

## FAQ's FOR NEW CONSTRUCTION

### Association, Deed Restrictions or any Easements on the Property:

If you are unsure, check with the Ottawa County Recorder's Office to see if anything affiliated with the property is on file and recorded.

Ottawa County Recorder's Office  
Ottawa County Courthouse  
315 Madison Street  
Port Clinton, Ohio 43452  
Floor 2, Room #204  
(419) 734-6730

- Structures typically cannot be constructed within a designated easement. There is no zoning requirement on how far from the edge of an easement a structure must be. Just keep in mind the user of that easement has the right to drive on, dig-up, cut limbs or do whatever is necessary within the entire easement area. Driveways, sidewalks, patios & fences can be located in or on top of an easement because they are viewed as removable items that can be saw-cut, disassemble, repaired or replaced.
- The Township DOES NOT enforce private deed restrictions.
- If a private deed restriction is stricter than a zoning requirement and it is not followed, it becomes a civil matter among neighbors or that association to enforce themselves.

### Sewer & Water line locations, tap-in fees, lateral permits (new, replacements & repairs):

Ottawa County Sanitary Engineer  
Ottawa County Courthouse  
315 Madison Street  
Port Clinton, Ohio 43452  
Floor 1, Room #105  
(419) 734-6725

### Septic Systems:

Ottawa County General Health District  
Located in the Sutton Center on Buckeye Blvd.  
1856 E. Perry Street  
Port Clinton, Ohio 43452  
(419) 734-6800

### Flood Zone Review & Confirmation (Is the property in a flood zone?):

Ottawa County Regional Planning  
Ottawa County Courthouse  
315 Madison Street  
Port Clinton, Ohio 43452  
Floor 1, Room #107  
(419) 734-6780

### Address Assignments (If there is no address to the property and you need one):

General Township Property:  
Ottawa County Regional Planning  
Ottawa County Courthouse  
315 Madison Street  
Port Clinton, Ohio 43452  
Floor 1, Room #107  
(419) 734-6780

Lakeside Property:  
Lakeside Administrative Offices  
236 Walnut Street  
Marblehead, Ohio 43440  
(419) 798-4461

**Driveway, curb cut permits for new or relocated driveway entrances (including utility construction in road right-of-way):**

Property along a State Route (SR 163, SR 269, or Parts of N. Buck Road):

ODOT District 2  
Permits Department  
317 E. Poe Road  
Bowling Green, Ohio 43402  
(419) 373-4301

Property along a Township Road, County Road or Private Road:

Ottawa County Engineer's Office  
(on the way to Oak Harbor out by the Fairgrounds)  
8247 State Route 163  
Oak Harbor, Ohio 43449  
(419) 734-6777

**Propane:** Any propane carrier for this area. Check with Ottawa County Building Department (419) 734-6767 about tank placement location on the property in relation to property lines, other neighboring structures and where the new structure or addition will be placed.

**Gas:** Columbia Gas of Ohio – (800) 344-4077

- Disconnection for a demo/rebuild situation requires 30 day advance notice.
- Make sure anyone who calls you with Confirmation or Work Order Reference #'s that you ask for their name and a direct number to be able to call them back on for any follow-up.
- Columbia Gas requires to speak with the homeowner directly and not the contractor.

**Electric:** Ohio Edison – (888) 544-4877

- Consult [www.firstenergycorp.com](http://www.firstenergycorp.com) and select Service Requests in the top band.
- Make sure anyone who calls you with Confirmation or Work Order Reference #'s that you ask for their name and a direct number to be able to call them back on for any follow-up.
- Ohio Edison will work directly with a contractor once the property owner fills out a form authorizing this.

**ALL NEW CONSTRUCTION (New SF home, New Commercial Building, Additions):**

- Zoning Permit is always required and must be obtained before getting a County Building Dept. permit.
  - Must submit site plan showing the building on the property in relation to property lines and other structures on the property, submit blue prints of the new structure (includes foundation, framing, floor plans, elevation drawings).
  - If the property is located in Lakeside, approval needs to be received from HP-DRB before getting a zoning permit.
- Once Zoning Permit is obtained, must then go to the County Building Department.

**ACCESSORY STRUCTURES (Sheds, Gazebo's, Pole Barns, Pools):**

- Zoning Permit is always required no matter how big or small and must be obtained before getting a County Building Dept. permit.
  - Must submit site plan showing the building on the property in relation to property lines and other structures on the property, submit foundation & framing plans if applicable, submit photo or elevation drawings of what the building will look like.
- If structure is 200s.f. or less, no County Building Dept. permit is needed.
- If structure is 200s.f. or more is proposed, permit is required by Ottawa County Building Department as well.

Zoning Permit Application: [https://danburyschools.com/wp-content/uploads/2018/03/Zoning\\_Permit\\_Application\\_Fill.pdf](https://danburyschools.com/wp-content/uploads/2018/03/Zoning_Permit_Application_Fill.pdf)

Ottawa County Building Department  
Ottawa County Courthouse  
315 Madison Street  
Port Clinton, Ohio 43452  
Floor 1, Room #104  
(419) 734-6767

<https://www.co.ottawa.oh.us/200/Forms-Applications-Other-Documents>