

Permit Requirements for Single Family Additions

1. Application

Can be found at www.sycamoretownship.org

2. Fee - \$50.00

We accept payment in the form of cash or check.

3. Four(4)copies of a site plan

Site plan: a site plan is a drawing that shows the property lines and dimensions of your lot as well as the locations of any structures on the lot. On the site plan, the addition should be drawn to show its specific location with the setbacks to the property lines and any other structures. Visit <http://cagisonline.hamilton-co.org/cagisonline/index.html> and type in your address to print out a site plan of your lot.

4. Four (4) copies of an elevation

Elevation: an elevation drawing shows the height of the proposed addition. The elevation should also include the material details.

5. Four (4) copies of a floor plan and a foundation plan

1. What are the Township's regulations for additions?

Residential additions must meet the setback requirements of their zoning district. Please contact the office for your property's setback requirements.

2. What is the department turn around time?

Within eight (8) days after receipt of an application for an approval, the Administrative Official shall determine if the application is complete. Typically we try to turn around our permits in 3-5 days depending on how busy the office and staff may be.

3. Do I need a permit with Hamilton County?

All residential addition submittals that are reviewed by the Township require a permit with the Hamilton County Building Department.

4. Do I need a survey of my property when applying for a permit?

Typically no. The office does not require a survey, it is however recommended for your own protection. If property line disputes arise it is a civil matter that must be solved between the two property owners.

5. How do I obtain a survey of my property?

There are a few ways in which a property owner may obtain a survey of their property. The most obvious, but most expensive is to contact a reputable surveyor. Other ways may include the Hamilton County Records Office or by contacting your mortgage or title company. *Please note the Township DOES NOT have a survey of your property on file.

6. Does the Township have a plat of my property?

No. Please see question #5

7. Does the Township have an inspector that will come out and look once the project is complete?

Yes. The Township inspector works hand-in-hand with the Hamilton County Building Inspectors to ensure compliance. It is the applicant's responsibility to contact the Township once the project is complete to schedule a final inspection.

8. How long does it take to schedule a final inspection?

Typically 1-2 days, depending on the inspectors schedule and availability.

9. Do I need to be present for the inspection?

For additions – generally no. Please check with the Zoning Inspector to be certain.

10. Who do I contact for an inspection with the Township?

Mr. Harry Holbert Jr. at 513.792.7252 or hholbert@sycamoretownship.org

*Additions constructed w/out the proper permits will result in a double fee