

Trappe Borough, Montgomery County, PA

525 West Main Street Trappe, PA 19426
Phone: 610.489.7181 Fax: 610.489.8827
Website: www.trappeborough.com



Application for **BUILDING PERMIT**

A BUILDING PERMIT IS REQUIRED:

WHEN AN OWNER (or authorized agent) INTENDS TO ...

- Construct
- Enlarge
- Alter
- Repair
- Move
- Demolish

... A BUILDING OR STRUCTURE

All applications, forms, & resources referenced in this application are available
at Borough Hall ~OR~ on the web at www.trappeborough.com

PERMIT APPLICATION: *BUILDING*

PROPERTY INFORMATION

ADDRESS OF JOBSITE: _____

Residential Commercial Other: _____

EXISTING USE (*indicate selection*):

Owner-occupied Renter-occupied Vacant Other: _____

INTENDED USE OF IMPROVEMENT (*indicate selection*):

Owner-occupied Renter-occupied Vacant Other: _____

PROPERTY OWNER INFORMATION

NAME: _____

ADDRESS: _____

CITY, ZIP: _____

CONTACT INFORMATION: (Please provide **TWO** phone #s that give quickest access to owner)

1. PHONE: _____ | 2. PHONE: _____
(Phone type): Home Work Cell (Phone type): Home Work Cell

EMAIL: _____

OWNER SIGNATURE: _____

SIGNATURE REQUIRED IF OWNER IS APPLICANT.

Otherwise, see page 2.

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OWNER'S AUTHORIZATION

THIS SECTION REQUIRED to be completed by Property Owner if Applicant is other than Owner

Dated: _____

I (We) _____

(NAME OF PROPERTY OWNER)

(ADDRESS OF PROPERTY OWNER)

owner(s) of the property located at: _____

(SITE ADDRESS)

do hereby authorize the Applicant listed below to submit application for the following work on my/our behalf:

(PRIMARY OWNER'S SIGNATURE)

(SECONDARY OWNER'S SIGNATURE)

(PRINT PRIMARY OWNER'S NAME)

(PRINT SECONDARY OWNER'S NAME)

APPLICANT INFORMATION (Non-Owner)

APPLICANT NAME: _____

RELATIONSHIP OF APPLICANT TO OWNER:

- CONTRACTOR: PA LICENSE (HIC #) - _____
 REALTOR FOR SELLER REALTOR FOR BUYER
 OTHER: _____

BUSINESS NAME: _____

ADDRESS: _____

CITY, ZIP: _____

PRIMARY PHONE #: _____ CELL PHONE #: _____

APPLICANT EMAIL: _____

APPLICANT SIGNATURE: _____

**SIGNATURE REQUIRED IF APPLICANT IS NOT
THE OWNER OF RECORD**

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PROJECT INFORMATION

BRIEF, GENERAL DESCRIPTION OF PROJECT: _____

FROM THE FOLLOWING, INDICATE ALL THAT APPLY TO THIS BUILDING PROJECT:

- Demolition New Construction Addition Alteration Renovation Repair

Does work to be done for this project also include Electrical, Mechanical and/or Plumbing?
 YES NO

***NOTE:** Separate applications need completed & submitted with supporting documentation for Electrical, Mechanical and/or Plumbing work.*

PA ONE CALL ID #: _____

FEE CALCULATION & PERMIT FEE DUE

- 1.) Value of construction (remove cost of electrical, mechanical & plumbing*): _____
*Separate application needs made for electrical, mechanical & plumbing.
- 2.) Multiply the value of construction in line 1 above by 1% (.01): _____
- 3.) Add \$4.00 UCC fee to line 2 above _____

MINIMUM 2014 Building Permit Fee is \$204.00** (\$200.00 base fee + \$4.00 UCC fee)
If Line 3 above is greater than the minimum, the ACTUAL FEE due is the amount on line 3.

ACTUAL PERMIT FEE DUE: _____
Note: Be sure to include \$4.00 UCC fee in total paid. Make checks payable to "Trappe Borough"

****Fee/Rate for current year** (at date of submission of application) **will be charged for permit.**
See "Fee Schedule" (available at www.trappeborough.com) to verify current rate.

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PERMIT APPLICATION: *BUILDING*

FOR BOROUGH USE ONLY:

ITEMS INCLUDED WITH APPLICATION SUBMISSION

APPLICABLE FEES:

* Permit Fee: _____
State Surcharge: _____

Total Fee:

* See current fee schedule

PAYMENT INFO:

Date: _____
Amount paid: _____
Payment type: Cash Check # _____
Approval: _____

- PAYMENT NOTED ABOVE
- PLANS / DOCUMENTATION
- CERTIFICATE OF INSURANCE – (where applicable)
- WORKER'S COMP COVERAGE – (where applicable)
- HOA APPROVAL – (where applicable)
- ANY/ALL APPROVED ZONING PERMITS – (where applicable)

PARCEL ID #: 23-00-_____

BLOCK: _____

UNIT: _____

ZONING DISTRICT: _____

PERMIT # ASSIGNED: _____

COMMENTS:

PA-UCC Certified Plan Reviewer
Building Code Official

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FOR YOUR REFERENCE: Items due at time of Application Submission

- 1) Completed “*Building Permit Application*”
- 2) **TWO (2)** sets of each of the following types of plans as applicable:
- NOTE:** All plans/drawings for commercial construction are required to be signed and sealed by a Pennsylvania-licensed design professional per PA-UCC Sec. § 403.42a (c) – Permit Application.
- A). Building Plans - **INTERIOR** – including the following items:
- Drawings, Specifications, Floor Plans, List of all materials to be used
- B). Plot Plans* - (*that is, a “top down” orientation drawing*) – **EXTERIOR** – including the following items:
- Size of lot (preferred drawn to scale)
 - Location of existing & proposed improvements and/or structures (**show distances to property lines & other structures**)
 - Footprint size (dimensions) of all existing structures and impervious surfaces
 - All relevant setbacks
 - Elevations
 - Sections view (pretending to cut the object on a plane and showing the “sectional view”)
- *NOTE:** Plot Plans are not required if your plans are for interior work only.
- 3) Approval letter from Homeowner’s Association for work/improvement to be done – required if property is within a development managed by a Homeowner’s Association
- 4) Any/all additional Building Permit Applications such as Plumbing, Electrical, etc. associated with this job. *See specific individual application packets for description of when they are required.*
- 5) Application fee(s)
All applicable permit fees (cash or check only; credit/debit cards not accepted at this time) are due at time of permit application submission. Please refer to the current year’s “Fee Schedule” (available at www.trappeborough.com) for amount due.
- 6) **CONTRACTORS** doing work for property owners must provide the following:
- Certificate of Insurance including ...
 - property liability coverage in an amount equal to or greater than the costs of construction
 - adequate worker’s compensation coverage
 - Completed “Worker’s Compensation Insurance Form” – (separate Borough form) – *whenever the required Certificate of Insurance does not show Worker’s Compensation coverage*

Incomplete submission of all required information and/or documents will result in the entire application being returned. You will then need to resubmit with all documentation.**

*** The one exception to this requirement is the Certificate of Insurance.*

This may be faxed (610.489.8827) or emailed (joan.holley@trappeborough.com) to the Borough office by contractor’s insurance company.