



Permit Types and Request Forms

This list is to provide guidance for forms posted to the Planning and Zoning webpage. Permit applications may be completed electronically and submitted to the Development Department. Please email applications to **both addresses:**

Kyrsten French – kfrench@piquaoh.gov
Melissa Clune – mclune@piquaoh.gov

Applications and permit fees may also be mailed to

Development Department
201 W. Water St.
Piqua, OH 45356

The Development Department is here to help you navigate through the permitting process. Please contact our offices via phone or email for further assistance. 937-778-2049.

The Planning and Zoning page also hosts a helpful guide, called the [Citizens Guide to Building and Zoning](#), which may be accessed for additional information.

Commercial Construction Permit

This permit is necessary if any construction is taking place on a commercial lot. This permit type includes commercial and industrial building types that are that are on lots zoned B, I1 and I2, and may include property within the CBD. Sometimes commercial construction activity takes place on lots in other zoning districts, and that activity requires a commercial construction permit as well. Commercial construction includes construction or enlargement of structures, site work, as well as addition or removal of gravel or pavement.

Residential Construction Permit

This permit is necessary if any construction is taking place on a residential lot. Construction includes new home construction, home additions, sheds, pools, gravel or pavement, among other activities.

Sign Permit

All new signs, temporary or permanent, require a sign permit.



Change of Occupancy Permit

This permit is necessary if...

- 1) You have purchased a new commercial property.
- 2) For any reason, the name of the party responsible for the site's utilities is changing.
- 3) A site has been vacant for more than 60 days and now activity on the site will be renewed, and will match whatever former use took place on the site. For example, a hair salon has closed for more than a month, but will now reopen.

Change of Use Permit

This permit is necessary if no external construction is being done AND...

- 1) The site has been vacant for more than 6 months, and is planned to become active again.
- 2) The use is changing in nature. Some examples: a former office is being converted into a residential unit; a tobacco store is being converted into a hair salon; a duplex is being converted into a single family home; a single family home is being converted into a bed and breakfast; an industrial building once being used to store personal vehicles is starting to operate commercially.

Floodplain Permit

Residents and commercial entities in Piqua receive discounted flood insurance rates by participating in the National Flood Insurance Program through FEMA. In order to continue to receive low rates, both construction and non-construction activity to take place within the 100-year floodplain must be reviewed by the City Planner via a floodplain permitting process. Please contact the Development Department to verify whether your site is in the 100-year floodplain before submitting a Floodplain Permit application.

Plat Review Request Form

This form provides a means to transmit information pertinent to the review of a plat, both preliminary or final, to the City. Filling out this form will result in faster review times.

Special Use Request Form

The City Planner will help determine, by applying the standards of the zoning code to individual cases, whether a Special Use authorization is needed from the Planning Commission. ***The Development Department can email or mail this form if needed***



Certificate of Appropriateness Request Form

The City Planner will help determine, by determining if the project is located in a historic district, whether a Certificate of Appropriateness is needed from the Planning Commission. ***The Development Department can email or mail this form if needed***

Variance Request Form

In most cases, the City Planner will help determine, by applying the standards of the zoning code to individual cases, whether there is warrant to request a variance from the Board of Zoning Appeals. ***The Development Department can email or mail this form if needed***