

VIII. ZONING APPROVAL	
District	Use
Front Yard	Rear Yard
Side Yard	Side Yard
Notes	
Approved By	
Title	

New Construction of a Residence:

When returning the application, the following items are required:

- a. A copy of the **sewage permit** (this applies if there is no existing on-lot system.) Gregg Twp. requires a receipt showing application has been made to hook onto public sewer.
- b. A copy of the **zoning permit**. Not all townships have zoning at this time. Check with your township officials or this office if you do not know if your township has zoning.
- c. A **Certificate of Insurance on your contractor**. The state requires proof of workmen's compensation on the contractor (if the contractor has employees).
- d. **Two sets of plans** on the residence. These plans must include the following information: elevation drawings, foundation drawings, floor plans, electrical, plumbing, venting riser plans and residential energy worksheet. Once the plans have been reviewed, one set will be returned with the permit. These plans will be stamped "Approved" and signed by the Code Administrator.

Additions/Alterations or New Buildings on your lot:

When returning the application, the following items are required:

- a. A copy of the **zoning permit**. Not all townships have zoning at this time. Check with your township officials or this office if you do not know if your township has zoning.
- b. A **Certificate of Insurance on your contractor**. The state requires proof of workmen's compensation on the contractor (if the contractor has employees).
- c. **Building Plans**. If you are constructing an addition, please draw the house and show where the addition will be constructed in relation to the home. We will ask for dimensions of the addition. Submit elevation, floor plan and sectional drawings showing construction, plumbing, heating, electrical and insulation systems to be constructed.

Commercial Construction:

When returning the application, the following items are required:

- a. A copy of the **zoning permit**. Not all townships have zoning at this time. Check with your township officials or this office if you do not know if your township has zoning.
- b. A **Certificate of Insurance on the contractor**. The state requires proof of workmen's compensation on the contractor (if the contractor has employees).
- c. **Three sets of stamped architectural plans** on the construction must be submitted to this office for review. Our office will determine if the plans are in compliance with all applicable codes in effect at the time of submission. Once the plans are reviewed, one set of the plans will be returned with the permit.