

Procedure for Obtaining & Completing a Zoning Permit

1. How the application can be obtained

- a) Pick up at City Hall
- b) Request via Fax. Call 330 637-3011 and leave a fax number and one will be faxed.
- c) Request via Email, admin@cityofcortland.org (print form and complete in blue or black ink)
- d) Print the necessary application from the www.cityofcortland.org found under the Community section under Forms & Procedures

2. How applications can be submitted

- a) Via Fax . Fax completed permit with sketch to 330 637-4778
- b) Drop off in person at City Hall (with application fee, if known)
- c) Send via mail to City of Cortland, Attn: Service Director, 400 N High St., Cortland OH 44410 (with application fee, if known)

3. The permit will be reviewed. Please allow **3 to 5 business days**.

4. You will be notified if any additional information is required

5. You will be contacted when application has been accepted and permit is ready for pick up. (Permit can be mailed if application fee is submitted with the application.)

Note to New Home Builders: Water and Sanitary Sewer Tapping Permits are issued by the City and due at time of issuance of the zoning permit. You will also need to get a building permit from Trumbull County Building Department at 159 E Market St., Suite 100, Warren, Ohio.

Note to Builders/Developers: You will need to submit an application for a Builder's License before constructing in the City. This application can be obtained and submitted by following the above instructions. The fee for a Builder's License is \$100.00. The fee for Developers who will build four units or more shall be \$500.00.

Subsequent Fees:

Water Tap	\$1,450.00 (3/4" line)
Sewer	\$ 495.00

Trumbull County also requires you get a permit through their office at 159 E. Market, Suite 100, Warren, Ohio.

Office hours 8:00 a.m. to 4:00 p.m. Monday through Friday.