	Checklist	Permit process	
PRE-APPLICATION	☐	Determine Jurisdiction (is it in Mansfield?)	☐
	☐	Project? (Building? Accessory Use?, etc)	*(enter project here)*
	☐	Is project allowed in the currently zoned classification?	*(enter zoning classification here)*
	☐	Floodplain? (Auditor map or GIS map)	*(enter FEMA classification here)*
	☐	Address of Project (new address process below)	*(enter address here)*
	☐	• Surveyor Scheduled (Survey parcels)	*(enter Date here)*
	☐	• Tax Map Office (Surveyor Submits)	*(County Building)*
	☐	• Approved? (by City, Village, Township)	*(by City, Village, Township)*
	☐	• Deed Recorded? (by County Recorder)	*(County Building)*
	☐	• Parcel ID issued: (by County Auditor after recording deed)	*(enter Parcel ID# here)*
	☐	Residential or Commercial	*(enter choice here)*
	☐	Name of Design Professional (required for Commercial)	*(enter company here)*
	☐	Contractor registered? Name: _____	☐
	☐	Permit application process online: (see Page 2 for links)	☐
APPLICATION	☐	Zoning Permit (or exemption letter)	☐
	☐	• Shed, Pool, Fence, Deck, Ramp, Sign, Carport, etc	*(enter choice here)*
	☐	• Square Footage (determines if Building permit required)	*(enter dimenions and sq. ft. here)*
	☐	Building Permit (new, addition, alterations, mechanical)	*(enter choice here)*
	☐	Site Plan documents review (Preliminary or Final)	☐
	☐	Driveway or Curb Cut Permit (if applicable)	☐
	☐	Stormwater Permit (See City Engineer)	☐
	☐	• Development Square Footage (total disturbed earth)	*(enter dimenions and sq. ft. here)*
CONSTRUCTION	☐	INSPECTIONS NEEDED (residential or commercial):	*Scheduled?*
	☐	• Building	☐
	☐	• Mechanical (HVAC, Fuel Source, etc)	☐
	☐	• Electrical (Service reset, new or alteration)	☐
	☐	Electric Service Work Order obtained from service company?	*(enter W.O. number here)*
	☐	• Fire, Life Safety, Sprinkler (if applicable)	☐
	☐	• Sign (electrical, zoning review)	☐
	☐	Health Department (See other side, plumbing, septic, food, etc)	☐
	☐	Demolition Permit & Inspection (if applicable)	☐
	☐	Utility connections: (Water, Sewer, Stormwater connections?)	☐
	☐	• Street opening (cut through the street)	☐
	☐	All Permits filed & approved? *Zoning • Building • Health • Stormwater*	

Richland County Resources and Links

Richland County Soil and Water (Township // Stormwater) I have a Project	
Regional Planning (List of Zoning Depts and contact info) rcrpc.org/zoning	
Richland County Health Dept (Licensing and Permits) (Private Water & Sewage Treatment Systems, Plumbing, Food (retail & service operations) License, Public Swimming Pool License, Body Art Facility License, Campground License, Solid Waste Facility License) RichlandHealth.org	
Richland County Land Bank **Richland County Auditor** **Map & Search**	
Why choose Richland County to build or expand? ChooseRichland.com	
Richland County Building Department Zoning Map: ArcGIS Permit Form	
Mansfield City Codes and Permitting Zoning Map: CodesGIS Permit Portal	