



177 N. Center St.  
 Versailles, OH 45380  
 (937) 526-3294  
 www.versaillesoh.com

**For Staff Use Only**

Submittal Date:

Date Application Determined Complete:

Fee Paid:

Receipt #:

Staff Initials:

Permit Number:

**Application for Zoning Permit - Buildings**

1. It is the responsibility of the property owner and/or contractor to obtain a building permit from the Darke County Building Regulations Office. Please call (937) 547-7379 for information.
2. The review procedure and criteria along with zoning regulations are established in the Village of Versailles Zoning Code.
3. Approval of a zoning permit application does not guarantee any other approvals (ex: building permits, etc.). The applicant shall be responsible for applying for any other necessary permits or reviews.
4. Answers to any of the project information questions on the application may be answered in the application form and/or on any plans or maps submitted in connection with this application.
5. Applications with missing or incomplete information will not be reviewed until corrected by the applicant.

**Basic Information**

Project Address:

Darke County Parcel Tax ID No.:

Zoning District: Principal Permitted Use per Village Zoning Code:

Project Cost:

**Applicant Information**

Applicant Name:

Owner Name (if not the same as Applicant):

Address:

Phone Number:

E-Mail:

Contractor Name (if applicable):

Contractor Phone Number:

**Project Information**

Provide the following information on the building, addition, site, or accessory building. All measurements shall be in feet or square feet. Attach site plan with this application. All true property corners must be located and marked prior to submitting application. New homes may not exceed 24" to the top of foundation above the mid-point top of curb elevation of the lot or the edge of pavement if no curb is present at the time of construction. The Village will perform an elevation check prior to construction starting on the home. A proposed elevation must be provided to the Village and established in the field to be checked prior to the start of any excavation for the foundation. Include with this application foundation drawing, floor plan, elevation views, and site plan. Other information may be requested per the Village Zoning Code.

Building/Home/Site:

Addition:

Accessory Building:

Front Yard Setback:

Rear Yard Setback:

Side Yard Setback (Left):

Side Yard Setback (Right):

Building Height:

Total Building Floor Area:

Lot Frontage:

Property Corners Marked:

Foundation Height Above Curb/Pavement:

Downspouts Connected or on Ground:

**Signature**

I certify that, to the best of my knowledge, the information contained in this form and within any attachments is correct and truthful. Furthermore, I certify that I am the property owner or a duly authorized agent of the property owner for this application. I understand that knowingly falsifying this information may be grounds for the denial or revoking of this application and any subsequent review applications. This permit shall expire and may be revoked if work has not begun within six (6) months or not substantially completed within one (1) year of the date of the permit approval.

Print Name (Property Owner or Agent):

Signature:

Date:

**Site Plan Review Approval – For Staff Use Only**

Variance/Appeal:

Date Granted:

Case Number:

Authorization:

The signature below authorizes only the work that was approved as part of this application

Signature

Date of Approval:

Comments:


**Fees:**

Water Tap Fee	Sewer Tap In Fee	Electric Ext. Fee	Zoning Permit Fee	Total Fees	Check No.	Receipt No.