

Florence Township Zoning Department
11011 Chapel St
Wakeman, Ohio 44889
Zoning Inspector Phone: (440) 742-0026

BUILDING PERMIT APPLICATION INSTRUCTIONS

The following information is required by current Florence Township Zoning Regulations, to be submitted with the Building Permit Application, found on the second page of this packet.

- 1) A plot plan, which clearly shows the following:
 - a. Dimension of lot.
 - b. Dimensions of all existing and proposed structure(s) on lot.
 - c. Distances between all existing and proposed structure(s) on lot.
 - d. Distances between all existing and proposed structure(s) from all property lines including road or street centerline.
 - e. Location and dimensions of existing or proposed septic system on lot.
- 2) One copy of the plan(s) detailing exactly what is to be constructed.
- 3) A photocopy of your deed.
- 4) If the permit is to be for a new home or business, a copy of the Health Department Septic Permit.
- 5) The proper fee shall accompany the application when filed. The fee schedule is found on the third page of this packet. Please make checks payable to *Florence Township*.

A copy of the current Zoning Resolution Book can be found on the zoning page of the Florence Township Website (www.florencetwp.com). If you have any questions, please contact the Zoning Inspector at (440) 724-0026.

**FLORENCE TOWNSHIP
BUILDING PERMIT APPLICATION**

11011 Chapel St
Wakeman, Ohio 44889
Zoning Inspector Phone: (440) 742-0026

PERMIT # _____ **Date:** _____

Applicant's Name: _____ Phone: _____

Present Address: _____
(Street) (City) (Zip)

TYPE OF PERMIT:

- | | |
|---------------------------------|-----------------------------------|
| Home with attached garage _____ | Home only _____ |
| Garage or Barn _____ | Utility Building _____ |
| Porch _____ | Patio _____ |
| Deck _____ | Swimming Pool _____ |
| Sign _____ | Home Addition or Alteration _____ |
| Demolition _____ | |
| Commercial _____ | Industrial _____ |

Estimated value of construction _____

Total square feet (first floor) _____

Description of work to be done: _____

Proposed use of structure: _____

Address of work location: _____

Contractor: _____
(Name)

(Street) (City) (Zip) (Phone)

Applicant's Signature: _____

NOTICE: The information given in this application shall also be shown on the accompanying drawings. This permit will become VOID one year from the date issued.

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PERMIT FEE SCHEDULE

New Home & Garage	\$10 + \$0.10 per sq. ft.
New Garage	\$10 + \$0.10 per sq. ft.
Addition or alteration (includes porches, decks, etc.)	\$10 + \$0.10 per sq. ft.
Pools (110 sq. ft. or more)	\$10 + \$0.10 per sq. ft.
Commercial or Industrial Building	\$150 + \$10 per 1000 sq. ft. (\$150 minimum charge)
Utility Building (Accessory) (less than 196 square feet)	\$10 + \$0.10 per sq. ft. (\$25 minimum charge)
Signs: 6 sq. ft. or less	\$20
Signs: Over 6 sq. ft.	\$20 + \$0.10 per sq. ft.
Deed (lot) Split Fee	\$25
Special use Permit and/or inspection	\$40
Crude oil Storage and/or transfer	\$200
Recreational Farm Inspection	\$40
Temporary Permit (signs, banners, tents, etc.)	\$25
APPLICATION FEES FOR ZONING BOARD OF APPEALS (Conditional use / Variance / Zoning change, etc.)	\$250 (Res 2011-01)

NOTICE:

*** PERMIT FEES DOUBLED IF CONSTRUCTION IS STARTED BEFORE PERMIT IS ISSUED***
Permit(s) will become VOID one year from date issued

ZONING RESOLUTION BOOKS

ZONING BOOKS are available on the zoning page of the Florence Township website (florencetwp.com).

Township Residents (one per household, pick up)	FREE
Non-Residents (pick up)	\$15
Non-Residents (mail)	\$25

Res 04-2021 (1/20/2021)