

Portage County Health Department

The Homeowner's Checklist for Planning and Building a Home in Portage County's Townships and Villages

Please contact the cities of Aurora and Streetsboro for
specific instructions for these subdivisions.

BEFORE YOU BUY: The Planning Stage

☞ Contact the local zoning department before you buy property:

Information you should have before you call:

- ☞ street address for the property or lot number from a tax plat (map)
available at the Portage County Administration Building, 3rd Floor, 449 S.
Meridian Street, Ravenna, Ohio 44266
- ☞ any utility easements or restrictions (1-800-362-2764)

Questions to ask:

- ☞ Is the property zoned for the home you intend to build?
- ☞ Are there restrictions that will effect the placement of my home?

☞ Contact the Portage County Water Resources
Portage County Administration Building
449 S. Meridian Street
Ravenna, Ohio 44266
(330) 297-3670

Information you should have before you call:

- ☞ street address for the property or a lot number from a tax plat (map)

Questions to ask:

- ☞ Is sanitary sewer available or planned for the property?
- ☞ Is central water available?

☞ Contact the Portage County Board of Health
Portage County Administration Building
449 S. Meridian Street, 3rd Floor
Ravenna, Ohio 44266
(330) 296-9919

For verification of the property's suitability for a sewage system, if sewer is NOT
available

Information you should have before you call:

☞ tax plat (map) of the property

Question to ask:

☞ Is the property suitable for a household sewage disposal system? (Has a site evaluation been completed?) (If not, be sure to have this done before purchase.)

BEFORE YOU BUILD: The Permitting Stage

☞ Obtain a sewer tap permit from the County Water Resources, city or village, if sanitary sewer is available

☞ Choose a registered installer to obtain a septic permit for you from the County Board of Health if sewer is NOT available and the property is suitable for a household sewage disposal system

Before you choose an installer

☞ Contact the Board of Health for a current listing of registered installers

☞ Choose a licensed plumber to obtain plumbing and footer drain permits from the County Board of Health

Before you choose a plumber

☞ Contact the Board of Health for a current listing of licensed plumbers

☞ Pay a water tap-in fee to the County Water Resources, city or village, or Consumers Ohio Water if central water is available

☞ Choose a licensed well driller to obtain a well permit for you from the County Board of Health if central water is NOT available

Before you choose a well driller

☞ Contact the Board of Health for a current listing of licensed well drillers

☞ Obtain a zoning permit from the local zoning department

What you need to apply

☞ a tax plat (map) from the County Administration Building

☞ a site plan, building floor plan and exterior building evaluation plan

☞ an excavator bond (in some townships and villages)

☞ a driveway or curb-cut permit from the township, village, city, county, or state

☞ a septic permit from the County Board of Health if sewer is not available