

BOROUGH OF POTTSTOWN

Building /Zoning Permit Application

MUST BE TYPED OR PRINTED IN INK 610-970-6520 FAX 610-970-6599

PAYMENT NOT ACCEPTED UNTIL APPROVED

Property address: _____

Is property in **historic district**? Yes No Exterior work? Yes No

Circle all that apply for use of property: Single Family ; Multi-unit Residential; Owner occupied
Rental property; Single unit commercial; Multi-unit commercial _____ # of units;
Describe use: Residential; Office; Retail; Service; Restaurant; Warehouse; Other (Be specific
and all inclusive): _____

Circle ALL that are existing on property: garage, shed, parking area, driveway, signs, fence,
deck, pool, porch, other (describe): _____

Proposed project start date: _____ Expected finished date: _____

Property Owner's Name: _____ Phone: _____

Property Owner's Address: _____

Project contact person: _____ Phone: _____

COST of project: \$ _____

**** DO NOT INCLUDE COST FOR PLUMBING, ELECTRICAL, OR MECHANICAL - SEPARATE
PERMITS ARE REQUIRED FOR THESE ****

DESCRIBE IN DETAIL work to be done (Note dimensions, type and extent of work,
materials, location,) _____

Fee :\$ _____

State Surcharge: \$ 4.00

Total Permit Fee \$ _____

COMPLETE OTHER SIDE ALSO



Submit Complete Plans and Work Order With Application. If exterior work, show distances from property lines.

Incomplete Information or Plans May Delay or cause Denial of Issuing of Permit.

Contractor's Business Name: _____ Phone: _____

Name on License _____ License # _____

Address: _____

List other contractor's and their information on additional sheet. Attached # of sheets _____

Received HARB Approval ? YES NO When?: _____

I hereby make application for a Building / Zoning Permit in accordance with specification and plans herewith submitted and subject to all requirements of the Pottstown's Borough Codes. I grant permission to Borough's employees and or agents to enter property for inspections purposes.

Owner's name (printed): _____

Authorized Agent of Owner (printed): _____

Signature: _____ Date: _____

Approved by : _____ Date: _____

PERMIT FEES ARE NON-REFUNDABLE

FEES: \$60.00 for the first \$2,000.00 and then 3% of the construction costs

PLEASE NOTE:

PLAN REVIEW FEES MAY BE APPLICABLE

(REVIEW FEES ARE NOT INCLUDED IN THIS PERMIT FEE)

Review fee based on square footage - \$.37 per sq ft / \$250.00 minimum payable to Borough of Pottstown upon submittal of construction plans.



Borough of Pottstown

*Borough Hall, 100 East High Street
Pottstown, Pennsylvania 19464-9525*

610-970-6520 fax 610-970-6599

\$100.00 DEPOSIT APPLICATION

MUST BE TYPED OR PRINTED IN INK

NAME _____
(PERSON / BUSINESS PAYING THE \$100.00 DEPOSIT)

ADDRESS OF PERSON / BUSINESS PAYING THE DEPOSIT:

PERMIT # _____

WORKSITE ADDRESS _____

I HEREBY REQUEST RELEASE OF DEPOSIT UPON FINAL INSPECTION. I UNDERSTAND THAT THE REFUNDS ARE PAID AT THE END OF EACH MONTH, AND THIS REQUEST WILL BE PROCESSED ACCORDINGLY.

SIGNATURE: _____ DATE: _____

THE INFORMATION ABOVE WILL ENSURE THE BOROUGH OF POTTSTOWN CAN RETURN THE DEPOSIT AFTER FINAL INSPECTION HAS OCCURRED.

SIGNATURE OF CODES OFFICER _____

DATE OF FINAL INSPECTION _____

SIGNATURE/CODES MANAGER _____