

## **INFORMATION REQUIRED TO APPLY FOR A PERMIT**

1. Plot map of the property or lot with building plotted on the map. The map must show all of the required building setback dimensions on the front, sides, and rear yards, and any other existing buildings. Plot map must show all of the lot dimensions.

**NOTE:** Your ‘Front Yard’ is the area from the public road where your house is addressed to the closest point to that road. It is not necessarily what you consider the front of the front yard. Please refer to our zoning regulations for complete designations and descriptions.

2. You must also have the physical address of the property or lot with the house number and “Access Management” approval included. You may procure these from the Tuscarawas County Engineer’s Office in New Philadelphia.
3. The property owner and contractors name (if needed) and all contact information must be included in request.
4. You must supply drawings of your house and/or building plans with the outside dimensions of each floor or level for the square footage. This must include the garage and basement if it is a walkout or split-level type home.
5. You must also have the cost or the valuation of the house or building excluding the property (land).
6. You must prepare and submit a Residential Stormwater Management Plan. You can download a copy of the single lot residential storm water management plan on this site.
7. NOTE:
  - a. If the property is in the R-4 District, it has to be one (1) acre or larger for septic service. This will require a septic permit from the Tuscarawas County Health Department in the property owner’s name. We cannot accept a paper stating that the land was or has been approved for septic.