

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 **NON-RESIDENTIAL ROOF PERMIT**

WHERE TO BEGIN:

A non-residential roof permit is required for any type of work including, but not limited to, the following:

- Re-shingling
- Re-tiling
- Re-tarring
- Replacement of flashing, underlay, joists, trusses and/or plywood

**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. Certificates of Insurance may be faxed to the Borough office (610-489-8827) by contractor's insurance company.*

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 “*Roof (Non-Residential) 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 (*additional Borough form*)
(Required if contractor is acting as applicant for property where work is to be done)

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PERMIT APPLICATION: *NON-RESIDENTIAL ROOF*

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: _____

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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:

- New Roof Construction – NOTE: **STOP COMPLETION OF THIS FORM. THIS OPTION REQUIRES A DIFFERENT FORM (*Building Permit Application*).**
- Re-Shingling
- Re-Tiling
- Re-Tarring
- Replacement of Trusses
- Replacement of Joists
- Replacement of Plywood
- Replacement of Flashing
- Replacement of Underlay
- Other: _____

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 Roof (Non-Residential) Permit Fee is \$98.00 (\$94.00 base fee + \$4.00 UCC fee)

If Line 3 above is an amount greater than \$98.00, the fee would be 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"

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PERMIT APPLICATION: *NON-RESIDENTIAL ROOF*

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