



## Driveway / Sidewalk Permit

This is an overview of what you will need. Before proceeding with final plans, it is always recommended that you consult with Village employees to ensure all requirements have been addressed.

- Plot plan, showing where the existing driveway/sidewalk is located and where the proposed driveway/sidewalk will be located. If you live in a newer subdivision, it's possible that we have your plot plan on file and can provide you with a copy of it. Also indicate any structures (house, shed, pool, deck, etc.)
- If you live in a subdivision with deed restrictions, you will also need a letter from your Home Owners Association or the subdivision builder/ owner/ developer.
- What material will be used and total square feet of the new driveway and/or sidewalk.
- Pursuant to Whitehouse Zoning Code Chapter 1258.03(C1), all driveways must be located at least 3 feet from the neighboring lot lines.
- Contractors name, address, and phone number. All contractors doing business in the Village of Whitehouse must be registered with the Village.
- Property owners name, address, and phone number(s).
- Call Village employees to schedule an inspection prior to pouring sidewalk or approach.

After submission, it normally takes 1 – 2 days for approval and for the zoning permit to be issued. You will be contacted when the zoning permit is ready to be picked up.

The current fees due when plans are submitted (payable to Village of Whitehouse):

Sidewalks and driveways involving up to 100 sf  
of construction or reconstruction.....\$25.00

Sidewalks and driveways involving more than 100 sf  
of construction or reconstruction .....\$50.00