

Our mission: *To reaffirm and strengthen the quality of life by enhancing how Gahanna lives, works and plays as a model community that values its rich heritage and pursues high standards supported by its economic development.*

- Dept. of Planning and Development



What You Will Need

A Certificate of Appropriateness from Gahanna's Planning Commission is required for new structures, exterior alterations and other uses:

Complete the application and submittal requirements obtained from the Planning & Zoning Administrator and pay fee upon submittal.

Building Permit:

Five sets of site plans and construction documents. Include the parcel number and estimated cost of the structure.

Building permit fees shall be paid at time permit is issued.

Questions

If you have any questions or need assistance in meeting procedural requirements, or in preparing any applications, please contact:

Building and Zoning Division:

Phone: (614) 342-4010

Fax: (614) 342-4100

Water and Sewer Division:

Phone: (614) 342-4440

Fax: (614) 342-4100

Engineering Division:

Phone: (614) 614-4050

Please visit our website at www.gahanna.gov/building for more information.



CITY OF GAHANNA

Department of Planning and Development
200 South Hamilton Road
Gahanna, Ohio 43230

Phone: (614) 342-4010

Fax: (614) 342-4100

Visit our website at: www.gahanna.gov



CITY OF GAHANNA
DEPARTMENT OF PLANNING & DEVELOPMENT

Your guide to **Commercial, Industrial and Multifamily Construction**



Live • Work • Play

Fees

For a development site, the Department of Engineering assesses a Plan Review Fee of \$1,000 plus an additional \$100 per acre above 5 acres. For additional fees and information contact the Division of Engineering.

Certificate of Appropriateness: \$50, plus an additional \$ 0.01 per square foot.

Water and Sewer: Fees vary based on service size. Contact the Water and Sewer Division.

Building Permit Fees:

- Payable when permits are issued. (Sample fee for 10,000 s.f. building: \$3,291.50)
- (Sample fee for \$50,000 alt: \$1,213.90)
- A re-inspection fee of \$100 is charged after an inspection has failed for the second time.

Zoning Certificate: \$50 (included in sample fees shown.)

Note: Fees are subject to change. For a complete list of Building and Zoning fees, visit our website at www.gahanna.gov/building.

Procedure

Step 1: File completed Certificate of Appropriateness application, submittal requirements and fee with the Planning and Zoning Administrator, three/four weeks prior to the next public hearing for Planning Commission.

Step 2: Attend a Planning Commission meeting when your application is scheduled to be heard. Meetings are held on the second and fourth Wednesdays of each month at City Hall, 200 South Hamilton Road. For a complete and updated list of dates and times, please see the Planning Commission's legislative calendar at www.gahanna.gov.

Step 3: Within fifteen days after being approved by Planning Commission, the Planning and Zoning Administrator will issue a Certificate of Appropriateness.

Step 4: Submit a building permit application to the Building and Zoning Division in 10-15 working days if plans have been approved. If they were not approved, corrections should be made and resubmitted.

Step 5: Contact the Water and Sewer Division for tap locations as early as possible to eliminate potential problems or delays. Water and sewer fees are paid when the Building Permit is issued.

Step 6: Inspections are required by the Building and Zoning Division. A list of these is provided upon request.

Inspections need to be scheduled 24 hours prior to the day they are needed.

Step 7: After the final inspection, you are required to provide the Building and Zoning Division with an as-built plot and grading plan prepared by a registered surveyor or engineer showing lot dimensions and location of buildings.

Improvements shall be shown to an accuracy of one-tenth of a foot with proposed and actual elevations being shown at corners of the lot and building.

The drawing shall contain a certification that grades comply with the approved master grading plan for the area.

The final plot plan must also show water valves, sanitary sewers, manholes, and other utilities and easements granted on the property. Markers must be clearly visible showing the property lines.

Permanent metal lot pins shall be set at corners.

Step 8: Prior to occupancy, a Certificate of Occupancy shall be issued by the Building and Zoning Division.