



# Village of McComb

210 East Main Street ~ P.O. Box 340 ~ McComb, Ohio 45858-0340  
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**Village Mayor**  
Robert Schwab

**Village Administrator**  
Kevin Siferd

## **Building/Zoning Permit Application Process**

**Permits Required:** No building or structure, or part thereof, shall be erected, altered, moved or repaired unless a permit has been issued for such work. (see Zoning Ordinance Ch.2, Sec 2.02 (a))

Such applications must be filed on forms provided by Zoning Inspector, completed in full, and all appropriate fees paid at the time of filing.

Applications must be accompanied by plans and specifications including a plot plan in triplicate drawn to scale showing the following:

1. The actual shape, location and dimensions of the lot
2. The shape, size and location of all buildings or other structures to be erected, altered or moved, as well as, the location of any existing buildings or structures
3. Dimensions from all structures to all lot lines
4. North directional arrow
5. Any other information that may be essential for determining whether the provisions of the Ordinance are being observed

**Variance Application:** The following information is required when applying for a variance:

1. Variance form completed by the applicant which specifies the variance being requested including the section(s) of the Zoning Ordinance which the variance is being requested, details of the variance and grounds on which the variance should be granted.
2. A plan drawn to reasonable scale showing the entire property under consideration
3. Location and names of abutting streets, list of
4. Location and dimensions of all existing and proposed structures as well as dimensions of property under consideration.

**Appeal Application:** see Zoning Ordinance Ch.2 Sec. 2.02, B 4(a)(b)

**Final Inspection:** The holder of every building permit for construction, erection, alteration, repair, or moving of any building, structure, or part thereof, shall notify the Zoning Inspector immediately upon the completion of the work authorized by such permit, for a final inspection.

**Certificate of Occupancy:** No land, building, or part thereof, shall be occupied by or for any use unless and until a certificate of occupancy has been issued for such use. See Zoning Ordinance Ch. 2 Sec. 2.02 D 1-7

All necessary information and forms are included in this packet. Please contact the Village office at 419-293-3521 with questions or for more information.

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