

## ZONING PROCEDURE CHECK LIST

\_\_\_\_\_ 1. Fill out Application for Zoning Certificate. The fees associated with your project can either be paid at the time the application is submitted, or when the certificate is ready. No certificate will be issued until all fees are paid. Cash and checks are the only form of payment accepted.

\_\_\_\_\_ 2. Once the Application has been reviewed, a certificate will be created and you will be called to come back into the office to sign two copies of the certificate. You will receive a copy, along with a stamp-approved drawing of your project and we will maintain a copy with your file.

\_\_\_\_\_ 3. **Call the Licking County Building Code Department to see if your project requires any permits through their office. 740.349.6671**

\_\_\_\_\_ 4. If your project requires a setback inspection, stake or paint the layout of the project for the first required inspection from our office. Call 740.670.7727 to set an appointment. Please have your copy of the certificate available for the Zoning Inspector to sign. You may proceed with your project once this initial inspection is done.

\_\_\_\_\_ 5. Once your project is finished, call 740.670.7727 to schedule a final inspection. You again need to have your copy of the certificate available for the Zoning Inspector to sign. **The zoning process is NOT complete until the final inspection is done.**