

**VILLAGE OF WAVERLY**  
**BUILDING PERMIT GUIDELINES**

One Building Permit can include one or more of the following projects when they are associated:

**PERMIT REQUIRED**

1. Any new structure built or assembled on the premise (including storage sheds).
2. Swimming pools, above ground and in ground.  
  
**§3109.4.1.9 Pool Structure as Barrier.** Where an aboveground pool structure is used as a barrier or where the barrier is mounted on top of the pool structure, and the means of access is a ladder or steps, then the ladder or steps either shall be capable of being secured locked or removed to prevent access, or the ladder or steps shall be surrounded by a barrier which meets the requirements of §3109.4.1.1 through §3109.4.1.8. When the ladder or steps are secured, locked, or removed, any opening created shall not allow the passage of a 4-inch - diameter (102 mm) sphere.
3. Covered patio or car port. Decks more than 16" above ground.
4. Additions to building or major repairs
5. Alterations that change the use of the rooms in the building, especially if the
6. Major renovating requiring the disturbance of structural walls, plumbing and/or wiring.
7. Repairs to any house that has been condemned or that is in violation.
8. Installing new windows and/or doors of a larger size or where none previously existed, including skylights..
9. Any foundation or major repair of existing.
10. Chimneys and fireplaces.
11. Any multiple dwelling. Any commercial building doing residential apartments.

12. Demolition of structures or removal of building components such as a porch.
13. Replacement of building components when changing the size or location.
14. Fences all kinds.
15. Any construction in the designated flood plain area, including fill.
16. Signs
17. Any Roof replacement (including shingles)

**PERMIT NOT REQUIRED**

1. Siding repair or replacement. Note: Water Department must be notified to remove reader.
2. Driveways. Note: A curb cut is needed for new or wider entrances to the road.
3. Uncovered patio. Decks below 16" above ground.
4. Installation of cabinets, paneling, plaster, plasterboard, and trim on existing walls.