**BEFORE** purchasing a lot in a rural area, check the following information with the noted office to make sure you can build on the lot.

**Land Use Regulations; Subdivision; Flood Plain; General Zoning**
- Wood County Planning Commission
  County Office Building, 5th Floor
  419.354.9128
- Local Jurisdiction
  Township Trustees/Zoning Inspector

**Well & Septic**
- Wood County Health Department
  1840 East Gypsy Lane Road
  419.354.2702

**Water & Sanitary Sewer**
- Northwestern Water & Sewer District
  12560 Middleton Pike, PO Box 348
  419.354.9090

**Access & Storm Water Drainage**
- Wood County Engineer
  County Office Building, 3rd Floor
  419.354.9060
- Ohio EPA – Northwest District Office
  347 North Dunbridge Road
  419.352.8461

**Deed Restrictions**
- Wood County Recorder
  County Office Building, 2nd Floor
  419.354.9140

**Real Estate; Agricultural Recoupment & Agricultural District; Special Assessments**
- (Existing, pending, delinquent or deferred)
  Wood County Auditor
  County Office Building, 2nd Floor
  419.354.9150

**Building Permits**
- Wood County Building Inspection
  County Office Building, 3rd Floor
  419.354.9190

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**AFTER** securing a lot, contact the **Wood County Planning Commission** to obtain parcel zoning information, flood plain designation, and street address.

Proceed with obtaining necessary permits by contacting the following offices:

**Local Jurisdiction**
- **Township Trustees/Zoning Inspector**
  - Zoning Permit
    - A complete list of zoning inspectors can be found at [www.co.wood.oh.us](http://www.co.wood.oh.us) on the Building Inspection department page.
  - Work-in-Right-of-Way Permit
    - for lot located on a township road
    - Visit [woodcountytownships.com](http://woodcountytownships.com) for Township Trustee contact information.

**Wood County Engineer**
- Permits for:
  - Access
  - Curb Cut
  - Driveway
  - Private Drive Culvert
  - Utilities
  - Roadway
  - Storm Tap (unplatted rural areas)
  - Open Cut/Road Bore
  - Storm Water Discharge
    - BEFORE OBTAINING A ZONING PERMIT, approval of a Storm Water Pollution Prevention Plan (SWPPP) is required in Lake, Middleton, Perrysburg, and Troy Townships; Millbury, Walbridge, and Rossford.

**Wood County Health Department: Environmental Health**
- Household Sewage/Septic
- Private Water System

**Northwestern Water & Sewer District**
- Water Service Tap
- Sanitary Sewer Tap
- Storm Sewer Tap (if available)

**Ohio EPA – Northwest District Office**
If the lot is part of a larger common plan of development or sale which will cumulatively result in an acre or more of earth disturbance, additional permits may be required prior to ground breaking. Earthwork may not commence until the applicant receives the director’s authorization letter.

**PRESENT** the following items to **Wood County Building Inspection** to secure the required permits to begin construction.

- ☐ Zoning Permit
- ☐ Sanitary Sewer Tap/Septic Permit
- ☐ Wood County Engineer General Permit
- ☐ Site Plan
- ☐ Residential Building Permit Application with two sets of Building Plans

- Other items needed depending on location:
  - ☐ Flood Plain Designation
  - ☐ Storm Water Pollution Prevention Plan (SWPPP)

Many of the permit applications referenced can be downloaded from the Wood County Government website under the appropriate office/department link: [www.co.wood.oh.us](http://www.co.wood.oh.us)
**Required Permits and Inspections for New Building Construction**

Information on permit types and fee schedules is available on the County’s website under the Building Permit Inquiry quick link.

**Permits**
- Building
- Electric
- Heating & Plumbing

**Inspections**
- Footings & Foundations
- Underground - Electric, Heating & Plumbing
- Rough - Electric, Heating, Plumbing & Building
- Final - Electric, Heating, Plumbing & Building

To request an inspection, contact Building Inspection at 419.354.9190.

After final inspections are completed and approval is granted, a Certificate of Occupancy will be issued and the house may be occupied.

**CONTACT INFORMATION**

Phone: 419.354.9000  
Toll free: 1.866.860.4140  
Online: www.co.wood.oh.us

**OFFICE HOURS**

<table>
<thead>
<tr>
<th>Office</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditor</td>
<td>8:30 am to 4:30 pm</td>
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</tbody>
</table>
| Building Inspection        | March – Oct. 7:30 am to 3:30 pm  
|                            | Nov. – Feb. 8:00 am to 4:00 pm    |
| Engineer                   | 8:00 am to 4:30 pm  |
| Health Department          | 8:30 am to 4:30 pm  |
| Northwestern Water & Sewer District | 8:00 am to 5:00 pm |
| Planning Commission        | 8:30 am to 4:30 pm  |
| Recorder                   | 8:30 am to 4:30 pm  |

*This publication is provided courtesy of the Wood County Commissioners.*

*Doris I. Herringshaw, Ed.D*  
*Craig LaHote*  
*Dr. Theodore H. Bowlus*

Helping you navigate through the home building process to help you build the home of your dreams.