



2829 Minerva Lake Rd. • Columbus OH 43231  
614-882-5743 • 614-882-0701 fax

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**MAYOR**  
Lynn Eisentrout

**CLERK-TREASURER**  
Suzanne Coulter

## **Building Permit Instructions**

**Applications** – Building permit applications must be completed and returned to the Clerk of the Planning & Zoning Commission (along with plans for the proposed work) the week before the Planning & Zoning Commission meeting. The meetings are held on the first Thursday of each month, barring holidays. Applications not in by the deadline will be considered at the discretion of the Commission.

**Plans** – The Commission needs complete plans to be able to properly assess the proposed work. Plans should include a cross-section drawing defining the structure, including footer and beam supports; two elevation drawings; a site plan and a floor plan. Examples of plans may be viewed in the Village office. All building codes are patterned after Columbus' codes.

**Permit Procedure** – Approval of the application may be subject to the applicant providing additional information, a variance from Village Council, or permission from neighbors. Upon approval of the application, payment of a required fee is to be made to the Clerk. Payment can be made at the meeting, during business hours, or by mail. Upon payment, the permit will be issued. The permit fee must be paid and the proposed work must start within 90 days of approval for the permit to be valid. Work must be completed within one year.

**Inspection Procedure** – The permit is to be kept at the job site and should be signed by the inspector as any work is completed. Upon completion of the job, the signed permit is to be returned to the Clerk as soon as possible.

**Questions** – Questions regarding zoning ordinances should be directed to Mayor Lynn Eisentrout (882-5743) or to the Chairman of the Planning & Zoning Commission.