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

SPA (NON-FREESTANDING) PERMIT

WHEN A SPA (Non-Freestanding) PERMIT IS REQUIRED:

Construction/installation of any structure that is intended for swimming or recreational bathing that contains water 24 inches (610 mm) or deeper. This includes in-ground, above-ground & on-ground swimming pools, hot tubs and spas.

WHERE TO BEGIN:

Preliminary to obtaining a Spa (Non-Freestanding) Permit, frequently a Grading Permit Application must be approved. If there will be 2,000 sq. feet or more of earth disturbance in the construction of the proposed structure, then an approved Grading Permit is required. Please refer to Borough Code §179 *"Grading & Stormwater Management"* for specific requirements.

GRADING PERMITS:

Grading Permits, residential and non-residential (if applicable) shall be submitted to the Zoning Officer with two sets of plans NOTE: If storm water control for the *individual lot* was not designed on the approved and recorded subdivision plans, then storm water retention must be addressed in documentation submitted with the Grading Permit Application (including calculations to support the design).

WHAT ELSE MIGHT BE NEEDED:

Secondarily, please be aware separate application is required for any/all of the following if planned as part of/associated with the installation of this above-ground pool:

- Electrical
- Plumbing / Plumber's Registration
- Fence – NOTES … pursuant to International Residential Code® 2009 Edition, Appendix G – *Swimming Pools, Spas and Hot Tubs*:
  - All above-ground pools more than four feet (4') above grade must be enclosed by a fence that possesses a self-latching or self-locking gate
  - If fencing encloses a house and a pool, every door in the house that leads to the pool area must be alarmed
- Deck

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 *"Spa (Non-Freestanding) 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: *SPA (NON-FREESTANDING)*

OWNER INFORMATION

NAME: _____

ADDRESS: _____

CITY, ZIP: _____

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

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

2. PHONE: _____
   (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 <u>all required information and/or documents</u>*
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

Does work to be done for this project by the listed contractor 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 #: _____

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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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