

## SEQUENCE OF PERMITS REQUIRED

1. Check local Zoning requirements
2. Submit Plats to Planning Commission
3. Sewerage system permit-Sanitary Engineer at Water Resources
4. WMSC Plan-Geauga Soil and Water
5. Construction Drawings-County Engineer
6. Septic System or Private Water Permit-Health Department
7. Building and Floodplain permit-Building Department

All permits need to be obtained for construction activities to begin

### Zoning

All townships, cities, and villages, except for Middlefield Township, require a Zoning Permit. Certain townships may require a Water Management and Sediment Control Plan (WMSC) from Geauga Soil and Water if a building is 300 square feet or larger. Homeowners and building contractors should contact the individual township, village, or city office to secure this permit. Links to zoning may be found on the Geauga County website: [www.co.geauga.oh.us](http://www.co.geauga.oh.us)

### Planning Commission

470 Center St. Bldg. #1-C  
Chardon, OH 44024

Phone: 440-279-1740  
440-834-1856  
440-564-7131

Fax: 440-285-7069

Website: [www.co.geauga.oh.us](http://www.co.geauga.oh.us)

(Click on "Departments" and then "Planning Commission")



### Regulations:

The Subdivision Regulations of Geauga County, Ohio Revised Code 711.10 General rules, of uniform application governing plats and subdivisions of land falling within its jurisdiction, to secure and provide for the proper arrangement of streets or other highways in relationship to existing or planned streets or highways or to the county or regional plan, for adequate and convenient open spaces for traffic, utilities, access of fire fighting apparatus, recreation, light, air, and for the avoidance of congestion of population.

### Requirements: (Subdivisions Only)

Preliminary Plan and Final Plat

The Preliminary Plan and the Final Plat shall be submitted separately for review and approval by the Planning Commission at least 20 days prior to the regularly scheduled meeting. Prior to final plat stage all improvement plans shall be approved by the appropriate entity, including road construction drawings and schedule, the WMSC plan, and any applicable sewage treatment and central water service plans. Once the Planning Commission has approved the final plat, it can be recorded in the Recorder's Office only after the improvements have been inspected and approved in accordance with the regulations adopted by the board of county commissioners pursuant to section 711.101 of the Ohio Revised Code.

### Review Period:

30 days for preliminary plan  
30 days for final plat

A complete copy of Geauga County Subdivision Regulations is on our website.

### Department of Water Resources

470 Center St. Bldg. #3  
Chardon, OH 44024

Phone: 440-279-1970  
440-834-1856 ext 1970  
440-564-7131 ext 1970

Fax: 440-285-9549

Website: [www.gcdwr.org](http://www.gcdwr.org)

### Regulations:

Ohio Revised Code 6117.01 and 6103.02

### Requirements:

If a public sewage and/or public water system will be used, construction plans and drawings must be submitted to the Sanitary Engineer for review and approval. A permit is also required. Since the Department of Water Resources administers the central sewer systems for most of Geauga County, a tap and permit fee are required. Depending on your area of residence, all of the villages and some individual subdivisions maintain their own system. Please contact the Water Resources Department for further information. Sewer and water permit applications available at: [www.gcdwr.org](http://www.gcdwr.org)

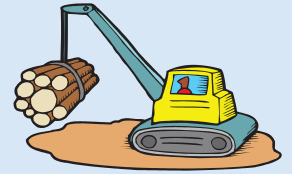
### Geauga Soil and Water Conservation District

14269 Claridon Troy Rd.  
P.O. Box 410  
Burton, OH 44021

Phone: 440-834-1122

Fax: 440-834-0316

Website: [www.geaugaswcd.com](http://www.geaugaswcd.com)



### Regulations:

These regulations of Geauga County are promulgated pursuant to the Ohio Revised Code 307.79 and thereafter as amended, whereby a board of county commissioners may adopt rules to abate soil erosion and water pollution by soil sediment by land development.

### Requirements:

A Water Management and Sediment Control Plan is required when soil disturbing activities are proposed that will disturb one (1) acre or more, or less than one (1) acre and part of a larger common plan of development.

### Review Period:

30 days for commercial sites or subdivisions

A residential plan will typically take one week or less

A complete copy of the Geauga County Water Management and Sediment Control Regulations is found on our website.

### Engineers Department

470 Center St. Bldg. #5  
Chardon, OH 44024

Phone: 440-279-1800  
440-834-1856  
440-564-7131

Fax: 440-285-9864

Website: [www.co.geauga.oh.us](http://www.co.geauga.oh.us)

(Click on "Departments" and then "Engineers Office")



### Regulations:

Geauga County Subdivision Regulations, for the construction of streets, curbs, gutters, and sidewalks, street lights, storm sewers, and other utilities and facilities.  
Ohio Revised Code 711.101

### Requirements:

Driveway permits/house numbers are required for all new construction. The Engineer's Office assigns house numbers for most parcels in Geauga County. Exceptions to this are parcels in Bainbridge Township, Aquilla Village, South Russell Village and the City of Chardon. In those instances, that township, village, or city will assign house numbers. *(You must still apply for an house number slip at the Engineer's Office before any other permits will be issued).* Contact the Engineer's Office for more details.

No driveway permit is required for remodeling unless an additional driveway is being added.

### Health Department

470 Center St. Bldg. #8  
Chardon, OH 44024

Phone: 440-279-1900  
440-834-1856  
440-564-7131

Fax: 440-286-1290

Website: [www.geaugacountyhealth.org](http://www.geaugacountyhealth.org)



### Regulations:

Household Sewage Disposal System Regulations  
Ohio Revised Code 3701-20-01 to 3701-20-22

Private Water System Rules  
I.C.C. Ohio Plumbing Code

### Requirements:

The following required submissions are needed in order to obtain a septic/sewage permit:

1. Lot Evaluation form, soils report, site plan to scale for determining whether lots are capable of supporting sewage and/or septic systems.
2. Application and drawing for Private Water System permit.
3. Application and isometric drawing for plumbing permit.

### Building Department

470 Center St. Bldg. #8-C  
Chardon, OH 44024

Phone: 440-279-1780  
440-834-1856  
440-564-7131  
Fax: 440-285-2237



Website: [www.co.geauga.oh.us](http://www.co.geauga.oh.us)  
*(Click on "Departments" and then "Building Department")*

### Regulations:

Floodplain Regulations, Ohio Revised Code 307.37  
MEC Check – Model Energy Code  
Residential Code of Ohio Construction Document

### Requirements:

The following must be received before a building permit is issued:

1. Zoning Permit (from township)
2. WMSC Plan or exemption form (from Geauga SWCD)
3. Septage Permit (from Health Department) or Sewer Tap Permit (from Sanitary Engineer)
4. Driveway Pipe Permit (from County Engineer)
5. Flood Plain Permit

Three copies of commercial building plans  
One copy of residential building plans

### Review Period:

Residential Permit: 3-4 days  
Commercial Permit: 2 weeks

*Brochure was made possible by the Geauga Board of County Commissioners and created by Geauga Soil and Water Conservation District on behalf of the Geauga County Offices (Building, Planning, Engineers, Water Resources, Health, and Soil and Water).*



*All services are provided without regard to race, religion, gender, age, physical or mental handicap, national origin or politics.*



# **DEVELOPING LAND IN GEAUGA COUNTY**

## *A Guide to Obtaining Permits Before You Build*

