

**VILLAGE OF GENOA**  
**ZONING PERMIT APPLICATIONS PROCEDURE**

- 1). Zoning applications may be obtained at the Administration Building: 102 E. 6<sup>th</sup> St.; phone 419-855-7791 (ext.4), Hours are Monday –Friday 8:00 -1:30 p.m.-2:30 (Lunch) 2:30 p.m. - 4:30 p.m.
- 2). Site plan of existing, proposed buildings or additions with the outside dimensions of all structures shall be submitted with the zoning application to the Zoning Inspector.
- 3). The Zoning Administrator has ten (10) working days to approve, or reject a zoning
- 4). No work shall commence until the zoning application has been approved.
- 5). All proposed structures shall be properly staked, and property pins exposed, if possible.
- 6). Upon construction of any residential or commercial building, a tap fee for water, sanitary sewer, storm sewer and electrical must be paid to the Village Utilities Department; located at 102 E. 6<sup>th</sup> Street.
- 7). The Zoning Administrator shall inform any applicant if their lot or parcel falls within a flood plain, as certain building restrictions apply to these areas.
- 8). All zoning permits are good for only **one year** upon day of issuance.
- 9). A zoning permit is not needed from Ottawa County for a fence, or a swimming pool.
- 10). After a zoning application has been approved by the Village, the applicant must obtain a building permit from the Ottawa County Building Department. Also, an electrical, plumbing and heating permit, if applicable. Applicant must have a signed copy of approved zoning permit.
- 11). Ottawa County will no longer take a building permit for storage sheds less than **200** square feet.
- 12). All decks must obtain a zoning permit from Ottawa County.
- 13). All contractors have to be licensed, and registered with Ottawa County.

**Zoning Permit Fees**

Permits	Fees
Single Family	\$ 60.00
Two Family	\$ 75.00 & \$25/unit
Multiple Dwelling	\$ 75.00 & \$25/unit
Remodeling & Additions	\$ 35.00

Commercial	\$ 75.00/500 sq. ft.
Commercial Alterations	\$. 03/add sq. ft.
Industrial	\$125/500 sq. ft.
Industrial Alterations	\$.03/add sq .ft.
Swimming pools	\$ 20.00
Fences	\$ 20.00
Decks	\$ 20.00
Signs & Billboards	\$ 20.00
Garages & Accessory Buildings	\$15/150sq.ft;\$20/300 sq.ft.\$25/301 sq. ft.-\$35.00 for anything above 301 sq. ft.
Moving of Bldg/Driveway Install.	\$ 20.00
Demolition	\$ 20.00
Variance	\$150.00
Application for Zoning Change	\$150.00
Appeal	\$150.00
Conditional Use	\$150.00
Lot Split Review	\$ 30.00
Planning and Zoning Code	\$ 15.00