

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 **MECHANICAL PERMIT**

Please refer to Trappe Borough Code §135 17-19 for more information.

A MECHANICAL PERMIT IS REQUIRED FOR:

... installation, enlargement, alteration, repair, removal, conversion or replacement of mechanical systems which are permanently installed and utilized to provide control of environmental conditions and related processes within buildings

This would include items such as, but not limited to, the following:

- Air conditioner (fixed/hard-wired only)
- Attic/Ventilation Fan
- Gas Fireplace, Furnace, Piping
- HVAC Vent/Return
- Hydronic Heating (includes boiler, radiant, radiator)
- Oil Tank
- Wood Stove

In addition, in a commercial setting items such as the following would require a permit:

- Refrigeration
- Exhaust Hood

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 “*Mechanical Permit Application*”
- 3) **TWO (2)** sets of Building Plans including the following items:
 - Drawings
 - Specifications
 - Floor plans
 - List of all materials to be used

NOTE: All plans 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.

- 4) **TWO (2)** sets of Plot Plans (*if applicable**) 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.

- 5) 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***)
- 6) 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.*
- 7) Application fee(s)
All applicable permit fees must be submitted with the permit application. Please refer to the current year’s “Fee Schedule” (available at www.trappeborough.com) for amount due.
- 8) 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
(Required if contractor is acting as applicant for property where work is to be done)

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PERMIT APPLICATION: *MECHANICAL*

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 ALL THAT APPLY TO THIS BUILDING PROJECT:

Residential Commercial Other: _____

Demolition New Construction Addition Alteration Renovation Repair

TYPE OF FUEL (Please indicate one):

** NOTE: Propane Gas piping and appliances do NOT require a permit*

Gas-Natural Electric Oil Other: _____

TYPE OF EQUIPMENT (please provide information for all that apply to this work):

	Quantity	Size		Quantity	Size
Air Conditioner (fixed/hard wired)	<input type="text"/>	<input type="text"/>	Gas Furnace *	<input type="text"/>	<input type="text"/>
Attic/Vent Fan	<input type="text"/>	<input type="text"/>	Gas Piping *	<input type="text"/>	<input type="text"/>
Exhaust Hood (Commercial only)	<input type="text"/>	<input type="text"/>	HVAC Vent	<input type="text"/>	<input type="text"/>
Gas Fireplace *	<input type="text"/>	<input type="text"/>	HVAC Return	<input type="text"/>	<input type="text"/>

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: *MECHANICAL*

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