STEPS REQUIRED TO BUILD A HOME

PROPERTY OWNER’S NAME ____________________________ TOWNSHIP ____________________________

The following steps are required prior to construction of a new home in Knox County. Township zoning requires minimum square footage for a house and setbacks for the road, side and rear property lines. 18 out of 22 townships have zoning. Please contact the zoning inspector in the township which you intend to build to apply for a zoning permit. If it is an unzoned township, continue to step one.

[ 1 ] Site Evaluation

Contact the Knox County Health Department to schedule a site evaluation and receive a list of soil scientists. The site evaluation determines if the lot size and soil evaluation meet the requirements for an on-site septic system.

   Location: 11660 Upper Gilchrist Road, Mount Vernon, OH 43050  Phone: 740-392-2200


All new building sites must have an approved access (driveway) location. Traffic volume and site distance are of the utmost importance in determining the location of a new driveway. The Knox County Regional Planning office can determine the road classification (State, County or Township highway) for you. Please contact the appropriate department listed below for an application.

   State Highway Garage 505 Harcourt Rd., Mount Vernon, OH 43050  740-392-3066
   County Engineer’s Office 422 Columbus Rd., Mount Vernon, OH 43050  740-397-1590
   Township Zoning Inspector or Township Trustee

[ 3 ] Property Address ____________________________  Assigned by ________________

Please contact the Knox County Map Office to request a property address. Property owners must have an approved access permit, parcel identification number and exact location of the driveway to obtain an address. Addresses are determined by the driveway location.

   Location: 117 E. High Street, Suite 131, Mount Vernon, OH 43050  Phone: 740-393-6752

[ 4 ] Storm Water Management & Sediment Control Permit

Storm water management and sediment control permits are required for all non-agricultural earth disturbing activities. Prior to construction, building sites must have a Storm Water Management & Sediment Control Permit. Contact the Knox County Regional Planning Commission for an application.

   Location: 117 E. High Street, Suite 221, Mount Vernon, OH 43050  Phone: 740-393-6718

[ 5 ] Septic and Well Permit

Contact the Knox County Health Department for a permit to install the septic system and a permit for the well. A layout/design plan is required.

   Location: 11660 Upper Gilchrist Road, Mount Vernon, OH 43050  Phone: 740-392-2200

After completion of the above steps in order, and any additional township requirements; return to the township zoning inspector with a copy of your permits. The above steps are for building a home in all unincorporated areas of Knox County. For public or commercial projects, contact the Ohio Department of Commerce at 614-644-2223.