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# BEFORE YOU BUILD CHECKLIST

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The following are generalized steps for those individuals building a residential dwelling in the unincorporated areas of Wyandot County, Ohio, and whom will be subdividing or purchasing a newly subdivided piece of land.

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## 1. PRE-SURVEY

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- Identify a site.
- Design a site layout showing the proposed location of the house, driveway, garage, barns, septic system, well, and any other features such as ponds and pools.
- Consult the [Wyandot County Regional Planning Commission](#) (419-294-6404) to ensure the proposed lot conforms to Wyandot County Subdivision Regulations.
- Consult the [Wyandot County Health Department](#) (419-294-3852) to learn about soil evaluation reviews, and what type of review may be required for your new lot and/or residential dwelling.
- Contact a soils evaluator to perform a soils evaluation (can be done prior to owning the lot with approval from the landowner).
- Contact the [Wyandot County Engineer](#) (419-294-2330) to ensure road access can be permitted to the new lot.
- Contact applicable utility companies to ensure service delivery and associated costs.

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## 2. SURVEY

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- If building in Jackson Township, contact the Jackson Township Trustees (419-273-2656 / [jacksontownshipwyandotcounty@gmail.com](mailto:jacksontownshipwyandotcounty@gmail.com)) to learn about applicable zoning permits that will be needed for your project.
- Contact a certified surveyor to have a survey and legal description developed for the property.
- Contact an attorney to notify a new deed will need to be drafted and property transfer made.

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## 3. POST SURVEY

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- File the new property survey and legal description with the [Wyandot County Tax Map Department](#) (419-294-5212).
- Submit the Wyandot County Health Department [Soils Review Application](#) and completed soils evaluation.
- Submit the [Regional Planning Commission Application](#) with a copy of the new survey and application fee.
- Obtain a new home address from the [Wyandot County Tax Map Department](#).
- Obtain a building permit from the [Wyandot County Auditor](#) (419-294-1531).
- Submit the necessary Wyandot County Engineer [permit application](#) for access to your new lot.
- Complete a Household Sewage Site Review with the Wyandot County Health Department.
- Apply for a Household Sewage Installation Permit and a Private Water System Installation Permit with the Wyandot County Health Department.