

# Orange Township Commercial/ Industrial Permit Cheat Sheet

## IS A ZONING PERMIT REQUIRED FOR YOUR PROJECT?



- New Construction
- Exterior Modifications (i.e. landscaping, lighting, parking, additions, building materials & colors)
- Building Addition
- Change in Use
- Remodel
- Interior Modifications (structural only)



- In-kind repair or replacement (i.e. roof, windows, painting, paving)
- Electrical
- Plumbing
- HVAC
- Non-structural Interior Modifications
- Grading and Drainage
- Demolition

## THE PROCESS OF OBTAINING A PERMIT



*if a permit is not required*

**Contact Agencies**  
Check with other agencies to verify whether or not they require a permit (i.e. county, fire, health department, etc).

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**Proceed with project.**



*if a permit is required*

**Fill out Application**  
Include with it the following:

- Signed and Notarized Affidavit (see page 2 of application)
- Fee Payment (see current fee schedule)
- Project Plan (see page 3 of application)
- Proof of Water/ Wastewater
- Copy of Certified Address from County Engineer

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**Review Period**  
Staff reviews application for completeness and zoning code compliance (takes 7-14 business days) Staff will seek review from necessary entities.

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**Notice**  
Applicant will receive notice of permit decision.

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**Other Permits**  
Contact Delaware County for all other permits (if applicable).

## CONTACT LIST

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| <b>Orange Township</b><br>(740) 548-5430  |                       |
| <b>Michele Boni</b><br>Planning and Zoning Director<br>Contact for zoning requests                          | <b>ext. 3125</b>      |
| <b>Jeffrey Beard</b><br>Zoning Enforcement Officer<br>Contact for general inquiries                         | <b>ext. 3124</b>      |
| <b>Mike Clark</b><br>Fire Inspector<br>Contact for fire department approval                                 | <b>(740) 548-7104</b> |
| <b>Delaware County</b>  |                       |
| <b>Auditors Office</b><br><a href="http://www.delco-gis.org/auditor/">http://www.delco-gis.org/auditor/</a> | <b>(740) 833-2900</b> |
| <b>Building Dept.</b><br>Permits, Inspections and Occupancies   | <b>(740) 833-2200</b> |
| <b>Health Dept.</b><br>On site water and wastewater treatment   | <b>(740) 368-1700</b> |
| <b>Recorders Office</b><br>Subdivision plats, property deeds  | <b>(740) 833-2460</b> |
| <b>Engineers</b><br>Driveway Permits , DESC, Maintenance  | <b>(740) 833-2400</b> |
| <b>Soil and Water</b><br>Drainage questions   | <b>(740) 368-1921</b> |



