

# BUILDING PERMIT PROCESS

Decide on exactly what project(s) you want to do and apply for, and review [Permit Application Checklists](#). - Is the Contractor preparing plans and applying for permits, or the Owner? - Is the work [Ordinary Maintenance](#) or [Minor Work](#)? - Is work inside the building or outside? Both? For Exterior work – must plot it on a certified survey. Survey plan must be to scale. (Copy of survey would have been provided to owner at time of purchase of property.) Include Owner and Agent contact information (emails) on all application forms.

Owners of single-family dwellings can draw their own plans. If you provide plans from an architect, the plans must be signed with raised seal. All commercial applications must have architectural plans.

Provide building elevations & floor plans. Drawings showing what finished construction will look like from all four directions (N, S, E & W).

Property located in a flood zone? Provide an Elevation Certificate from land surveyor showing building elevations. Visit FEMA Flood Zone and Certificate Website for forms and flood info – [www.fema.gov](http://www.fema.gov)

## Prior Approvals – Zoning, Engineering, Health, MCSCD

Complete [Zoning](#) permit checklist application forms for Zoning to review & submit plans. Does property have a septic system? If yes, include “Septic System Setback Certification” form.

Zoning review – 10 business days

If Zoning is approved, will forward it other Divisions for prior approvals, as applicable.

[Contact Health Department](#)

[Contact Engineering Division](#)

If project will disturb more than 5,000 Sq. ft. of land, the owner has to apply to Mercer County Soil Conservation District (MCSCD) for an erosion control permit - [www.mercerscd.org](http://www.mercerscd.org)

Once all Prior Approvals are obtained, owner contacted to complete applicable building permit applications, if not already completed. Complete Permit applications are passed to Code Enforcement staff for review. Plan Review commences by all applicable Subcodes (Building, Electric, Plumbing, Fire). Code Enforcement review - 20 business days.

**If review is not code compliant**, owner/agent/architect contacted & given a list of non-compliant items.

Application resubmittal of plans shall be accompanied by **an item-by-item written response** to all review comments which corresponds to the revised drawings. Resubmittal review - 7 business days

**If review is code compliant**, owner/agent contacted & advised of permit fees. Once fees are paid, permit is issued. Work may not proceed without a permit. Fees can be paid online through [SDL portal](#).

Construction may begin once permit is issued. Required inspections of the work are indicated on all subcode forms when permit is issued. Inspections can be scheduled online through [SDL portal](#).

Required inspections (per UCC) can include:

- Footing
- Foundation - **Foundation location as-built survey is required before you may proceed further. A deviation from approved plan will require re-approval from Zoning/Engineering.**
- Sheathing (Wall & roof)
- Rough (Building, Electric, Plumbing)
- Fire
- Insulation
- Final

**\*Any deviations during construction or changes made to project that are not according to the approved plans can require revised plans be submitted for review and approval by Code Enforcement prior to continuing project inspections. This can delay projects when not disclosed**

Application for [Certificate of Occupancy / Certificate of Approval](#) is required upon completion of construction. If Prior Approvals from Engineering, Health or MCSCD were required, those agencies will also need to issue their approvals of the completed work before a CO is issued.