

## **RESIDENTIAL BUILDING 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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After completing the application, fill out the Municipal Code Association "Residential Building Permit Application Checklist" with name, address (mailing & site if different), phone number and email address.

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.

When finishing the process, if your project requires an inspection, the information will be forwarded to the Municipal Code Association, and they will contact you concerning their fees.