



ADDITION/ALTERATION ZONING PERMIT

In order to apply for an Addition/Alteration Zoning Permit, submit the following:

1. Completed Zoning Permit Application – [Link to Application form](#)

OR

- 1a. Apply through the Application web portal – [Link to web portal](#)

- Must include Property Owner Addendum if applying through web portal
- [Link to Property Owner Addendum](#)

2. Site Plan

- Must be to-scale
- Must indicate setback distances from property lines

3. Elevations

- Must note building height
- Must note roof pitch
- Must note siding materials

4. HOA Letter of Approval

- Only required if located in the PR Zoning District

5. Health Department Letter of Approval

- Only required if utilizing on-site sanitary

6. Application Fee

- \$100 if 1,500 SF or less
- \$200 if more than 1,500 SF

Setbacks and requirements vary depending on the Zoning District and/or Development Plan. Please contact the Zoning Office at (740) 938-2010 for details.