

# STEPS REQUIRED TO BUILD A HOME

PROPERTY OWNER'S NAME \_\_\_\_\_ TOWNSHIP \_\_\_\_\_

The following steps are required prior to construction of a new home on an **existing approved lot** in Knox County. Township zoning requires minimum square footage for a house and setbacks for the road, side, and rear property lines. 18 out of 22 townships have zoning. Please contact the zoning inspector in the township to which you intend to build to apply for a zoning permit. **If you intend to build on a new lot that has not received prior approval, please see the attached Minor Subdivision/Lot Split Administrative Review Application to start the approval process.**

## [ 1 ] Site Evaluation

Contact the **Knox County Health Department** to schedule a site evaluation and receive a list of soil scientists. The site evaluation determines if the lot size and soil evaluation meet the requirements for an on-site septic system.

Location: 11660 Upper Gilchrist Road, Mount Vernon, OH 43050 Phone: 740-392-2200

## [ 2 ] Access Management Permit

All new building sites must have an approved access (driveway) location. Traffic volume and site distance are of the utmost importance in determining the location of a new driveway. The **Knox County Regional Planning** office can determine the road classification (State, County or Township highway) for you. Please contact the appropriate department listed below for an application.

State Highway Garage	505 Harcourt Rd., Mount Vernon, OH 43050	740-392-3066
County Engineer's Office	422 Columbus Rd., Mount Vernon, OH 43050	740-397-1590
Township	Zoning Inspector or Township Trustee	

[ 3 ] **Property Address:** \_\_\_\_\_ **Assigned by:** \_\_\_\_\_

Please contact the **Knox County Map Office** to request a property address. Property owners must have an approved access permit, parcel identification number, and exact location of the driveway to obtain an address. Addresses are determined by the driveway location.

Location: 117 E. High Street, Suite 131, Mount Vernon, OH 43050 Phone: 740-393-6752

## [ 4 ] Storm Water Management & Sediment Control Permit

Storm water management and sediment control permits are required for all non-agricultural earth-disturbing activities over 300 square feet. Prior to construction, building sites must have a Storm Water Management & Sediment Control Permit. Contact the **Knox County Regional Planning Commission** for an application.

Location: 117 E. High Street, Suite 221, Mount Vernon, OH 43050 Phone: 740-393-6718

## [ 5 ] Septic and Well Permit

Contact the **Knox County Health Department** for a permit to install the septic system and a permit for the well. A layout/design plan is required.

Location: 11660 Upper Gilchrist Road, Mount Vernon, OH 43050 Phone: 740-392-2200

**After completion of the above steps in order, and any additional township requirements; return to the Township Zoning Inspector with a copy of your permits. The above steps are for building a home in all unincorporated areas of Knox County. For public or commercial projects, contact the Ohio Department of Commerce at 614-644-2223.**