

Zoning Permit FAQs

What types of projects require a Zoning Permit?

A zoning permit is required any time a single-family residential building or associated structure is erected, constructed, altered, repaired, or moved and are also required for temporary uses and parking lots. Basically, a zoning permit is required for projects as large as the construction of a new house to projects as small as putting up a fence. In the case of a temporary use, a zoning permit can cover a broad range of applications and is necessary whenever a short-term, seasonal or intermittent use is proposed. Common temporary uses include Christmas tree lots and other seasonal merchandise sales.

How do I apply for a Zoning Permit?

Zoning permit applications are available [online](#) and in our office at 120 W. Dougherty. Fill out as much of the application as you can and bring the form, along with all other necessary information, to our office and a member of our staff will initiate the review.

What kinds of information do I need to provide along with my application?

The required information varies depending on the scope of your proposed project, but you can always count on needing to provide a site plan drawn to scale. The site plan should show anything that exists on the property, from structures and driveways to streams and ponds, and what is proposed to be constructed, altered, repaired etc. on the site. A staff member can assist you in the creation of your site plan, though it may require additional time and can incur additional cost for copies. A good guide for determining what type of information we will be looking for in our review is the checklist at the bottom of the Zoning Permit Application. Keep in mind that plans for the construction of a new single-family dwelling or additions of 50% or more to an existing dwelling must be prepared by a licensed architect, landscape architect, engineer or surveyor.

How much does a zoning permit cost?

Zoning permits are a bargain at \$10! In some cases an additional permit, called an [Environmental Areas Permit](#), is required if there are Environmental Areas (such as floodplain or riparian buffer) present on the site. An Environmental Areas permit costs \$10 and requires the submittal of additional information. The checklist of additional information that may be required as part of the Environmental Areas review is located at the bottom of the Environmental Areas permit application.

How long does it take to review?

We strive to complete our review of Zoning Permits within 24 hours. For smaller-scale projects we can oftentimes issue a permit over the counter while you wait. Of course it helps if you bring in as much information as you can to expedite our understanding of your proposal!

What do I do once my zoning permit is approved?

Many times a zoning permit is associated with the construction or placement of some sort of structure and that type of work will typically necessitate a building permit. Building permits are issued from the Building Inspections Department conveniently located across the lobby from our office at 120 W. Dougherty. You will need to provide the Building Inspections department with a copy of your approved zoning permit. If a zoning permit is the end of the process for you (in the case of erecting a fence and most temporary uses) then you are ready to embark on the work that you are permitted to do! Keep in mind that zoning permits are valid for 12 months so if you don't begin the work during that time period, you should reapply.