

ATTENTION:

Property Owners & Contractors!

As a reminder to all **property owners** and **contractors**, it is important that all requirements are satisfied with all agencies involved and permits are in place prior to the beginning of construction. Never assume that your contractor is taking care of these issues for you, it is ultimately the property owner's responsibility to meet these requirements. It's unfortunate when a structure is built without obtaining the proper permits. This can result in costly changes of building plans and very unhappy owners. Here is a quick checklist to be sure you are following all proper procedures.

- ✓ **Building Notice:** If you construct a building or improvement costing more than \$2,000, Ohio Revised Code 5713.17 requires notification be given to the County Auditor not later than sixty (60) days after construction has commenced. If the building and/or addition are open to the public see Commercial Projects below.
- ✓ **Floodplain Permit:** If you are located near a small stream, creek or river you must contact the Floodplain office to verify if a floodplain permit is necessary. Even the placement of Mobile Homes requires a permit when located in a floodplain area. Don't assume you are NOT in the floodplain because you have never flooded; a simple phone call can determine this before you begin. Floodplain maps are available for review in the floodplain office and the County Engineer's office.
- ✓ **Sewage System Permit:** If you are installing or replacing a septic system a permit must be obtained from the Gallia County Health Department located in the Service Center on Jackson Pike.
- ✓ **Private Water System Permit:** If you are planning to drill a well, install a cistern or holding tank, or develop a spring or pond system, this permit is necessary from the Health Department. If the construction involves commercial property than a plumbing permit from the Ohio Dept. of Commerce is also required.
- ✓ **Excavation of more than one (1) acre:** If construction activity causes more than one (1) acre of ground to be disturbed or excavated a permit must be obtained from the Ohio EPA to control or regulate the discharge of storm water from the site. (740-380-5277)
- ✓ **Drive-way Permits:** Drive-way permits must be obtained prior to any new or replacement installations as follows: county or township roads - County Engineer (740-446-4009); state highways - ODOT (740-446-1553).
- ✓ **Sub-dividing Property:** If you are sub-dividing property; one (1) lot or several lots, stop by or call the Gallia County Planning Commission to pick up a copy of the lot split "Application for Approval" form and the County Subdivision Regulations.
- ✓ **Destroyed or Damaged Property:** If removing a destroyed or damaged structure, completion of an "Application for Valuation Deduction" is required by the County Auditor, located in the Courthouse. With timely reporting, deductions from value approved will affect tax bills due the following year.
- ✓ **Incorporated Areas:** If your property is located inside the City of Gallipolis or one of the five incorporated villages you must contact the officials within that jurisdiction for their requirements. (see list on back)
- ✓ **Commercial Projects:** All commercial projects require a permit from the State of Ohio. For more information contact the Ohio Department of Commerce at 1-800-523-3581.

Please keep this checklist handy and contact the agencies listed to be sure you are following proper procedures. More information from these agencies can also be found online at www.gallianet.net, click on County Offices.

Don't Forget the Permit!

Revised 10/10/06

CONTACT INFORMATION

Agency	Address	Phone Number
Gallia County Auditor	County Courthouse 18 Locust Street Gallipolis OH 45631	740-446-4612
Gallia County Engineer	1167 State Rte 160 Gallipolis OH 45631	740-446-4009
Gallia County Planning Commission	County Courthouse 18 Locust Street Gallipolis OH 45631	740-446-4612
Gallia County Floodplain Office	Gallia Soil & Water Office CH McKenzie Bldg 111 Jackson Pike, Suite 1569 Gallipolis OH 45631	740-446-6173
Gallia County Health Department	Gallia County Service Center 499 Jackson Pike Gallipolis OH 45631	740-441-2018
City of Gallipolis – Code Enforcement	518 Second Avenue Gallipolis OH 45631	740-441-6020
Village of Centerville	Box 37 Thurman OH 45685	740-245-5967
Village of Cheshire	PO Box 27 Cheshire OH 45620	740-367-0301
Village of Crown City	PO Box 316 Crown City OH 45623	740-256-1030
Village of Rio Grande	PO Box 70 Rio Grande OH 45674	740-245-5822
Village of Vinton	PO Box 8 Vinton OH 45686	740-388-8461
Ohio Dept of Transportation	2397 Jackson Pike Gallipolis OH 45631	740-446-1553
Ohio Department of Commerce		1-800-523-3581
Ohio EPA		740-380-5277

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