-586-4209
Miami County Economic/Community Development	937-440-8121
Monroe County Office of ED & Tourism	740-472-0169
Montgomery County	937-225-4642
Morgan County Economic Development	740-962-1322
Morrow County Development Office	419-947-7535
Noble County - OSU Extension	740-732-5681
Perry County CIC	740-342-4223
Pickaway Progress Partnership	740-420-6498
Pike County Community Development	740-947-5808
Portage County Economic Development	330-297-3470
Preble County Economic Development	937-456-8143
Putnam County Economic Development	419-523-3656
Regional Growth Partnership (for Ottawa, Lucas, Paulding & Sandusky Cos.)	419-252-2700
Richland Economic Development Corp.	419-522-7332
Ross County - Economic Development Alliance of Southern Ohio	740-772-5100
Scioto County Econ. Dev. Office	740-355-1319
Seneca Industrial & Economic Development Corporation	419-447-4141
Springfield-Clark County Chamber of Commerce	937-325-7621
Stark Development Board, Inc.	330-453-5900
Team Lorain County	440-328-2560
Tuscarawas County Dev. Office	330-365-3219
Union County Chamber of Commerce	937-642-6279
Van Wert Community Economic Development	419-238-2999
Vinton County Economic Development	740-596-5033
Warren County	513-695-1174
Washington County ED	740-373-3233
Wayne Economic Development Council	330-264-2411
West Ohio Development Council	937-498-9554
Williams County Economic Development Corporation	419-636-8727
Wood County EDC	419-352-7469
Wyandot County	419-294-5879
Youngstown-Warren Reg. Chamber of Commerce	330-392-6140
Zanesville-Muskingum County Port Authority	614-455-0742