Orange Township Residential Permit Cheat Sheet

Is a Zoning Permit Required For Your Project?



New Home Deck Room Addition Swimming Pool Hot Tub/Spa **Egress Window** Shed

Accessory Structures New Driveway Driveway Extension Recreation Court Parking Pad Home Business** Garage

Check with your homeowners association prior to starting your project



Fence Roof Repair or Replacement* Electrical Plumbing **HVAC** Finished Basement Interior Alterations

Paver Patios* Driveway Repairs* Temporary Storage Play Set/Swing Set Temporary Portable Pool Exterior Cosmetic Work*

ext. 3125

ext. 3124

(740) 368-1700

Grading and Drainage

No structure shall be built in any no build/ no disturb area

THE PROCESS OF OBTAINING A PERMIT



if a permit is required

Fill out Application

Include with it the following:

- Scaled site plan
- Proof of water/ wastewater
- Certified address (for new homes)
- Current copy of utility bill or letter from health
- Fee payment (see current fee schedule)

Review Period

Staff reviews application for completeness, and for zoning code compliance. The applicant will receive notice of permit decision within 7-10 business days

Contact Delaware County for a building permit (if applicable)



if a permit is not required

Contact Agencies

Check with other agencies to verify whether of not they require a permit (i.e. fire, county, health department, etc)

HOA

Check with your homeowners association and call #811 before you dig

> **Proceed** with project

CONTACT LIST

Orange Township (740) 548-5430

Michele Boni

Planning and Zoning Director Contact for permit requests

Jeffery Beard

Zoning Enforcement Officer Contact for general inquires

Delaware County

Auditors Office (740) 833-2900

http://www.delco-gis.org/auditor/

Building Dept. (740) 833-2200

Permits, Inspections and Occupancies

Health Dept.

On site water and wastewater treatment

Recorders Office (740) 833-2460

Subdivision plats, property deeds

Engineers (740) 833-2400

Driveway Permits, DESC, Maintanence

Soil and Water (740) 368-1921

Drainage questions

Tax Map Office (740) 833-2450

Street Number/ Certified Address



^{*} Provided no footprint change with in kind materials, ** Conditional Use application required and it must be approved by the Board of Zoning Appeals