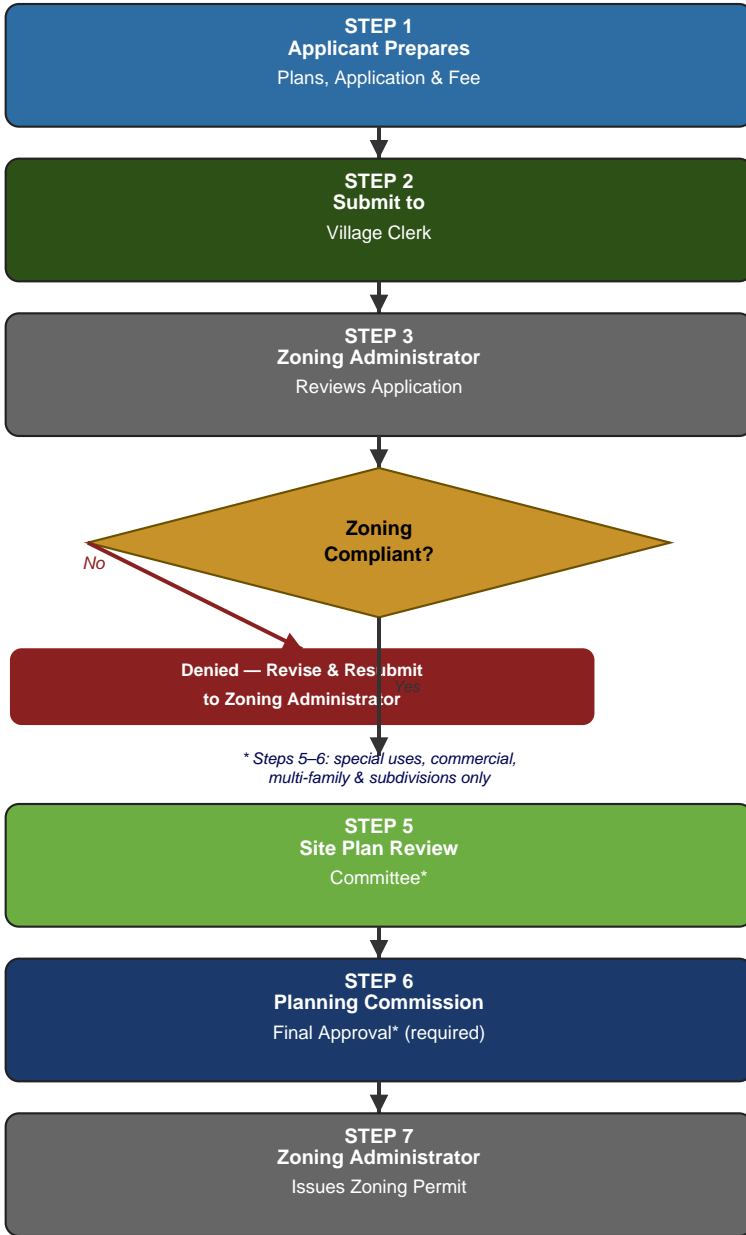




# Building & Zoning Permit Application Process Flow

## PHASE 1 — ZONING PERMIT PROCESS

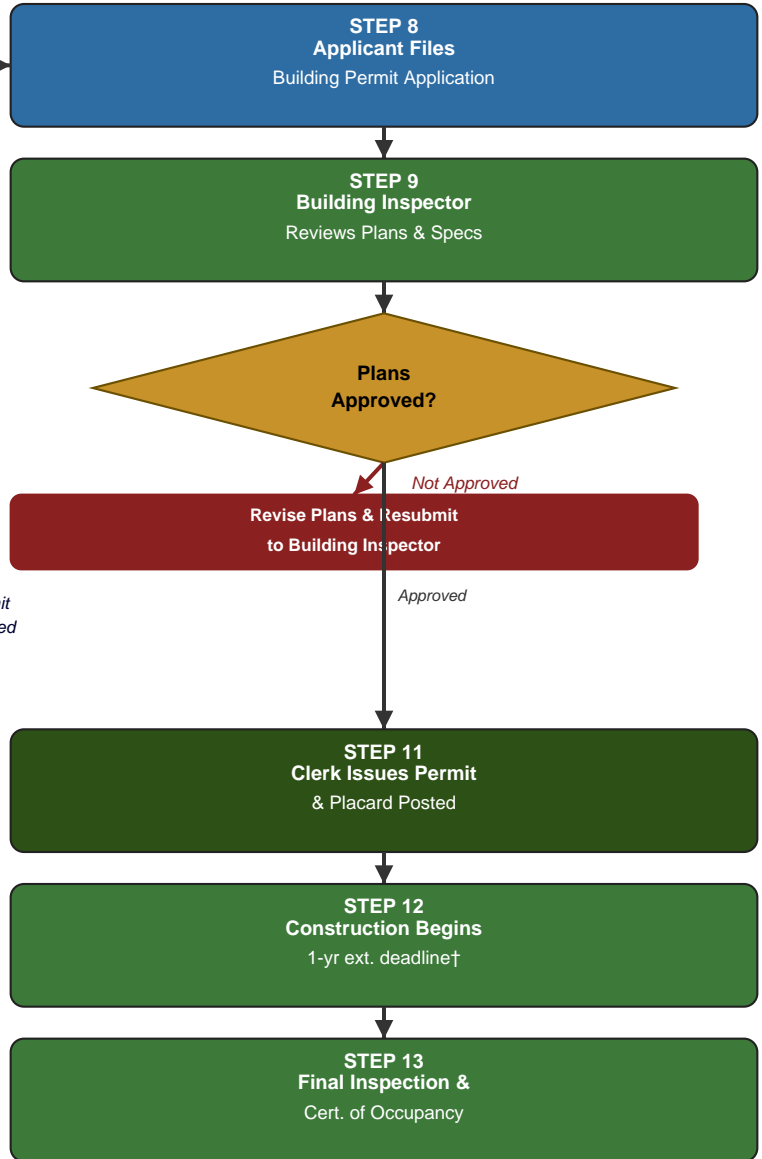
(must be obtained BEFORE any excavation or construction)



\* Steps 5-6: special uses, commercial, multi-family & subdivisions only

## PHASE 2 — BUILDING PERMIT PROCESS

(PC sign-off required in Ph.2 if site plan was needed)



Permit  
Granted

\* Steps 5-6 required only for special land uses, commercial/industrial, multi-family residential, parking 10+ spaces, parks, subdivisions (§154.285, §154.287).

† Driveway permit from Street Administrator required BEFORE zoning permit (§154.046). Cert. of Occupancy issued within 10 days of final inspection (§152.31). 1-yr deadline extendable by Council for good cause (§152.07).

‡ Building Inspector role defined by ordinance, not a named individual — contact Village Clerk for current contact.

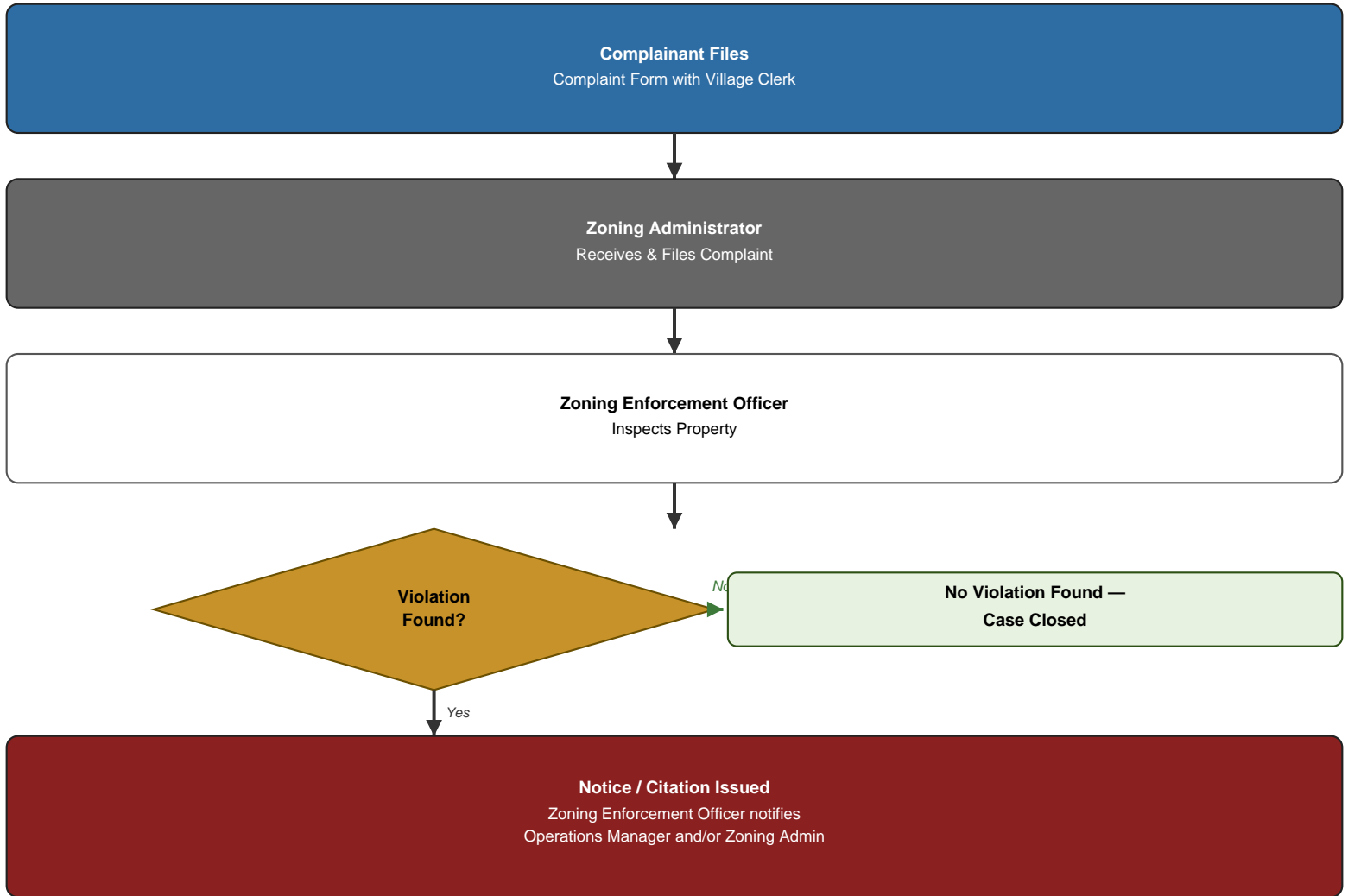
**LEGEND:**

<span style="background-color: #4F81BD; color: white; padding: 2px;"> </span> Applicant	<span style="background-color: #4F814F; color: white; padding: 2px;"> </span> Village Clerk	<span style="background-color: #808080; color: white; padding: 2px;"> </span> Zoning Administrator	<span style="background-color: #90EE90; color: white; padding: 2px;"> </span> Site Plan Review Cmte	<span style="background-color: #000080; color: white; padding: 2px;"> </span> Planning Commission
<span style="background-color: #4F814F; color: white; padding: 2px;"> </span> Bldg Inspector / Construction / Cert.	<span style="background-color: #FFD700; color: white; padding: 2px;"> </span> Decision Point	<span style="background-color: #8B0000; color: white; padding: 2px;"> </span> Denial		



# Ordinance & Zoning Complaint Process Flow

(Separate from the Building & Zoning Permit process)



Note: Complaints are received and filed by the Zoning Administrator, then forwarded to the Zoning Enforcement Officer for investigation per amended §154.405 / §154.407. In the absence of an appointed Zoning Enforcement Officer, the Police Chief or a designated police officer assumes inspection and enforcement duties.

**LEGEND:**

- Complainant
- Zoning Administrator
- Zoning Enforcement Officer (inspection)
- Decision Point
- Citation Issued
- No Violation / Closed