

COMMERCIAL BUILDING PERMIT INSTRUCTIONS

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

- XIII. IDENTIFICATION – NECESSARY ON ALL APPLICATIONS
 - C. Fill in Name, Mailing Address (If different from property address), property address, phone number.
 - D. Contractor Name
 - XIV. TYPE AND COSTS OF IMPROVEMENTS- NECESSARY FOR NEW CONSTRUCTION
 - F. TYPE OF IMPROVEMENT (1 THRU 7)
 - G. PROPOSED USE (1 THRU 14)
 - H. CONSTRUCTION OR DEMO COST AND TOTAL
 - I. OWNERSHIP
 - J. MOBILE/MODULAR HOME SERIAL NO. (IF NEEDED)
 - XV. SELECTED CHARACTERISTICS OF BUILDING
 - F. PRINCIPAL TYPE OF FRAMING (1 THRU 5)
 - G. TYPE OF SEWAGE DISPOSAL (IF PRIVATE – SEWAGE PERMIT NUMBER GOES HERE)
 - H. DIMENSIONS (LENGTH x WIDTH) + (1 THRU 4) NECESSARY FOR ALL TYPES OF IMPROVEMENT
 - I. TYPE OF WATER SUPPLY
 - J. NUMBER OF PARKING SPACES (IF NEEDED)
 - XVI. RESIDENTIAL BUILDINGS ONLY (A AND B)
 - XVII. LOCATION (A – 1 TO 3)
 - XVIII. CHECK OTHER STRUCTURES ON PROPERTY (A THRU H)
 - XIX. TYPE OF MECHANICAL (A AND B)
 - XX. TYPE OF HEATING FUEL (A THRU E)
 - XXI. DIRECTIONS TO SITE FROM NEAREST INTERSECTION (PLEASE DRAW LEGIBLY)
 - XXII. HIGHWAY AND ENERGY ACTS: A - is for any driveways accessing a state roadway. B – Leave Blank
 - XXIII. SIGNATURE OF APPLICANT, ADDRESS AND DATE OF APPLICATION
 - XXIV. OFFICE USE ONLY
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After completing the application, fill out the Municipal Code Association "Commercial Building Permit Application Checklist" with name, site address, and phone number.

Bring both application and checklist along with 2 blueprint copies of the project and a check for \$25 made out to Mercer Township to finish the building permit process.

The above information will then be sent to the Municipal Code Association who will then forward to our commercial inspector.