

# BUTLER COUNTY COMMERCIAL BUILDING/DEMOLITION PERMIT INSTRUCTIONS

SOME OF THESE SECTIONS WILL NOT APPLY TO ALL APPLICATIONS. ONLY COMPLETE SECTIONS THAT APPLY.

- I. IDENTIFICATION – NECESSARY ON ALL APPLICATIONS
  - A. Fill in Name, Mailing Address (If different from property address), property address, phone number.
  - B. Contractor Name
- II. TYPE AND COSTS OF IMPROVEMENTS- NECESSARY FOR NEW CONSTRUCTION
  - A. TYPE OF IMPROVEMENT (1 THRU 7)
  - B. PROPOSED USE (1 THRU 14)
  - C. CONSTRUCTION OR DEMO COST AND TOTAL
  - D. OWNERSHIP
  - E. MOBILE/MODULAR HOME SERIAL NO. (IF NEEDED)
- III. SELECTED CHARACTERISTICS OF BUILDING
  - A. PRINCIPAL TYPE OF FRAMING (1 THRU 5)
  - B. TYPE OF SEWAGE DISPOSAL (IF PRIVATE – SEWAGE PERMIT NUMBER GOES HERE)
  - C. DIMENSIONS (LENGTH x WIDTH) + (1 THRU 4) NECESSARY FOR ALL TYPES OF IMPROVEMENT
  - D. TYPE OF WATER SUPPLY
  - E. NUMBER OF PARKING SPACES (IF NEEDED)
- IV. RESIDENTIAL BUILDINGS ONLY (A AND B)
- V. LOCATION (A – 1 TO 3)
- VI. CHECK OTHER STRUCTURES ON PROPERTY (A THRU H)
- VII. TYPE OF MECHANICAL (A AND B)
- VIII. TYPE OF HEATING FUEL (A THRU E)
- IX. DIRECTIONS TO SITE FROM NEAREST INTERSECTION (PLEASE DRAW LEGIBLY)
- X. HIGHWAY AND ENERGY ACTS: A - is for any driveways accessing a state roadway. B – Leave Blank
- XI. SIGNATURE OF APPLICANT, ADDRESS AND DATE OF APPLICATION
- XII. OFFICE USE ONLY

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Bring application with 2 blueprint copies of the project and a check for \$25 made out to Mercer Township.

After completing the permit application, if your project requires an inspection, the information will be forwarded to Construction Code Inspectors, Inc., who is our third-party inspector, and you will be contacted.

When completing the form for a demolition, please mark “wrecking”.