



*Office of Planning and Zoning
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PERMITS BEFORE CONSTRUCTION – 2025

With the spring season just around the corner, the City of St. Clairsville would like to remind residents, property owners, and contractors that before starting any construction work, they must obtain the necessary permits from the City of St. Clairsville. This applies to all planned construction projects for the year 2025. **All construction projects must follow the Planning and Zoning Code**, which means that any new construction or change in use of an existing structure **must be reviewed and approved by the City**.

Now is the right time to send plans to the City for review and approval. It's also essential to remember that **new signs require a permit as well**. Before starting any project, it's always best to ask the question: *"Does the City require a permit for what I plan to do?"* This question should be asked early in the planning stage, and the City should be contacted.

Here are some of the examples where a permit is required by the City Code:

- new home construction
- new additions
- new decks
- replacing old decks
- new fences
- replacing old fences
- new walls (stone or other)
- replacing old walls (stone or other)
- new retaining walls
- replacing old retaining walls
- New pools (**including temporary pools**)
- replacing old pools
- new garages
- replacing old garages
- new accessory structures
- replacing old accessory structures
- new sheds
- replacing old sheds
- new driveways
- replacing old driveways
- new sidewalks
- replacing old sidewalks
- signs (new or replacements)
- paving existing and new parking lots

It's important to note that permits are required, not only for residential but also for commercial and industrial projects. If you're unsure whether your project requires a permit or not, please get in touch with Tom Murphy, the Planning and Zoning Administrator, at 740-695-1953. He can provide the necessary information and aid. **It's crucial not to assume that a permit is unnecessary or that the contractor will take care of it.** The permit process is straightforward, and property owners can complete it themselves if they're familiar with their projects. Ensure that the appropriate fee has been paid and obtain a permit before starting any work. Ultimately, it's the property owner's responsibility to acquire the permit.

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A resident, property owner, or contractor must obtain a permit before starting any project. **The City strictly enforces this rule, and any project that has been started without the proper permit will be stopped.** This can cause inconvenience to everyone involved, especially if utilities or the Code are compromised, which may require a change in plans. To avoid these types of situations, the City Council has set up a process that usually takes around 3 days (unless the project is more complex) for the City and its utility departments to review plans and ensure safety and consistency with the Code. The City staff are available to guide you through the process and aid as needed. The purpose of this process is to protect everyone involved and ensure that the plans follow the Code. We do not want homeowners to discover that their plan is inconsistent with the Code or on top of a utility line. Therefore, it is essential to follow the proper steps to ensure compliance:

1. Call the City of St. Clairsville at 740.695.1953 and ask for Tom Murphy, Planning and Zoning Administrator
2. Find out in what zoning district your property is located.
3. Find out the requirements for that zoning district.
4. Meet with the Planning and Zoning Administrator
5. Draw up a simple plot plan and complete an application.

In general, property owners can create a plot plan for their properties. It is important to know the zoning district you are in before drawing up a plot plan, as it can speed up the application process. Following the Code ensures that your project doesn't require a variance, which can result in additional fees and time.

Attention Commercial Property Owners and Those Interested in Starting a Business in St. Clairsville

Please note that according to the City Code, any change in the use of a property or the establishment of a business requires approval. Before any development, make sure to check with the City to ensure that your proposed use is allowed in the relevant zoning district. For instance, commercial use is not allowed in residential zones. If you're considering purchasing a piece of property for development, contact the City to confirm whether your proposed use is permitted on that property.

In addition, all signs, whether for a new business or a new sign for an existing business, must be reviewed by the Planning and Zoning Administrator to ensure they follow the City Code. Each zoning district has specific regulations for the number and size of signs allowed.

If you're unsure whether a permit is required, please contact Tom Murphy at 740-695-1953.

Thank you for your cooperation.