



Borough of Pottstown

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

Zoning Permit Application
Licensing and Inspections
Phone 610-970-6520 Fax 610-970-6599

Additions, Accessory Structures, Home Occupations

1. Property Information

Project Address: _____

Parcel ID 1600-_____ Zoning District: _____ HARB Zone Yes No

Property Owner Name: _____ Phone: _____

Property Owner Address _____

Applicant Name: _____ Phone: _____

Applicant Address: _____

Contractor Name: _____ Phone: _____

Contractor PA HIC # _____ If Commercial Project, Contractor Pottstown Reg # _____

**Must provide contractor insurance certificate*

2. Project:

Attach an 8 x 11 plot plan to this application showing property lines with street and alley names, all existing structures, and proposed improvements with front, side, and rear setbacks. (Page 3 example is attached.) Accessory structures may not encroach into any public right of way or obstruct any clear sight distance related to sidewalks, street or alleys. All existing structures/accessories are to be included on this plot plan

Fences and walls may be placed up to the rear and side property line, however it is recommended to allow enough room to be able to maintain your property (paint, repair, cut grass, etc.) without trespassing onto any neighboring property.

Fence **New** **Replacement**

Wall under 4 ft ***Wall over 4 ft** * Building permit required after Zoning approval.

Shed –Residential use not to exceed 8 feet in overall height and 120 square feet. 3 foot setback from each side yard and at the rear of the property is required. *If a utility is added a building permit is required after Zoning approval.*

Pool/Spa Above Ground In Ground Spa/Hot Tub

**Building/Electrical permit application required after Zoning approval.*

Other Accessory Structure (includes driveway, gazebo, pergola, etc.) Description _____

Addition (porch roof, deck, home addition, garage, etc.) Description _____

**Building permit is required after Zoning Approval*

Home Occupation (Must be accompanied by "Starting A Business" form.)

3. Total Cost of Project \$ _____ Start Date Proposed _____

*Zoning permits expire after 6 months of issuance. NOTIFY LICENSING AND INSPECTIONS UPON COMPLETION OF WORK

4. Details: See Diagram on page 3

Fence/Wall: Height _____ Side _____ Front _____ Rear _____

Style (picket, stockade, shadowbox, etc.) _____

Material (wood, chain link, vinyl, brick, stone, etc.) _____

Shed: Size of proposed shed _____

All Other Accessory/Addition (include material, height, width, length, etc. as applicable) _____

5. If rental property, owner's signature is required:

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

Owner Print _____

Owner Signature: _____ Date: _____

Applicant Print _____

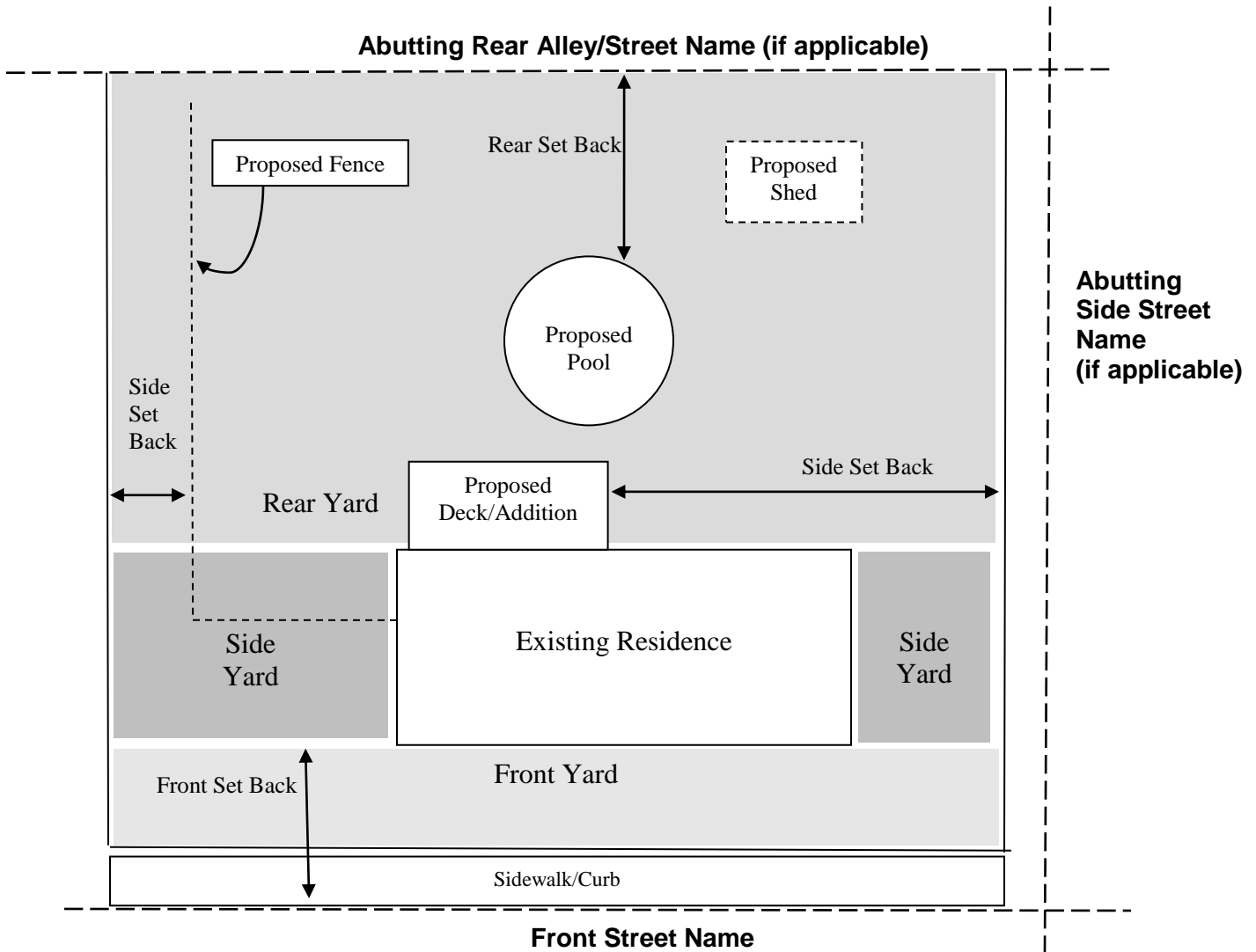
Applicant Signature: _____ Date: _____

**PERMIT FEES ARE NON-REFUNDABLE
NOTIFY LICENSING AND INSPECTIONS UPON COMPLETION OF WORK**

LICENSING AND INSPECTIONS USE:	
Fee \$	_____
Approved By:	
Signature	_____
Date	_____

SAMPLE PLOT PLAN

Submit Your 8 x 11(or larger) Plan on Separate Sheet



Show all existing structures/accessories on property.

It is the Property Owners responsibility to know where the property lines are located.

If you are unsure of your property lines, plot plans are available at our Public Works Department or you may hire a private surveyor.

Accessory structures may not encroach into any public right of way or obstruct any clear sight distance related to sidewalks, street or alleys.