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!