

The following information is provided to assist you with the completion of the building/zoning permit.

Completeness is Required

- If the information on the application is incomplete and/or the required supportive documents are missing or incomplete the application will be returned to you. It will then be necessary to resubmit the application with the missing information along with an additional twenty-five (\$25.00) fee.
- Be sure to supply the information at the top of the application (Property Tax Map #, Subdivision/Lot # if known, and State Route # or Township Road Name or #).

Building Detail

- Provide 2 copies of your building documents that depict the structure, its overall measurements, and elevations. Actual blue prints are not necessary; a floor plan and profiles will suffice.
- Be sure to include information pertaining to attached or detached "accessories". "Accessories" include but are not limited to storage sheds, fences, electronic reception devices, garages, carports, decks or porches, and all swimming pools.

Plot-plan

- Provide 2 copies of your plot-plan which show all building setbacks from the property lines, location of the septic system and well, driveway and parking area with at least space for two off-street parking locations. The plot-plan does not need to be drawn to scale if actual measurements are provided.
- Plot-plans that are one acre or less must be prepared by a surveyor and two copies of those plans are required.

Driveway Permits

- Provide 2 copies of your state driveway permit or 2 copies of the "Letter of Approval" for a driveway on a township road. This is only a requirement for new uses.

Contractors Only

- Contractors applying for a permit must include proof of Workman's Compensation Insurance". Do not submit proof of Liability Insurance.