

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 **SHED PERMIT**

ZONING OVERVIEW: The purpose of Zoning Ordinances & the place of Zoning Permits “promoting the health, safety, morals and the general welfare of the Borough in accordance with a comprehensive plan ... designed to lessen congestion in the streets, roads and highways, and to secure safety from fire, panic and other dangers, to provide adequate light and air, to prevent the overcrowding of land, to avoid undue concentration of population, to facilitate the adequate provision of transportation, water, sewage, schools, parks and other public requirements, and to encourage the most appropriate use of land throughout the Borough.”

Please refer to Trappe Borough Code § 340.80-82 for detailed Zoning Permit information.

INFORMATION TO KEEP IN MIND:

- All applicable Zoning Permit Applications are to be submitted prior to submission of any Building Permit Applications
- As the property owner, you are responsible for locating / verifying your property lines.
- By definition, a shed is “a building, with or without a concrete slab or footing, **not in excess of 12’ in depth nor 12’ in height** from lowest point in grade to peak or ridge of the roof,” that is, 144 sq. feet. Anything larger is considered an “Accessory Building,” requiring a Building Permit.
- Building setback information:

DISTRICT	BOROUGH CODE	SIDE SETBACK	REAR SETBACK
R-1:	§340-12. D. – E.	20 feet	15 feet
R-2	§340-17. D. – E.	15 feet	10 feet
R-3	Subject to regulations of Homeowner’s Association		
VC	§340-32. M.	5 feet	5 feet

- Whenever there is 2,000 sq. feet or more of earth disturbance a Grading Permit is also required. Submission of “Grading Permit Application” to be simultaneous with all other Zoning Permit Applications and prior to all Building Permit Applications.

IMPORTANT NOTE:

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

** The one exception to this requirement is the Certificate of Insurance. Certificates of Insurance can be faxed to the Borough office (610-489-8827) by contractor’s insurance company.*

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ITEMS FOR INCLUSION AT TIME OF APPLICATION SUBMISSION:

- 1) Completed “*Shed Permit Application*”
- 2) **TWO (2)** sets of **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 (*see page 1 for details about 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
- 3) List of construction materials and material to be used as foundation
- 4) Approval letter from Homeowner’s Association for work/improvement to be done
(Required if property is within a development controlled by a Homeowner’s Association)
- 5) Any/all additional completed Permit Applications needed (such as “*Grading Permit Application*”)
- 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 – (*Borough form*)
(Required if applicant is not owner of record for property where work is to be done)

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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PERMIT APPLICATION: *SHED*

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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PROPERTY INFORMATION

ADDRESS OF JOBSITE: _____

EXISTING USE (*circle selection*):

Owner-occupied Renter-occupied Vacant Other: _____

Residential Commercial/Non-Residential

INTENDED USE OF IMPROVEMENT (*indicate selection*):

Owner-occupied Renter-occupied Vacant Other: _____

PROJECT INFORMATION

New Construction Replacement of Existing

Dimensions of Shed: Height = _____ Depth = _____ Sq Ft = _____

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: _____

Make checks payable to "Trappe Borough"

* At date of submission of application

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PERMIT APPLICATION: *SHED*

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