

**WAYNE TOWNSHIP  
BUILDING PERMIT INSTRUCTIONS  
LAND USE DEVELOPMENT APPLICATION**

1. When application is completed, you must return the application to the Township Secretary at the Township Office along with payment.
2. The following will be required by the Officer:
  - a. Completed application
  - b. Drawing showing structure location, with all distances to property lines, right of ways, other buildings and etc.
  - c. Information including name and proof of ownership of property, ID tax number (36-)
  - d. Proof of valid sanitary sewerage connection permit or on lot sewerage permit
  - e. **Costs: (\$0.10) per square foot of floor space plus twenty-five dollars (\$25.00)**
  - f. driveway permit when necessary.
3. Permit Issuance:

Will be made within five (5) working days of receipt of completed application. Permit will be issued or denied in writing to applicant. Area to be used for construction must be marked in some way
4. Final Site Inspection:

Inspection when construction is completed. **Township to be notified when construction is completed.** The Officer shall conduct a final inspection within five (5) working days after notification of completion.

**Permits are required for:**

All construction (profit or non profit), trailers, sheds, farm buildings, swimming pools, etc., larger than 100 square feet. No permits are required for fences. All buildings may be taxable, even if smaller than 100 square feet, if assessed by the county tax assessor. This includes metal sheds and other out buildings.