

The following is a summary of the City of Xenia’s permitting requirements for new single- and two-family home construction. Learn more and/or apply for permits...

- Online: Go to above website and click on How Do I -> Apply for -> Building or Zoning Permit
- Phone or in person: See above phone number and address

### Permits Required

- Zoning Permit from the City of Xenia Planning and Zoning Department. Apply in person or online.
- Water/sewer tap, curb cut, driveway approach permits: City of Xenia Engineering Division. Apply in person or online.
- Building Permit: Greene County Department of Building Regulations. Apply in person at 667 Dayton Xenia Road in Xenia, 937-562-7420. Learn more online by clicking “Building Application” on the above webpage.
- Plumbing Permit: Greene County Public Health. Apply in person at 360 Wilson Drive. Learn more online by clicking “Plumbing Application” on the above webpage.

### Zoning Permit Submittal Requirements

- Site plan certified by professional engineer or surveyor, including the following information:
  - Address with street name, subdivision name and lot number.
  - Dimensions of property boundaries, building foundation.
  - Street right of way line.
  - Utility, drainage easements.
  - Water and sewer lines and connections.
  - Natural features including flood plains and streams.
  - Curb and driveway location.
  - Setback lines.
  - Off-street parking spaces.
  - Grading plan.
- Floor plan with outside wall dimension, dimensions of each room, size of garage and size of living space
- Architectural elevation drawings for all building facades.

### Zoning Inspection

- Call the Code Enforcement Officer (937-376-7277) for setback inspection prior to calling the Greene County Building Regulations for footer or foundation inspection. Property lines and structure foundation must be staked.

Example of a Site Plan

