



Washington County Auditor

Business Office • 205 Putnam Street • Monday - Friday, 8 - 5 • 373-6623, extension 263

Licenses

- New Vendor's License
- Temporary Vendor's License

Permits: None

Turn-around Time

- Same day during business hours, normally while applicant is present

Information Required

- Name, address, phone, etc. of owner/applicant
- Social security or federal tax identification number
- Corporation charter number (if applicable)

Inspections Required: None

All businesses making retail or taxable sales must have a Vendor's License. Some service businesses are required to obtain a Service Vendor's License through the Ohio Department of Taxation. Contractors are exempt.

A Vendor's License does not guarantee tax-exempt status. The number found on a Vendor's License is not a tax-exempt identification number.

Facilities Approval Service Team of Marietta and Washington County

217 Putnam Street • Marietta, OH 45750 • (614) 374-4185 • FAX (614) 374-3096



Washington County Flood Plain Management Office

Washington County Commission • 205 Putnam Street • Monday - Friday, 8 - 5 • 373-6623

Permits

- Any development, construction, earth moving or substantial improvements located within the flood hazard area in accordance with local, state & federal regulations

Turn-around Time

- 1-2 days for conforming uses
- 28-42 days (subject to Planning Commission meeting schedule) if variance is sought

Information Required

- Name, address, phone, etc. of owner/applicant & responsible party such as contractor, architect, etc.
- Site plan
- Structure plans

Inspections Required

- Certificate of elevation upon completion (certificate will be returned to applicant)

To determine if site falls within the flood hazard area, applicants may contact the county Flood Plain office, 205 Putnam Street.

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Washington County Building Department

Washington County Building Department • 217 Putnam Street • Monday - Friday, 8 - 5 • 374-4185

Permits

Required for projects which involve structural & mechanical, re-roofing, electrical, fire sprinkler systems and industrialized units in accordance with The Ohio Basic Building Code.

- 4+ family dwellings
- Commercial
- Industrial
- Accessory structures such as, but not limited to, towers or storage buildings

Turn-around Time

- 7-14 days for most permits
- 30 days maximum
- Walk through approval by appointment

Information Required

- Name, address, phone, etc. of owner/applicant & responsible party such as contractor, architect, etc.
- 3 sets of plans which include an Ohio Registered Architect or Engineer's seal

Inspections Required

- Electrical
- Footing
- Framing
- Final

For projects located within the city of Marietta, it is recommended that the applicant first contact the city Engineer's office, 304 Putnam Street.

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Washington County Commissioners

Business Office • 205 Putnam Street • Monday - Friday, 8 - 5 • 373-6623, extension 206

Permits

- Sewer taps
- Subdivisions

Turn-around Time

- Sewer: 1 day
- Subdivisions: 21 days

Information Required: Sewer Tap

- Name, address, phone, etc. of owner/applicant & responsible party
- Street address of site or project

Information Required: Subdivisions

- Name, address, phone, etc. of owner/applicant & responsible party
- Street address of site or project
- Original tracing & 4 copies of plat including professional surveyor's stamp
- Original tracing & 1 copy of the typical sections and profile drawings for streets, sewer & water
- Topographical sheet
- Protective covenants (if protective exists, submit 1 copy)
- Bond approved by county Prosecutor & Engineer (2 copies)

Inspections Required

- Sewer inspector requires minimum of 1 day notice
- Subdivisions inspected by planning commission & engineer

Applicants should contact the Engineering department to determine if the proposed subdivision is in a flood hazard area prior to contacting the commissioners' office.

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Washington County Engineer

Engineer & Inspector • 217 Putnam Street • Monday - Friday, 8 - 5 • 373-6623, extension 227

Permits

Required for all projects located within county right of way

- Private or commercial construction
- Private or commercial driveways & culverts
- Special hauling, including frost law regulations

Turn-around Time

- 2-5 days for conforming uses (subject to engineer's & commissioners' meeting schedule)

Information Required

- Name, address, phone, etc. of owner/applicant & responsible party such as contractor, architect, etc.
- Location by route & mile marker

Inspections Required

- Yes, allow 1-2 days

The Engineer's office must be notified at least 2 days prior to the start of any project on Washington County right of way. Inspection fees are based on hours and mileage.



Washington County Health Department

Health Department & Inspector • 342 Muskingum Drive (rear) • Monday - Friday, 8 - 4:30 • 374-2782

Permits

- Sewer: home sewage disposal systems
- Water systems
- Water and/or sewage system inspection & certification

Licenses

- Swimming pools & spas (public)
- Manufactured home parks
- Campgrounds (RV park, recreation camp, combination park/camp)
- Food service operations
- Vending machine locations
- Marinas
- Tattoo parlors

Turn-around Time

- Varies, please discuss with administrator

Information Required

- Name, address, phone, etc. of owner/applicant & responsible party
- Street address of site or project
- Site plans including service lines
- Facilities plans including equipment list, layout, etc.

Inspections Required

- Private sewage disposal systems (2 required): 1st prior to site development, 2nd prior to cover up
- Private water systems: systems approved upon completion, pending final inspection & safe water sample
- Annual & on-going (varies with type of license)
- Public facilities may require state approvals for water & sewer

A maximum of 30 days may be required for plan approval for public facilities. However, every effort will be made to expedite the process. Applicants should notify the department for plan review prior to starting the project.

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