



MWCD Construction Permit Application Form

Lessee Name: _____ Lot #: _____ Date: _____

A Construction Permit is required prior to any exterior update to your lot. By obtaining a permit, you help to ensure that your investment meets MWCD construction requirements prior to spending any time or money into a project. Not sure if your project requires a permit? Please call Erica Maurer, MWCD Lease Technician, at 330-556-4834 to discuss your project.

To obtain a construction permit, please fill out this form and submit it along with any necessary supplemental documents and permit fee payment. Send the completed forms and fee payment (if required) to emaurer@mwcd.org or mail to: MWCD, 1319 Third St NW, New Philadelphia, OH 44663, Attn. Erica Maurer. You can also call 330-556-4834 to pay fee by credit card. Following your submittal of all required documents, we make every effort to get you a permit within 3-5 business days.

Step 1: Identify your type of project

	Project Category (check all that apply)	Description
<input type="checkbox"/>	New Construction	A project that adds something new to the lot or changes the size or location of something that was already on the lot. <u>Examples:</u> new cottage, cottage addition, garage/shed installation, decks, patios, concrete driveways, septic/well installation, new HVAC unit, generator, satellite dish installation, etc. A permit fee is typically required for new construction and ranges from \$25-\$250 depending on type and size of project. Call or email us to verify fee amount for your project. Complete steps 1-3 of this application form.
<input type="checkbox"/>	Maintenance and Repair	Replacement or repair of structures that already exist on the lot (with no change in size/footprint of the structure). <u>Examples:</u> replacement of roof/siding/gutters/windows/doors, painting or staining siding/trim/deck boards, adding gravel to existing driveway, etc. In most situations, there are not permit fees for maintenance and repair projects. Complete only steps 1 & 2 of this application form.
<input type="checkbox"/>	General Landscaping	No permit is required for planting trees, shrubs, flowers, mulching, etc. You do not need to submit this form for approval. Tree removal or trimming does require a tree permit. Please Call 330-343-6647 to obtain a tree permit.
<input type="checkbox"/>	Other	Contact Erica Maurer at 330-556-4834 or emaurer@mwcd.org to discuss your project.

Please provide a written description of your proposed project(s):



Step 2: Material/Color List — Please use specific manufacturer name and color name. Submitting color samples with your application can help expedite the permitting process.

Project	Material	Manufacturer/Brand	Specific Color Name
Roofing (example)	Shingle	Owens Corning/ GAF/ Certainteed/ etc.	Brownwood/ Heather Blend/ Driftwood
Roofing	<input type="checkbox"/> Shingle <input type="checkbox"/> Metal <input type="checkbox"/> Other: _____		
Siding	<input type="checkbox"/> Vinyl <input type="checkbox"/> Fiber Cement <input type="checkbox"/> Painted Wood <input type="checkbox"/> Stained Wood <input type="checkbox"/> Composite <input type="checkbox"/> Other		
Trim	<input type="checkbox"/> Paint <input type="checkbox"/> Stain <input type="checkbox"/> Trim Coil <input type="checkbox"/> Other: _____		
Soffit	<input type="checkbox"/> Metal <input type="checkbox"/> PVC <input type="checkbox"/> Other: _____		
Fascia	<input type="checkbox"/> Metal <input type="checkbox"/> PVC <input type="checkbox"/> Other: _____		
Gutters/ Downspouts	<input type="checkbox"/> Metal <input type="checkbox"/> PVC <input type="checkbox"/> Other: _____		
Windows (use different numbers if installing different types/manufacturers of windows)			
1	<input type="checkbox"/> Vinyl <input type="checkbox"/> Aluminum <input type="checkbox"/> Wood <input type="checkbox"/> Other: _____		
2	<input type="checkbox"/> Vinyl <input type="checkbox"/> Aluminum <input type="checkbox"/> Wood <input type="checkbox"/> Other: _____		
3	<input type="checkbox"/> Vinyl <input type="checkbox"/> Aluminum <input type="checkbox"/> Wood <input type="checkbox"/> Other: _____		
4	<input type="checkbox"/> Vinyl <input type="checkbox"/> Aluminum <input type="checkbox"/> Wood <input type="checkbox"/> Other: _____		
Doors (use different numbers if installing different types/manufacturers of doors)			
1	<input type="checkbox"/> Fiberglass <input type="checkbox"/> Wood <input type="checkbox"/> Steel <input type="checkbox"/> Other: _____		
2	<input type="checkbox"/> Fiberglass <input type="checkbox"/> Wood <input type="checkbox"/> Steel <input type="checkbox"/> Other: _____		
3	<input type="checkbox"/> Fiberglass <input type="checkbox"/> Wood <input type="checkbox"/> Steel <input type="checkbox"/> Other: _____		
4	<input type="checkbox"/> Fiberglass <input type="checkbox"/> Wood <input type="checkbox"/> Steel <input type="checkbox"/> Other: _____		
Garage Door	<input type="checkbox"/> Fiberglass <input type="checkbox"/> Wood <input type="checkbox"/> Steel <input type="checkbox"/> Other: _____		
Foundation	<input type="checkbox"/> Concrete Block <input type="checkbox"/> Poured Concrete <input type="checkbox"/> Gravel <input type="checkbox"/> Other: _____		
Stone (siding veneer, patio, walkway)	<input type="checkbox"/> Natural Stone <input type="checkbox"/> Manufactured Stone <input type="checkbox"/> Other: _____		
Brick	<input type="checkbox"/> Brick <input type="checkbox"/> Other: _____		
Deck	<input type="checkbox"/> Wood <input type="checkbox"/> Composite <input type="checkbox"/> PVC <input type="checkbox"/> Paint/stain <input type="checkbox"/> Other: _____		
Fence	<input type="checkbox"/> Wood <input type="checkbox"/> Composite <input type="checkbox"/> PVC <input type="checkbox"/> Paint/stain <input type="checkbox"/> Other: _____		
Other:			



Step 3: Location Drawing- This step is only required for new construction projects

Using the plat of your lot, please draw the location of your proposed construction project. Include dimensions of the structure and any other relevant measurements that help identify its location.

An example location drawing is provided below. Please use the actual plat of your lot and not this drawing. If you do not have a copy of the plat of your lot, contact Erica Maurer and request a copy to be emailed or mailed to you.

Note: If you mark your project location on your lot with laths or paint, we would be happy to schedule a time to stop by and assist you with your drawing and location approval.

