



Building Division



FAIRFIELD COUNTY
REGIONAL PLANNING COMMISSION

COMMERCIAL BUILDING PERMIT PROCEDURES

1. Zoning Approval: The following townships require separate zoning certificates:

Amanda Township	740-969-2739
Berne Township	740-243-6096
Bloom Township	740-837-4387
Greenfield Township	740-756-9378
Hocking Township	740-808-1628
Liberty Township	740-400-0768
Pleasant Township	740-468-2330
Richland Township	740-536-7579
Rushcreek Township	740-569-7181
Violet Township*	614-575-5560
Walnut Township	740-467-2420

**Violet Township operates from a separate building department. All commercial building permits should be obtained through the Violet Township Building Department (614-575-5556).*

If you live in a village or city, please contact the municipal offices for zoning and building department information. Fairfield County will issue commercial building permits for the Villages of Baltimore and Millersport.

2. Address: To obtain an address, please contact the Fairfield County Engineer's Office, located at 3026 West Fair Avenue, Lancaster, OH 43130 (740) 652-7050.

3. Building Permit Applications: Fairfield County operates a commercial (non-residential) building department through the Regional Planning Commission. A Certificate of Occupancy from the county building department is required for new commercial building projects in the townships and the Villages of Baltimore and Millersport. The process for completing commercial construction projects under the building department's jurisdiction consists of the following steps:

1. Application & submittal of construction plans and documents
2. Plan review and permit issued

4. Plumbing: If plumbing is involved or you are not on Public Water and Sewer, a permit must be obtained before a building permit will be issued. Plumbing permits will be issued from the Fairfield Department of Health. The Fairfield Department of Health is located at, 1550 Sheridan Drive, Suite 100, Lancaster, OH 43130, phone: 740-652-2800.

5. Inspections: Please contact the Fairfield County Building Department 24 hours before scheduling inspections. The approximate turn-around time for a permit application is two weeks; pending any revisions.

6. Additional Information: Additional Information can be found online at these sites:

- Fairfield County Commercial Building Permits: <https://www.co.fairfield.oh.us/building-department/>
- Utilize the Right of Way Permit & Mailbox Permit: <https://www.co.fairfield.oh.us/Engineer/FC-Engineers-Right-of-Way-Policy.html>
- Health Department Applications & Forms: <https://www.myfdh.org/General-FDH-Info/Forms.html>
- Fairfield County Flood Hazard Permits: <https://www.co.fairfield.oh.us/rpc/FC-Floodplains.html>
- Township Zoning Information: <https://www.co.fairfield.oh.us/rpc/FC-Zoning-Information.html>

3. Construction and inspection
4. Final approval-certificate of occupancy

To apply for a building permit, proceed to the Fairfield County Regional Planning Commission, 210 East Main Street; Room 302, Lancaster, OH 43130 (740-652-7130) or online at: <https://www.co.fairfield.oh.us/building-department/pdf/Building-Department-Permit-Application.pdf>

- The following is necessary to begin the permitting process:
- a. Permit Application
 - b. \$130 application fee
 - c. 4 sets of original plans