

Procedure for Filing a Zoning Certificate

1. Driveway permit

- Culvert pipe set and approved (Please allow approximately 5 days from when the pipe is delivered to the property to install.)

2. Health Department Approval for all new construction

- You must submit the receipt for septic and well permit fees and the approval letter from the Pickaway County Health Department for the proposed method of the water supply and for the disposal of sanitary waste for new home construction or additions.
- An approval letter from the Health Department for ***all other new construction*** with a permanent foundation must be submitted with the zoning certificate application.

3. Required information for zoning certificate

- Name, address, and telephone number of applicant
- Owner authorization form if owner is not the applicant
- Property street address (issued through County Engineer's Office in Circleville)
- Parcel ID Number (online, auditor's office, or tax card)
 - Legal description of property as recorded in the Pickaway County Recorder's Office
- All Measurements (Lot size, location of proposed building to all property boundary lines, building measurements)
 - Plans in triplicate, drawn to scale, showing the actual dimensions and shape of the lot to be built upon. Submit the exact dimensions and location of existing buildings on the lot if any, and the location and dimension of the proposed building(s) or alteration.
 - Height of proposed building.
- Existing and proposed use
- Zoning district in which property is located
- Number and dimensions of existing and proposed off-street parking or loading spaces
- Number of proposed dwelling units
- Fees paid
- Any additional information needed by the Zoning Inspector

4. Issue Post/Footer Permit

- Get building permits from Pickaway County Building Department -(740) 477-8282
- Call township zoning office when footer or post is ready to be measured – (614) 877-4452
- Zoning Inspector measures and signs Footer/Post Zoning Certificate (blue copy) if footer/post is located correctly
- Zoning Inspector signs and issues zoning certificate when building is complete
- Certificate of Occupancy is issued by the Pickaway County Building Department

Please note – temporary jobsite trailers for tools, supplies or offices require a temporary zoning certificate