

WAYNE TOWNSHIP
BUILDING PERMIT INSTRUCTIONS
LAND USE DEVELOPMENT APPLICATIONS

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, Tax ID Number (36-)
 - d. Proof of valid sanitary sewerage connection permit or on lot sewage permit
 - e. **Costs: (\$0.10) per square foot of floor space plus fifty dollars (\$50.00).**
 - 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 nonprofit), trailers, sheds, farm buildings, swimming pools, etc., larger than 100 square feet. All building 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