

Fairfield Township Zoning Department Frequently Asked Zoning Questions

Q: Do I need a permit to build a deck or a shed?

A: Yes. You need to apply for a Zoning Permit from Fairfield Township. When you submit the application, you must also supply 4 copies of your site plan and 3 copies of your building plans.

NOTE: See the Schedule of Zoning Fees for specific requirements for different building projects.

Q: After I have submitted my application for a zoning permit, can I begin construction?

A: No. You must wait until your zoning application is approved and you have picked up your certificate and your plans from the Township Zoning Department. If your project only requires zoning approval you are ready to begin construction.

However, if your project requires a building permit in addition to the zoning permit, you must wait to begin construction and proceed to the Butler County Building and Zoning Department for a building permit. Their office is located at 130 High Street in Hamilton.

Q: If my project requires both a zoning permit and a building permit and I have obtained those, am I finished with the process?

A: No. Once you have completed your construction project, you must contact the Fairfield Township Zoning Department and request a final inspection.

Q: When I apply for a zoning permit, how do I know what to do?

A: See the Schedule of Zoning Fees for specific requirements for different building projects.

Q: Can I build on an easement?

A: You may build on an easement only when you have the permission of the entity. For example, if a public utility owns the easement, you must have their permission.

Q: How do I know how close to my property line I can build my shed?

A: Accessory buildings must not be built any closer than 10 feet from the rear property line. Side setbacks are determined by the zone in which you reside. See the Schedule of Zoning Fees for specific requirements.

Q: How long do I have to wait for Fairfield Township to complete my application for a zoning permit?

A: The Ohio Revised Code requires zoning permits completion within 30 days of submission. At Fairfield Township, we try to complete the process in 2 to 5 business days.

Q: Will someone from the Township call me when my permit is ready?

A: No. After 2 to 5 business days, please call the Administration Building at 887-4400. We will confirm if your permit is ready for you to pick up.