

## CHECKLIST FOR VARIOUS DEVELOPMENTS IN SHELBY COUNTY

This checklist is intended to provide applicants with a general outline of what permits are needed in Shelby County depending on the proposed project. This form is not meant to replace any application or permitting requirements of Township Zoning, Health Department, Regional Planning (floodplain), State or other applicable regulations or permits. Separate permits for each and every regulation must be obtained prior to development. The Building/Electrical Department has jurisdiction for residential and commercial development in all unincorporated areas of the county and also within the villages of Anna and Jackson Center; and commercial in Sidney and Russia.

### Various Requirements

Type of Project	Township Zoning	Shelby County Building/Electrical (937) 658-6220	Health Department (937) 498-7249			
			Site Evaluation (Sect. C)	Sewage	Well	Plumbing
Agricultural Building	Maybe	Only electric	Only on a lot with a sewage system	No	No	Maybe
Outbuilding/Shed/Detached Garage/Other Structure (non-agricultural) that is 200 square feet or larger	Maybe	Yes	Yes	Maybe	Maybe	Maybe
Rural – New Construction (1, 2, 3 family)	Yes	Yes	Yes	Yes	Yes	Yes
Rural – Addition/Remodeling (1, 2, 3 family)	Yes	Yes	Yes	Maybe	Maybe	Maybe
Four or More Unit Residential Building (new/remodeling)	Yes	Yes	No	EPA	Maybe	Yes
Commercial/Industrial or Business Building or Use	Yes	Yes	No	EPA	Maybe	Yes
Decks, or Concrete Patios with a footer	Maybe	Yes	Yes	No	No	No
New Electric Service or Upgrade	No	Yes	No	No	No	No
New or Upgrade Water System	No	No	No	No	Yes	Maybe
New or Upgrade Sewage System	No	No	Yes	Yes	No	Maybe
New or Upgrade HVAC	No	Yes	No	No	No	Maybe
In-Ground Swimming Pool	Maybe	Yes	Yes	No	No	Maybe
Pond	Maybe	No	Yes	No	No	No

“Maybe” = Check with applicable agency

#### Other Projects/Agencies

- Any project in floodplain see Shelby County Regional Planning Commission 937-498-7273 (prior to Zoning Permit)
- If in Shelby County Sewer District (Lake Loramie, McCartyville, Newport, Arrowhead Hills, Hickory Dell, Millcreek) 419-628-3411
- Any project in Miami Conservancy District 937-223-1271 (contact prior to Zoning Permit)
- New Culvert: See Shelby County Engineer’s Office 937-498-7244, or Township Trustees if on a Township Road
- Ditch Alteration: See Shelby County Engineer’s Office 937-498-7244
- For sewage system requirements of a four or more unit apartment, or commercial/industrial/business, contact Ohio EPA at 937-285-6357
- If project is four or more unit apartment, or commercial/industrial/business and not in the unincorporated areas, Jackson Center, Anna, Russia, or Sidney, contact the State Department of Commerce 614-644-2223

### Typical Procedure for New Homes or Remodeling

