



PUTNAM COUNTY PLANNING COMMISSION

Greg Luersman - Planning Commission Coordinator
245 East Main Street Ottawa, OH 45875-1968
Phone 419-523-8715
greg.luersman@putnamcountyohio.gov

New Construction Guide

1. Find a location where you want to build you new home.

2. Contact Local Representative

If located within a village corporation, contact your local village official to determine if the lot is buildable and to acquire all necessary zoning information such as set-backs.

If located in the township, contact the planning commission to make sure you can meet the lot split, lot size and floodplain requirements. (419-523-8715)

3. Contact the Health Department – Environmental Health Division (419-523-5608)

Follow all necessary steps as required by the department to obtain a septic and water supply permit.

Develop a site plan showing the proposed location of the house, septic, water supply, driveway, pools, ponds and any other planned structures.

4. Obtain an address

Contact the 911 Coordinator to obtain an address (419-523-3208)

5. Contact a Registered Professional Surveyor

This step needs to be done if the home needs to have a lot split off from a larger parcel.

5a. Obtain signatures on plat received from surveyor.

Obtain the owner's signature with a notary along with the township trustees and the health department signatures (make an appointment with the health dept.). If located in Blanchard, Riley or Sugar Creek Township trustees' signatures are not required.

Submit plat to planning commission to receive the rest of the signatures. (10 day process)

Have the plat transferred and recorded.

6. Final Step

Make sure to contact the village or township on building codes and regulations. Have a contractor lined up to do the site work and home construction.