

# Orange Township Commercial/ Industrial Permit Cheat Sheet

## Is A ZONING PERMIT REQUIRED FOR YOUR PROJECT?



- New Construction
- Exterior Modifications (i.e. landscaping, lighting, parking, additions, building materials & colors)
- Building Addition
- Change in Use
- Remodel
- Interior Modifications (structural only)

- In-kind repair or replacement (i.e. roof, windows, painting, paving)
- Electrical
- Plumbing
- HVAC
- Non-structural Interior Modifications
- Grading and Drainage
- Demolition

## THE PROCESS OF OBTAINING A PERMIT



*if a permit is not required*

### Contact Agencies

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

Proceed  
with project.



*if a permit is required*

### Fill out Application

Include with it the following:

- Signed and Notarized Affidavit (see page 2 of application)
- Fee Payment (see current fee schedule)
- Project Plan (see page 3 of application)
- Proof of Water/ Wastewater
- Copy of Certified Address from County Engineer

### Review Period

Staff reviews application for completeness and zoning code compliance (takes 7-14 business days) Staff will seek review from necessary entities.

### Notice

Applicant will receive notice of permit decision.

### Other Permits

Contact Delaware County for all other permits (if applicable).

## CONTACT LIST

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

**Orange Township (740) 548-5430**  
**Zoning Dept.**

Contact for general inquiries

**Mike Clark (740) 548-7104**

Fire Inspector

Contact for fire department approval

**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