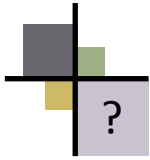


# BOROUGH OF POTTSTOWN PERMITTING CHECKLIST

## Commercial and Mixed-Use Buildings



**Undecided on the use, size or scope of the project?**

Depending on the project's complexity, a pre-application meeting can help to reduce review comments and save review time. Applicants may request a pre-application meeting prior to submission of the permit application.

### Things to Consider:

- Is the proposed use permitted in the zoning district?
- Change from previous use? Ask L&I for determination
- Consult your design professional to check if fire alarms and fire sprinklers are required
- LERTA Application (tax abatement incentive for increases in assessed value due to improvements)
- County Health Department or other agency requirements for project?

### PLAN REVIEW

#### STEP 1

(Applicant / Design professional)

- Applicant must engage with a registered design professional to prepare signed and sealed engineering drawings - General Construction, Architectural/Structural, Mechanical/Plumbing/Electrical (MEP's) and Fire Alarm/Sprinklers as applicable to your project
- Submit to Borough completed application for commercial building permit and 1 set of drawings with escrow payment. Applications can be accessed online here: <http://www.pottstown.org/DocumentCenter/View/713>

**Business days**

#### STEP 2

(Borough)

- Initial 3<sup>rd</sup> Party Review - Review letter sent to applicant's design professional & Borough

**30 days**

#### STEP 3\*

(Design Pro.)

- Applicant's design professional responds to Borough with revised plans / specifications

#### STEP 4

(Borough)

- Review by 3<sup>rd</sup> party - Repeat steps 3 and 4 until all 3<sup>rd</sup> party review comments are satisfactorily addressed and approval letter is received **\*\***(We strive to return follow-up reviews to the applicant within 10 business days, however timing can vary based on a project's complexity)**\*\***

**30 Days \*\***

#### STEP 5\*

(Design Pro.)

- Upon notice of final plan approval, submit 3 paper copies (signed & sealed) to Borough

### PERMITTING

*(Step 6 may be started at any time prior to commencing work in the Borough)*

#### STEP 6\*

(Applicant / Contractor)

- Applicant provides Borough with verification of current insurance certificates and annual Borough registration for all contractors and subcontractors listed on the building permit
- For plumbing & electrical contractors—provide to Borough proof of master plumber and master electrician ICC certifications or reciprocity from other municipality or State of NJ

#### STEP 7

(Borough)

- Stamped by 3<sup>rd</sup> party reviewer - Borough will process, stamp and sign-off reviewed permit application and provide notice to applicant once complete

**10 days**

**START CONSTRUCTION**

- Building permit issued by Borough upon receipt of building permit payment by applicant
- Borough provides list of required inspections to applicant

### INSPECTION

#### STEP 8

(Applicant/ Contractor)

- Schedule inspections a minimum of 48 hours in advance

#### STEP 9

(Borough)

- Borough Inspection. If follow-up inspection is required, repeat steps 8 and 9
- Final inspection complete

**2 days**

**\*Borough will close out projects if applicant's responses / submissions are not received within 180 days from their last submission, and applicants will be required to restart the process at STEP 1 and submit a new permit payment.**

**Disclaimer: This document is intended to serve as a reference guide only and may not account for situations unique to your project.**