

Building and Zoning Overview

Terrace Park Zoning, Hamilton County Building Permits and Sewage Treatment System

Whenever a property owner in the Village of Terrace Park is considering an improvement to the property or buildings, there are key regulations that must be complied with to ensure government approval when necessary. Before applying for a Building Permit with Hamilton County, the property owner needs to first determine if a Zoning Certificate is required under the Terrace Park Zoning Code.

Projects requiring a Zoning Certificate include:

New Dwelling

New Accessory Building

New Structure

Expansion of a Dwelling, Accessory Building, or Structure

Fence or a Wall

Outdoor Fireplace

Driveway Expansion

Parking Lot, New or Expanded

Sign

Swimming Pool

Antenna

Satellite Dish

Change of Use

Non-Conforming Use

Projects NOT requiring a Zoning Certificate (But a Building Permit May be required)

Interior only remodeling, including basements

Exterior work that does not increase the Dwelling, Building, or Structure footprint or volume, for example, replacing siding, shingles, or windows

Heating, Ventilation, Air Conditioning (HVAC) work

To note, some projects require a Zoning Certificate but not a Building Permit (for example a fence)

Some projects require a Building Permit but not a Zoning Certificate (for example a new furnace)

To Apply for a Zoning Certificate:

1. Complete a Zoning Certificate Application
2. Provide 2 sets of plans
3. \$150 check made payable to The Village of Terrace Park

If the application for the Zoning Certificate is denied, the property owner will need to modify plans or file a request for a Zoning Code Variance. The Zoning Board of Appeals meets monthly to consider requests for Zoning Code Variances. Paperwork must be completed well in advance of the Hearing due to notice publication requirements.

To Request a Zoning Code Variance:

1. Complete a Zoning Code Variance Request Form
2. Submit the Zoning Code Variance Request Requirements
3. \$50 check made payable to the Village of Terrace Park

Building Permits:

Building Permits are handled by the Hamilton County Buildings & Inspections Department. If a Building Permit is required, you or your builder will need to apply with that Department and follow all procedures relating to the Building Permit that is issued. The phone number is 513-946-4550.

Sewage Treatment System (STS) Regulations:

Your project may require approval of your STS by the Hamilton County Public Health Department. The Health Department has published a useful guide for planning purposes; see “Property Addition/Modification Fact Sheet.” The phone number is 513-946-7800