

PROCESS FOR NEW HOME IN THE CITY OF GREENVILLE, OHIO

Ensure that your proposed project complies with the current zoning regulations. If it does not, speak with someone in the Planning & Zoning office to discuss your options. It may require specific approval from the Planning & Zoning Commission.

Submit a zoning permit application through the City Planning & Zoning Department. This can also be done online at <https://greenvilleoh.portal.iworq.net/portalhome/greenvilleoh>

Information that is required on the application 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 generally takes around five days for a permit to be issued. During this time the staking is physically inspected by one of our staff and their approval/denial is placed on the permit application.

Once the permit is approved you may pick up your permit/inspection card in the Planning & Zoning office. The inspection card is remain on the job site during construction. At this time you will be required to pay the fee of \$50.00 for a single family residence. If you applied online the approved permit can be emailed back to you after payment. Regardless of how you applied the fee can be paid online via credit/debit card. In the office only cash or check can be accepted. You should also pay your water and sewer tap fees at this time.

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

Before starting any plumbing the plumber must obtain a plumbing permit from the Darke County Health Department and comply with their inspections, fees and regulations.

It is likely that a Street Opening/Right-of-Way permit will be required. This permit includes the drive approach, sidewalk, curb and access to the city's water and sewer lines. See the ROW information packet for additional information regarding that process.

Phone Numbers

Greenville Planning & Zoning Office937-548-4930
Greenville Utility Office.....937-548-1815
Darke County Building Regulations.....937-547-7379
Darke County Health Department937-548-4196
Call Before You Dig811