

## Permit Process for a New Home

Zoning Permit - Apply for your zoning permit through the office of City Planning & Zoning Department. Information you will need includes:

- < a plot plan showing location of the structure on the lot
- < Owner's name, address and phone number
- < Contractor's name, address and phone number
- < address or location of property to be built upon
- < square footage under roof
- < value of structure (not land)
- < property pins visible and capped by a registered surveyor
- < structure staking completed

It takes a minimum of four days for a permit to be issued. During this time the staking is physically checked by one of our staff and approval signatures are placed on the permit.

After five days (or as instructed), you may pick up your approved permit in the Utility Office - located in the City Building. At this time you will be required to pay the fee of \$50.00 for a single residence. You should also pay your water and sewer tap fees at this time.

You will receive your copy of the zoning permit, an inspection card, and an inspection sign off sheet. The inspection card and sign off sheet are to remain on the job site. City/County inspections will not be completed if the sign-off sheet is not present.

After you have received your City Zoning Permit, take it to the County Building Regulations in the County Administration Building located between the Court House and the Card Shop on Broadway. Here you will obtain your building inspection permit and related information.

Before starting any plumbing or sewer tap your plumber must obtain a plumbing permit from the Darke County Health Department.

When you have completed the structure, and before it may be occupied, you must bring the original inspection sign off sheet into the Planning & Zoning office. One final site inspection will be made by our staff and then a Certificate of Zoning Compliance will be issued.

### Phone Numbers

Greenville Planning & Zoning Office .....	937-548-4930
Greenville Utility Office .....	937-548-1815
Darke County Building Regulations.....	937-547-7379
Darke County Health Department .....	937-548-4196
Call Before You Dig .....	811