

Hiram Township, Ohio - Obtaining a Zoning Permit for a New Home

Hiram Township Zoning Inspector – Rich Gano
(330) 240-1080

1. Obtain a current tax map and address from the **Portage County Administration Building, 449 South Meridian Street, 3rd Floor, Ravenna (330) 297-3598** so you can create your site plan.
2. Obtain a set of blueprints showing the square footage of the new home on the cover page.
3. A site plan of the entire property is required and must include the following (drawn to scale): indicate location of any/all easements; indicate and identify all existing buildings; clearly show all proposed work; indicate all property line dimensions; dimensions of all building; dimensions between building and dimensions to property lines.
4. Erect a sign board next to the construction driveway on the property. Post your new address on the sign board.
5. Clear the site. Please be sure that access to the proposed home building site is possible without a 4X4. Stake the new home site out at all four corners and the two property lines closest to the new home site. Attach a copy of your site plan and completed Zoning Permit application to a corner stake in a plastic bag. Call the Township Zoning Inspector and leave a message requesting a site inspection.
6. After an initial inspection the Zoning Inspector will call you and make an appointment for your permit. The placard the Zoning Inspector gives you must be posted on the sign board next to the driveway.
7. Make the check payable to **Hiram Township Trustees**. (If applicable, you can include an accessory building, pool, deck, fence, etc. in with the \$100.00 permit fee)

YOU MUST FOLLOW THESE DIRECTIONS TO OBTAIN A NEW HOME BUILDING PERMIT

