

FREQUENTLY ASKED QUESTIONS
VILLAGE OF NEWTOWN BUILDING AND ZONING DEPARTMENT
3537 Church Street, Newtown, OH 45244
Phone (513) 561-7097 Fax (513) 561-7555 www.newtownohio.gov

I am interested in opening a new business in the Village of Newtown. What's my first step?

- Contact Gerry Stoker, Building & Zoning Commissioner, (513) 884-0891 for an appointment or email gerry@stoker.org
- Access and review the Newtown Zoning Code at www.newtownohio.gov

Are preliminary consultations available with the Building & Zoning Commissioner?

- A consultation is encouraged, but not mandatory. For the consultation, please provide:
 - Proposed preliminary plans
 - Proposed signage
 - Description of proposed business

My site is in the Planned Village District. What does this mean?

- Planned Village District encompasses portions of Church Street and Main Street.
- It is a transitional district, part of the Comprehensive Plan
- Single and two-family dwellings are principally permitted uses
- Planning & Zoning Commission approval is required for:
 - Changes of exterior building
 - Changes to lot
 - Conditional uses

What does the Building and Zoning Department need for plan approval?

- Complete a Building & Zoning Application
- Provide three (3) detailed copies of construction drawings
 - Residential - architect approval and submission of plans is not required
 - Commercial – architect approval and submission of plans is required

How long does it take to obtain permit approval?

- Minor projects – 5 to 7 business days (additional time needed for incomplete plans)
- Major projects – 10 business days (additional time needed for incomplete plans)

What happens after the permit is issued?

- Once approved, the following inspections (where applicable) will be necessary:

Footer	Plumbing	Insulation
Slab	Electric	Final Inspection
Frame	HVAC	Occupancy

Is there an appeals process available if my permit applications are not accepted?

- Zoning appeals are to be submitted to the Newtown Board of Zoning Appeals (BZA)
- Residential building code appeals are to be submitted to the Newtown Board of Zoning Appeals (BZA)
- Commercial building code appeals are to be submitted to the State of Ohio Board of Building Appeals, 6606 Tussing Rd., Reynoldsburg, OH 43068

I want to put up a sign and advertise my business. What is required?

- Complete a Building & Zoning Application
- Provide three (3) detailed copies of signage/construction drawings (architect may be necessary)
- Provide three (3) detailed copies of site plan, depicting where sign is to be located