# Orange Township Residential Permit Cheat Sheet

# Is a Zoning Permit Required For Your Project?



Check with your homeowners association prior to starting your project

New Home Deck Room Addition Swimming Pool Hot Tub/Spa **Egress Window** Shed **Patio** 

**Accessory Structures** New Driveway Driveway Extension Recreation Court Parking Pad Home Business\*\* Garage

Fence Roof Repair or Replacement\* Electrical Plumbing **HVAC** Finished Basement Interior Alterations

Paver Patios\* Driveway Repairs\* Temporary Storage Play Set/Swing Set Temporary Portable Pool Exterior Cosmetic Work\* Grading and

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

## THE PROCESS OF OBTAINING A PERMIT



if a permit is required

### Fill out Application

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
- Fee payment (see current fee schedule)

#### **Review Period**

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

Contact Delaware County for a building permit (if applicable)





if a permit is not required

#### **Contact Agencies**

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

#### HOA

Check with your homeowners association and call #811 before you dig

> Proceed with project

## CONTACT LIST

Drainage

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

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

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, Maintanence

Soil and Water (740) 368-1921

Drainage questions

Tax Map Office (740) 833-2450

Street Number/ Certified Address

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