

Procedure for Building Permits

1. Building Code Department - Main Level
Drop off plans
2. Map Office - Main Level
Pick up address slip, if it is a new address
3. Wayne Soil & Water Conservation District (SWCD) - Lower Level
Fill out CAP (Construction Application for Permit)
4. Health Department - Lower Level
Septic System Review - signs CAP, if applicable
5. Planning Department - Lower Level
Obtain floodplain permit - signs CAP, if applicable
6. County Engineer's Office - *located at 3151 W. Old Lincoln Way - Obtain permit (for a new drive or other work in a County road R-O-W) - signs CAP, if applicable*
7. Wayne Soil & Water Conservation District (SWCD) - Lower Level
Final signature on CAP
8. Building Code Department - Main Level
Take copy of approved CAP (& floodplain permit)

Other Information

Offices in the County Administration Building are open Monday - Friday.
Visit the Wayne County website at www.wayneohio.org

Building Code Dept: 330-287-5525 Open 7:30am - 4:00pm

Map Office: 330-287-5495 Open 8:00am - 4:30pm
***CLOSED DAILY FROM NOON - 1:00pm**

Wayne SWCD: 330-262-2836 Open 8:00am - 4:30pm
CAP forms available in SWCD office or on the website: www.wayneswcd.org

Health Dept./Environmental Div.: 330-264-2426 Open* 8:00am - 4:30pm
***CLOSED DAILY FROM NOON-1:00pm**

Planning Dept.: 330-287-5420 Open 7:30am - 4:30 pm

Wayne County Engineer: 330-287-5500 THIS OFFICE IS NOT LOCATED IN THE COUNTY ADMINISTRATION BUILDING. (3151 W. Old Lincoln Way, Wooster)

Thank- you!