



Borough of Pottstown

Licensing & Inspections
 100 East High Street
 Pottstown, Pennsylvania 19464-9525
 Email: LNIAdmin@pottstown.org
 610-970-6520

Application For Plan Examination and Building Permit

Date	Type of Permits: <input type="checkbox"/> Fire <input type="checkbox"/> Building <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <input type="checkbox"/> Demolition
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1. Applicant Information

Applicant First Name	Applicant Last Name or Name of Business	Applicant Contact Phone
Applicant Street Address	Applicant City	Applicant Zip
Applicant Email Address – <i>Print Legibly</i>		

2. Property Information

Street Number	Street Name	Suite/Unit #
Parcel #	Parcel Type: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other	Historic District? <input type="checkbox"/> Yes <input type="checkbox"/> No
Owner First Name	Owner Last Name or Name of Business	Owner Contact Phone
Owner Street Address	Owner City	Owner Zip
Owner Email Address – <i>Print Legibly</i>		

3. Commercial Tenant Information

Tenant Business Name	Tenant Contact Phone	
Tenant First Name	Tenant Last Name	
Tenant Street Address	Tenant City	Tenant Zip
Tenant Email Address – <i>Print Legibly</i>		

All building permit applications must be complete and accompanied by a site plan drawn to an acceptable scale (1" to 20' or bigger) indicating the exact location and size of the proposed structure. The site plan must show setback lines at all property lines, any easements on property, location of existing water and sewer lines, wells, utility lines, right-of-ways, and any other existing structures and their dimensions on the property as may be required by the Borough.

Two sets of construction documents must also accompany a site plan and building permit application. These construction documents shall be prepared by a registered design professional and stamped/sealed as required by the PAUCC.

PERMIT FEES ARE NON-REFUNDABLE Fees: \$60 for the first \$2,000 and then 3% of construction cost.
PLAN REVIEW FEES MAY BE APPLICABLE, REVIEW FEES ARE NOT INCLUDED IN THIS PERMIT FEE.

Review fees are based upon square footage

New Commercial and Residential \$.40 per sq. ft. (3rd party) \$.05 per sq. ft. (in-house)
Minimum plan review fee = \$250.

Residential Alterations (i.e. renovations, decks, porches, unfinished basements, etc.) \$.40 per sq. ft.
Minimum plan review fee = \$100.

Commercial or General Contractor Information

Company Name		Contractor Name	
PA HIC# or Borough Reg #		Phone	
Email Address – Print Legibly			

Additional Contractors

	Company Name / Contractor Name	PA HIC OR Borough Reg	Phone
Architect			
Excavation			
Concrete			
Carpentry			
Electrical			
Plumbing			
Sewer			
Mechanical			
Roofing			
Masonry			
Drywall/Lathing			
Fire Protection			
Paving			

A construction drawing must be submitted for any and all construction projects.

Improvement Type

<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Repair/Replacement
<input type="checkbox"/> Relocation	<input type="checkbox"/> Foundation Only		<input type="checkbox"/> Demolition

Building Permit Application Proposed Use:

<u>Assembly</u> <input type="checkbox"/> Theatre <input type="checkbox"/> Night Club <input type="checkbox"/> Restaurant	<u>Factory</u> <input type="checkbox"/> Moderate Hazard <input type="checkbox"/> Low Hazard <input type="checkbox"/> High Hazard	<u>Residential</u> <input type="checkbox"/> Hotel, Motel <input type="checkbox"/> Multi-Family <input type="checkbox"/> One/Two Family
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<u>Other Assembly</u> <input type="checkbox"/> Church <input type="checkbox"/> Business <input type="checkbox"/> Educational (Grades 1=12) <input type="checkbox"/> Day Care Facility <input type="checkbox"/> Post High School	<u>Institutional</u> <input type="checkbox"/> Group Home <input type="checkbox"/> Hospital <input type="checkbox"/> Jail <input type="checkbox"/> Mercantile	<u>Storage</u> <input type="checkbox"/> Moderate Hazard <input type="checkbox"/> Low Hazard <input type="checkbox"/> <u>Other</u>
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Frame Type (Select One)

<input type="checkbox"/> Steel	<input type="checkbox"/> Masonry	<input type="checkbox"/> Concrete	<input type="checkbox"/> Wood	<input type="checkbox"/> Other
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Exterior Walls (Select One)

<input type="checkbox"/> Steel	<input type="checkbox"/> Masonry	<input type="checkbox"/> Concrete	<input type="checkbox"/> Wood	<input type="checkbox"/> Other
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	# Feet		# Of		Sq. Ft.
Frontage		Stories		Lot Area	
Front Setback		Bedrooms		Building Area	
Rear Setback		Full Baths		Parking Area	
Left Setback		Partial Baths		Living Area	
Right Setback		Garages		Basement Area	
Elevation		Windows		Garage Area	
		Fireplaces		Office/Sales	
		Enclosed Parking		Service	
		Outside Parking		Manufacturing	

Est. Start Date	Est. Finish Date	Est Value \$
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Fire Protection Permit Information:

Description of Work:

Est. Start Date	Est. Finish Date	Est Fire Cost \$

<input type="checkbox"/> Fire Alarm System	<input type="checkbox"/> Fire Sprinkler System	<input type="checkbox"/> Kitchen Fire Suppression Systems	<input type="checkbox"/> Special Fire Suppression System
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Building Permit Information:

Description of Work:

Est. Start Date	Est. Finish Date	**Est Build. Cost \$

****Deduct Electrical, Plumbing, Mechanical, and other permit costs from this estimate.**

Electrical Permit Information:

Description of Work:

Est. Start Date	Est. Finish Date	Est Elec. Cost \$

Total Service Amps		Total # of Motors	
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Number of Service Outlets				Number of Circuits					
110V:		220V:		2 wire		3 wire		4 wire	

	1	2	3	4	5	6	7	8	9
Power Device									
Output/Load									

Mechanical Permit Information:

Description of Work: Unit specification sheets are required as an attachment

Est. Start Date	Est. Finish Date	Est Mech. Cost \$

Enter number of new/replacement units.

Forced Air Furnace		Boiler		Heat Pump	
Unit Heater		Coil Unit		Air Cleaners	
Gas/Oil Conversion		Window A/C Unit		Humidifier	
Space Heater		Split System A/C		Dehumidifier	
Gravity Furnace		A/C Compressor		Other:	
Incinerator		Air Handling Unit		Other:	

Type of Heating Fuel	<input type="checkbox"/> Gas	<input type="checkbox"/> Oil	<input type="checkbox"/> Coal	<input type="checkbox"/> Wood	<input type="checkbox"/> Other
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Plumbing Permit Information:

Description of Work:

Est. Start Date	Est. Finish Date	Est Plumb. Cost \$

Enter number of fixtures being installed or replaced. Fees: \$20. per fixture; Sewer ejector or interceptor \$50.; Water/sewer, \$35. per 100 linear ft. or fraction thereof. Minimum of \$35 plus a \$60 inspection fee.

Tub/Shower		Drinking Fountain		Water Pump	
Shower Stalls		Floor Drain		Roof Opening	
Lavatories		Water Heater		Parking Lot Drain	
Toilets		Water Softener		Inside Downspout	
Urinals		Sewage Ejector		Swimming Pool	
Sinks		Sump Pump		Expansion Tank	
Laundry Tubs		Grease Trap		Other:	
Dishwasher		Bidet		Other:	
Garbage Disposal		Back Flow Preventer		Total Fixtures=	

Public Water?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Public Sewer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire Sprinklers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Lawn Sprinklers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Water Service Size (inch)		Water Meter Size (inch)		Avg Daily Water Use GPD	
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Demolition Permit Application:

Before a Demolition permit is issued permits are required to be obtained to disconnect the utilities. HARB approval is required if the property is within the overlay district. Demolition permits may require an additional Fire Marshal permit. Demolition permits are valid for three months. If the demolition work is not completed within that time frame, any bond posted by the applicant shall be forfeited. There is a requirement for a posting of a financial security in the amount of \$1,500 to guarantee the proper capping and sealing of the water and sewer services.

Description of Work:

<input type="checkbox"/> With Services <input type="checkbox"/> Without Services		
Est. Start Date	Est. Finish Date	Est Demo. Cost \$

- Demolition work cannot start until a construction fence is erected and/or the area is secured. In addition:
1. Plumbing Permit required for water/sewer disconnect at main.
 2. Mechanical Permit required for disconnect of gas lines, removal of fuel tanks and other hazardous materials.
 3. Public Works Permit for street opening or damage.
 4. Disconnect electrical lines, phone lines at the street pole. (See Fire Marshal.)

Demolition continued on next page

5. Where an existing party wall or an existing exposed wall which is structurally sound and which is not intended to be used by the person causing demolition, and further that the surface of the said wall is to remain exposed, such person causing the demolition shall preserve, at his own expense, the party or exposed wall by ensuring that the exposed surface shall be permanently waterproof.
6. Notify Fire Marshal 24 hours prior to demolition at [610-970-6525](tel:610-970-6525).
7. Keep property clean, safe, and free from any accumulation of rubbish or garbage.
8. Grade and maintain property to prevent erosion or accumulation of water. Grade to establish street grade.

I further certify that the information above is true and accurate to the best of my knowledge. I understand that the submission of inaccurate or incorrect information on this form could subject the applicant to a loss of registration within the Borough.

Applicant Print Name	
Applicant Signature	

Rev 2/2023

GUIDELINES

APPLICATIONS:

- A. This application must be filled out completely and legibly in blue or black ink, or it will be rejected
- B. In cases of new ownership, proof of new ownership is required. Acceptable form of documentation:
 - i. Recorded Deed or
 - ii. Signed and dated Settlement Sheet

CONTRACTORS:

- A. Commercial contractors and Subcontractors must hold a valid annual Borough of Pottstown Contractor Registration
- B. Contractors and Subcontractors performing residential work must hold either:
 - i. A valid PA HIC#, or
 - ii. A valid Borough of Pottstown Contractor Registration
- C. Plumbers and Electricians performing residential and/or commercial work must be a "Master" and must hold a valid Borough of Pottstown Contractor Registration
- D. A valid Certificate of Insurance is to accompany each permit application
- E. All Contractors performing work must be listed on this application
- F. The Contractor Registration application is available on our website @ www.pottstown.org and provides further information

DECKS, ADDITIONS, STRUCTURAL WORK:

- A. Application must be submitted with required documentation, or it will be rejected:
 - i. Construction drawing/sketch,
 - ii. Floor plan (additions, renovations)
 - iii. Professional Design plan (as applicable)
- B. Plan review fees (as described on Page 2) MUST be submitted with this application

MECHANICAL

- A. Application must be submitted with required specification (spec) sheet, or it will be rejected:

WORKING WITHOUT A PERMIT

- A. Permits must be paid and in hand before any work may begin.
- B. A double permit fee may be levied to each permit type for work performed without a valid permit