

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 **ELECTRICAL PERMIT**

Please refer to Trappe Borough Code § 135 12-16 for more information.

WHERE TO BEGIN: AN ELECTRICAL PERMIT IS REQUIRED FOR:

- Installing new wiring
- Replacing old wiring inside any walls, floors, ceilings, doors, spas, pools, HVAC, etc.
- Relocating wires, light fixtures, garage door openers, spas, pools, etc.

NOTE: An Electrical Permit is ***not*** required if you are simply replacing existing outlets, receptacles and/or light fixtures.

PLAN REVIEW:

Plans being submitted to Trappe Borough for a permit must already be reviewed, signed & sealed by a state-certified third party agency prior to submission of an Electrical Permit Application.

ABOUT ELECTRICAL INSPECTIONS:

- Trappe Borough's Code Inspector **does not do electrical inspections.**
- Applicant(s) are required to schedule any/all required electrical inspections with a state-certified third-party electrical inspector.
- The state-certified third-party inspector must provide a cut card to the Borough verifying the electrical improvement work has passed final inspection and meets code compliance.

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

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ITEMS FOR INCLUSION AT TIME OF APPLICATION SUBMISSION:

- 1) Copies of any/all applicable approved Zoning Permit(s)
- 2) Completed “*Electrical Permit Application*”
- 3) **TWO (2)** sets of each of the following types of plans as applicable:
 - A). Building Plans including the following items:

- Drawings
- Specifications
- Floor plans
- List of all materials to be used

NOTE: The service used by Trappe Borough for review of plans is not certified to inspect electrical plans. Therefore, *all* plans for *residential and commercial electrical work* are required to be signed and sealed by a Pennsylvania-licensed design professional prior to submission of application.

- B). Plot Plans* (*that is, “top down” orientation*) including the following items:

- Size of lot (preferred drawn to scale)
- Location of existing structures (show distances to property lines & other structures)
- Location of proposed improvements and/or structures
- All relevant setbacks
- Elevations
- Sections view (pretending to cut the object on a plane and showing the “sectional view”)
- Footprint size (dimensions) of all existing structures and impervious surfaces

***NOTE:** Plot Plans are *not* required if your plans are for interior work only.

- 4) Approval letter from Homeowner’s Association for work/improvement to be done, if applicable (***Required if property is within a development managed by a Homeowner’s Association***)
 - 5) 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.*
 - 6) 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.
 - 7) 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” – (Borough form) – *whenever the required Certificate of Insurance does not show Worker’s Compensation coverage*
 - PA State Contractor’s License and Registration number (if applicable)
 - Owner’s Authorization Form (*additional Borough form*)
(Required if contractor is acting as applicant for property where work is to be done)

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PERMIT APPLICATION: *ELECTRICAL*

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: _____

APPLICANT INFORMATION (if other than owner)

NOTE TO CONTRACTORS:

You need to provide to us:

- Certificate of Insurance
- Worker's Compensation form *if this is not indicated on Certificate of Insurance* (Borough form)

If you are turning in application on behalf of the property owner, you also need to obtain from homeowner & bring with you:

- Owner's Authorization form (with homeowner's original signature when Borough receives it) – *Faxed, emailed, electronically-signed, or photocopied signatures not accepted!*
- Homeowner's Association letter of approval (if property is part of HOA)

APPLICANT NAME: _____

BUSINESS ADDRESS: _____

CITY, ZIP: _____

BUSINESS PHONE: _____ CELL PHONE: _____

APPLICANT EMAIL: _____

PA LICENSE (HIC #) _____

APPLICANT SIGNATURE: _____

**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.
These may be faxed to the Borough office (610.489.8827) by contractor's insurance company.*

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PROPERTY INFORMATION

ADDRESS OF JOBSITE: _____

EXISTING USE (*indicate selection*):

Owner-occupied Renter-occupied Vacant Other: _____

INTENDED USE OF IMPROVEMENT (*indicate selection*):

Owner-occupied Renter-occupied Vacant Other: _____

PROJECT INFORMATION

FROM THE FOLLOWING, INDICATE ONE THAT APPLIES TO THIS BUILDING PROJECT:

- Install new wiring where none existed
- Replace old wiring inside any walls, floors, ceilings, doors, spas, pools, HVAC, etc.
- Relocate wiring, light fixtures, garage door openers, spas, pools, etc.
- Other: _____

PA ONE CALL ID #: _____

VALUE OF CONSTRUCTION & PERMIT FEE DUE

Value of construction: _____

Fee for current year* will be charged for permit.

See "Fee Schedule" (available at www.trappeborough.com) to verify current rate.

ACTUAL PERMIT FEE DUE: _____

Note: Be sure to include \$4.00 UCC fee in total paid.

Make checks payable to "Trappe Borough"

* At date of submission of application

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PERMIT APPLICATION: *ELECTRICAL*

FOR BOROUGH USE ONLY

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
- WORKER'S COMP COVERAGE
- HOA APPROVAL
- ANY/ALL APPROVED ZONING PERMITS

PARCEL ID #: _____
BLOCK: _____
UNIT: _____
ZONING DISTRICT: _____
PERMIT # ASSIGNED: _____

COMMENTS:

PA-UCC Certified Plan Reviewer
Building Code Official