



ORANGE VILLAGE BUILDING DEPARTMENT  
4600 LANDER ROAD  
ORANGE VILLAGE, OH 44022

Phone: 440-498-4405

Fax: 440-498-4404

Hours: Monday – Friday 8:30am – 4:30pm

**RESIDENTIAL ACCESSORY BUILDING PROCEDURES**  
(STORAGE BLDG, SHED, POLE BARN, DETACHED GARAGE)

When submitting plans for an accessory building, the following is required:

- Three (3) sets of construction drawings & site plans
- Completed Applications – (Building Permit form) & application for Planning & Zoning/ABR if applicable
- Deposit/Architect Fee: \$200 Completed Application (Building Permit Application)
- Approval of the Planning & Zoning/Architectural Review Board if applicable

The site plan must contain:

- Plot plan showing property boundary lines
- Indicate locations of house and other existing buildings
- Show street, driveways and dwelling locations
- Show setback, side and back yard dimensions
- Show existing and proposed grades

Construction drawings:

- Height of structure
- Foundation plans, floor plan, exterior elevations and wall section
- Material and structural schedule
- Manufacturer's literature (if applicable/available)
- Roof plan
- Submit material samples and color scheme
- Photos of existing house (and other structures; if applicable)

Please refer to the Codified Ordinances for specific zoning requirements and setbacks:

**1148.02(e)** U-1, 1 ½ Acre or more, Cannot exceed 1000 square feet or 1% of lot area, whichever is greater.

**1150.03(c)** U1-A, ½ Acre or more, Cannot exceed 200 square feet

**1170.03(e)** S-1, Cannot exceed 200 square feet

All drawings **must** be received by the Building Department two (2) weeks prior to the scheduled Planning & Zoning Meeting. Planning & Zoning meetings are held twice a month, on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of every month, beginning at 6:30pm. Approval from 'Homeowners Association' is necessary, if applicable. Should approval of plans be denied, revised plans must be resubmitted (still allowing an additional 2 weeks for review). **\*\* In order for the plans to be reviewed at the Planning & Zoning meeting, a representative MUST be present. \*\***

After the project is approved by the PZ/ABR Commission, a permit may then be obtained.

The permit fee is for Residential Accessory Structures over 200 sq. ft. = \$50.00 Base fee + .30 Sq. Ft or \$100.00 minimum. 1% State tax is also collected. A (refundable) cash bond may also be collected, depending on the scope of the project.

All Contractors must be registered with Orange Village. General Contractors must also submit the names and phone numbers of their subcontractors before they obtain the permit. Contractor Registration forms are available at Village Hall, or online at [www.orangevillage.com](http://www.orangevillage.com). The fee is \$75.00.

Contractors are responsible for compliance with the current edition of the Residential Code of Ohio and all other applicable Village Ordinances.