



# Village of LaGrange

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Zoning/Building Department

## General Guidelines for a Residential Dwelling Project

1. Submit to the Village of Lagrange Zoning/Building Department three (3) sets of Construction documents along with:
  - a. An Application for Residential Plan Approval/Building Permit to the Village of LaGrange Zoning/Building Department.
  - b. An Application for New Residential Zoning Permit to the Village of LaGrange Zoning/Building Department.
2. The designs will be reviewed by the Building Official/Inspector and fees assessed.
3. The designs will be reviewed by the Zoning Clerk and fees calculated.
4. Contractor will be notified when plans have been approved. Building and Zoning permits will be issued upon payment of fees.
5. Review and approval of CONCEPTUAL Plan will issued by the LaGrange Planning Commission. Recommendations maybe issued at this time to proceed with project.
6. The LaGrange Planning Commission will then review and approve Preliminary plans. Additional recommendation may also be issued at this time.
7. Final plan approval will be issued by the LaGrange Planning Commission.
8. After Final plan approval is issued:
  - a. Non-Residential (Commercial) Building Permit application must be submitted to the Building Official/Inspector along with 3 copies of the design plans. Mr. Horsemen will assess fees and approve designs and issue a Building Approval/Permit. Building Approval/Permit will be issued to the contractor upon payment of fees.
  - b. Non-Residential (Commercial) Zoning Permit application must be submitted to the Village of LaGrange Zoning Clerk. The Zoning clerk, along with the Village Engineer, will calculate fees for permits and utilities. Upon payment of fees, the Zoning Clerk will issue appropriate Zoning Permits.
9. Construction can begin after both the Building Permits and Zoning Permits have been received.
10. After completion of the project all building inspections have been completed the Building Official/Inspector will issue an Occupancy Permit.

11. After completion of the project an “as built plot plan” with finished grading plan must be submitted to the Village Zoning Clerk.
12. After completion of #8 and #9 above, and utilities inspections, the Zoning Clerk will issue a Zoning Occupancy permit.