

Commercial Building & Use Zoning Permit Procedures

Construction of any commercial building / structure or any building / structure used for commercial proposes to include an existing building changing their use or ownership shall have a Certificate of Zoning Compliance (issued by the Village) and a Certificate of Occupancy (issued by Licking County Building Code Dept.)

The following is a list of procedures to assist you in the process of obtaining the correct zoning permits, building permits and certificates.

- 1) Complete the Certificate of Zoning Compliance application found on the Village's website and return the completed application with any required documentation and fee payment to the Village office located a 200 New Home Rd.
- 2) Required documentation includes the following:
 - Site Plan; Must show the location of all structures as it relates to the property lines roadways and other buildings.
 - Floor Plans / Blueprints; For all floors to include finished and unfinished areas. All room uses must be labeled. All window and door openings must be shown and sizes of each indicated.
 - Elevation Drawings; One for each side of the building. Must include all materials to be used on the exterior of building.
 - Storm Water Management Plan;
 - Additional documentation may be required at the request of the Village officials.
- 3) Complete the sewer tap application found on the Village's website and return the completed application and fee payment to the Village office.
- 4) Once you have received an approved Certificate of Zoning Compliance, you will need to provide a copy of it to Licking County Building Code Department.
- 5) Refer to Licking County Building Code Department website at <https://lickingcounty.gov/depts/building/default.htm> to complete any required building permit applications and schedule any required inspections.
- 6) Once Licking County Building Code Department signs off on all final inspections and issues a Certificate of Occupancy, you will need to provide a copy of the Certificate of Occupancy to the Village.

Thank you for wanting to be a part of the Village of Hanover and we look forward to doing business with you.