

**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

**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.

- |  |  |
|--|--|
| <input type="checkbox"/> Zoning Permit   | Other items needed depending on location:                              |
| <input type="checkbox"/> Sanitary Sewer Tap/Septic Permit  | <input type="checkbox"/> Flood Plain Designation                       |
| <input type="checkbox"/> Wood County Engineer General Permit                                     | <input type="checkbox"/> Storm Water Pollution Prevention Plan (SWPPP) |
| <input type="checkbox"/> Site Plan   |  |
| <input type="checkbox"/> Residential Building Permit Application with two sets of Building Plans |  |

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](http://www.co.wood.oh.us)

## OFFICE HOURS

Auditor	8:30 am to 4:30 pm
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*



# A Guide to Rural Residential Construction

Wood County, Ohio

Rev. April 2019



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