

# Orange Township Residential Permit Cheat Sheet

## IS A ZONING PERMIT REQUIRED FOR YOUR PROJECT?



New Home	Accessory Structures
Deck	New Driveway
Room Addition	Driveway Extension
Swimming Pool	Recreation Court
Hot Tub/Spa	Parking Pad
Egress Window	Home Business**
Shed	Garage
Patio	

Check with your homeowners association prior to starting your project



Fence	Paver Patios*
Roof Repair or Replacement*	Driveway Repairs*
Electrical	Temporary Storage
Plumbing	Play Set/Swing Set
HVAC	Temporary Portable Pool
Finished Basement	Exterior Cosmetic Work*
Interior Alterations	Grading and Drainage

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

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

## THE PROCESS OF OBTAINING A PERMIT



*if a permit is required*

<b>Fill out Application</b>
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 district
· Fee payment (see current fee schedule)

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

<b>Contact Delaware County</b> for a building permit (if applicable)
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*if a permit is not required*

<b>Contact Agencies</b>
Check with other agencies to verify whether or not they require a permit (i.e. fire, county, health department, etc)

<b>HOA</b>
Check with your homeowners association and call #811 before you dig

<b>Proceed with project</b>
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## CONTACT LIST

**Orange Township**  
(740) 548-5430

**Jeffrey Beard** ext. 3124  
Senior Zoning 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.** (740) 368-1700  
On site water and wastewater treatment

**Recorders Office** (740) 833-2460  
Subdivision plats, property deeds

**Engineers** (740) 833-2400  
Driveway Permits , DESC, Maintenance

**Soil and Water** (740) 368-1921  
Drainage questions

**Tax Map Office** (740) 833-2450  
Street Number/ Certified Address