



Zoning, Building, and Occupancy Permit Requirements Union Township

ZONING PERMIT

A zoning permit is required for all changes to a property. These include sheds, or other accessory buildings, new homes, additions, decks, garages, swimming pools, etc.

The following is required to be submitted for a zoning permit

- Zoning Permit Application (completed with parcel ID)
- Fee (\$50 residential, \$100 non-residential) made payable to Union Township
- Sketch of property with existing and proposed structures, and distances from proposed to property lines

RESIDENTIAL BUILDING PERMIT

The following structures are EXEMPT from a building permit

- A retaining wall 47" or less from finished grade
- A deck less than 30" from finished grade
- Shingle or Siding replacement
- An accessory structure less than 1,000 square feet
- Replacement windows or doors that are of the same dimension of the existing
- Painting, Wallpapering, Carpeting, Etc.

The following is required to be submitted for a building permit:

- Building Permit Application (all yellow sections to be completed)
- Review fee of \$75 (payable to HARSHMAN CE GROUP)
- Three sets of plans
(Please see plan checklist included with building permit for required detail)
- Zoning Permit

FOR NEW HOMES (in addition to above requirements)

- Driveway Permit (twp road) or Highway Occupancy permit (state road)
- Sewage authorization (from public system or site suitable letter from WCSC)

FOR MANUFACTURED HOMES

- Pier prints (provided by Manufacturer) or Foundation design
- Installation instructions (provided by Manufacturer)

FOR SWIMMING POOLS

- Installation instructions
(all pools require a minimum 4' barrier, and ground fault outlet or circuit)

FOR COMMERCIAL BUILDING PERMITS

- Stamped Drawings for all items (\$750 Min Review Fee)
- Completed Building Permit Application
- Driveway permit
- Zoning permit

FOR OCCUPANCY PERMITS

Any occupancy permit is required when real estate is bought or sold.

Required for an Occupancy permit:

- Occupancy Permit Application (must be completed, including Tax Parcel ID)
- Occupancy permit fee (\$50 Residential)
- Passing Dye Test if property is on a public sewerage system

Please contact Building Code Official Jarrod D'Amico with specific questions.

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