

How to View Mine Hill Township

Construction, Septic & Zoning Records

- To access any Construction, Septic, or Zoning records, please go to <https://minehill.com>
- Place your cursor on DEPARTMENTS tab at the top of the page so the drop-down menu appears.
- Then click on CONSTRUCTION AND ZONING.
- Scroll down the screen to the [Construction Permit Portal](#) button.
- Click on the “Need an account? Sign up for free.” Option.
- Fill in the required information and your account will be created for you.
- In the Search option up at the top on the left-hand side of the screen, type in the Block number then a space then the Lot number or the house/property number of the address you are looking for.
- When the list of corresponding properties comes up, click on the one you are requesting.
- Scroll down the screen and you will see “Attachments”. Click on this and it will bring up all the Construction, Septic and Zoning Records we have on file.
- You are able to go into each permit or document we have on file to see what it was for by clicking on the yellow “View” Option.
- A permit, consists of the **block and lot number** along with the **last two numbers of the year the permit was opened** and the **permit number assigned to it that year** (ex. **1701.13 15-185**).
 - Once you click on the yellow “View” Option if it is a permit, scroll down to the sheet that says “Construction Permit”, it will provide a “Description of Work”.
 - The remaining sheets in the permit are for the respective work and inspections done in regards to electrical, plumbing (mechanical), fire, building work if they so apply.
- If you have further questions after viewing the information we have on file on the Construction Portal, please email construction@minehill.com and copy(cc) clerk@minehill.com.