

**Our mission:** *To reaffirm and strengthen the quality of life by enhancing how Gahanna lives, works and plays as a model community that values its rich heritage and pursues high standards supported by its economic development.*  
-  
*Dept. of Planning and Development*

## What You Will Need

To begin construction on your new deck, shed or fence you will need a building permit, zoning certificate and plan review. To obtain these items you need:

- An application for a Building Permit. This can be found online by visiting our website at [www.gahanna.gov](http://www.gahanna.gov) or by contacting the Building and Zoning Division.
- 2 copies of a Survey with the location of the deck, shed or fence shown.
- 2 sets of drawings of the deck or shed.
- For pre-built sheds, please provide a copy of the manufacturer's brochure or drawing.
- Pay any fees at the time the permit is issued.

## Questions

If you have any questions or need assistance in meeting procedural requirements, or in preparing any applications, please contact:

### Building and Zoning Division:

Phone: (614) 342-4010

Fax: (614) 342-4100

### Water and Sewer Division:

Phone: (614) 342-4440

Fax: (614) 342-4100

### Engineering Division:

Phone: (614) 614-4050

Please visit our website at [www.gahanna.gov/building](http://www.gahanna.gov/building) for more information.



CITY OF GAHANNA

Department of Planning & Development  
200 South Hamilton Road  
Gahanna, Ohio 43230

Phone: (614) 342-4010

Fax: (614) 342-4100

Visit our website at: [www.gahanna.gov](http://www.gahanna.gov)



CITY OF GAHANNA  
DEPARTMENT OF PLANNING & DEVELOPMENT

Your resource to

## Deck, Shed and Fence Permits



Live • Work • Play

## Fees

The following fees may be assessed and are subject to change.

**Deck:** Base fee up to 100 square feet, \$35.00. An additional \$0.10 fee is assessed for each additional square foot. A zoning certificate is also required at a cost of \$10.

**Shed:** Base fee is \$25.00. A zoning certificate is also required at a cost of \$10.00.

**Fence:** Permit fee is \$25.00.

For a complete listing of Building and Zoning Fees, please visit our website at [www.gahanna.gov/building](http://www.gahanna.gov/building).

## Getting Started

**Step 1:** You will need to complete a Building Permit Application. These can be found on our website at [www.gahanna.gov/building](http://www.gahanna.gov/building) or [www.gahanna.gov/zoning](http://www.gahanna.gov/zoning) by contacting the Building and Zoning Division. Include the parcel number and estimated cost of the project. Return the applications to the Building and Zoning Division along with 2 copies of the Survey with location of deck, shed or fence shown.

**Step 2:** Plans submitted will be reviewed by a certified Plans Examiner. You will be notified by phone within 30 days if your plans are approved.

Decks require a framing plan with sufficient information on footings, posts, floor joists and beams, handrails and stairs. If corrections are necessary, you may need to resubmit 2 additional sets of plans with changes. The same review process will be followed. Once the plans are approved, one set of plans will be returned to the applicant and the other will be kept on file at the City. Please note, any plans resubmitted will extend the time necessary to obtain a permit.

**Step 3:** Pick up your approved plans and building permit. All permit fees will need to be paid at this time.

**Step 4:** Inspections typical for sheds are post hole and final inspection. Decks require post hole, framing and final inspections. Please schedule inspections at least 24 hours in advance with the Building and Zoning Division.

