



## 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](mailto: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"/>	<b>New Construction</b>	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. <b>Complete steps 1-3 of this application form.</b>
<input type="checkbox"/>	<b>Maintenance and Repair</b>	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. <b>Complete only steps 1 &amp; 2 of this application form.</b>
<input type="checkbox"/>	<b>General Landscaping</b>	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"/>	<b>Other</b>	Contact Erica Maurer at 330-556-4834 or <a href="mailto:emaurer@mwcd.org">emaurer@mwcd.org</a> to discuss your project.

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

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**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: _____		
<b>Windows</b> (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: _____		
<b>Doors</b> (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:			

